

CONTRACT TRANSPORTATION DATA & PROCEDURES REPORT FORM TD24

The attached documents provide information that you will need to report contracts for the transportation of students. Data form TD24-A should be completed and submitted to the Department of Public Instruction, Transportation Services, via e-mail, prior to October 15, 2xxx. This annual report provides DPI with headcount information on those students which your LEA is transporting by means other than public school buses.

Attachment #1 provides guidelines for providing contract transportation for Exceptional Children. Attachment #2 is the form TD24-A which is used to report Exceptional Children and other contract transportation services. Sample contracts and invoices are attached to this report for your convenience. (Click appropriate tab at bottom of report for guidelines, sample invoices and contracts).

Please note that form TD24-A will supplement student ridership count information and will be used as part of the transportation funding formula to determine your transportation allotment. **Report only those students currently being transported under contract.** Backup documentation may be requested. Also please specify the reason for the contract (e.g., exceptional student, isolated location, privately operated school buses for regular transportation).

This report is to be submitted electronically via email and the original signed copy sent/mailed to DPI Transportation Services prior to October 15, 2xxxx. **The report is available on the Pupil Transportation web site at: www.ncbussafety.org.** (Click Reports and Forms). Please submit to: DPI Transportation Services, 6319 Mail Service Center., Raleigh, NC 27699-6319 or e-mail to: sbeachum@dpi.state.nc.us.

Any questions regarding this information should be directed to Steve Beachum or Derek Graham at (919) 807-3570.

Attachment #1

GUIDELINES FOR PROVIDING CONTRACT TRANSPORTATION

1. Appropriate transportation shall be provided for all special education pupils when shown in their individualized education program (IEP) that special transportation is required.
2. Funding for all K-12 transportation – including special education and contract – is provided within the block transportation allotments and is administered through the appropriate county or city.
3. Transportation should be provided by public school bus titled to a board of education, by contracts or fares with commercial carriers where practicable or by individual contractors (i.e., parents, family members, etc.)
4. A form of written contract should be devised and signed by both parties before transportation of children begins. All contracts should contain the standards outlined in items 6-9. Sample contracts are available upon request from DPI.
5. In arranging contracts, every effort should be made to obtain these transportation services as economically as possible with the following consideration:
 - (a) Pupils should be grouped as much as possible by “carpooling.”
 - (b) Payments for contract mileage shall be based on actual necessary mileage required for the sole purpose of providing transportation of children to and from the school to which the child is enrolled. (Necessary mileage for an employed contractor is interpreted to be that which is required beyond normal commuting mileage associated with the employment of the contractor.) When contractors have sought employment so they could transport a child to a specialized school, they should not be penalized for their efforts. Thus, one round trip is permitted. Necessary mileage for non-employed contractors may include two round trips from the home to the school to which the child is enrolled.
 - (c) **PAYMENT SHOULD BE MADE FOR THE ACTUAL NUMBER OF DAYS THE PUPILS ARE TRANSPORTED, NOT TO EXCEED 181 DAYS.**
 - (d) Frequency of trips should be in compliance with the requirements of the school not to exceed 181 days.

- (e) **PAYMENT FOR CONTRACT MILEAGE TO INDIVIDUAL CONTRACTORS SHOULD NOT EXCEED THE CURRENT STATE APPROVED MAXIMUM RATE OF MILEAGE REIMBURSEMENT.** An additional five cents per mile is allowable for each additional pupil transported to cover costs associated with transporting pupils other than your own.
6. Contract vehicles shall, at all times while school pupils are being transported, meet the requirements of the Division of Motor Vehicles safety inspection regulations.
 7. Drivers of contract vehicles shall hold a valid North Carolina operator's license at all times.
 8. Local administrative units entering into contracts shall not assume any responsibility for any funding other than services outlined in the contract.
 9. Contractors shall acquire and maintain sufficient liability insurance. Individual contractors should contact their insurance providers to determine their insurance status and premium rate if they transport children other than their own.

NOTE: TRANSPORTING PUPILS ON SPECIAL NEEDS BUSES

10. No school child that is eligible for school bus transportation shall be denied transportation of on special buses if space is available.
11. A local board of education shall make every effort to provide specially trained drivers on buses transporting exceptional children and may supplement salaries paid from transportation funds allotted by the Department of Public Instruction from other sources of funds. **THE SALARIES OF SAFETY ASSISTANTS WHO MAY BE REQUIRED ON THE SPECIAL BUSES SHOULD BE PAID FROM EXCEPTIONAL CHILDREN ALLOTTED FUNDS PROGRAM CODE 32.**

