



PUPIL TRANSPORTATION

Donell Rosenthal
Director of Pupil Transportation

FORMS AND DUE DATES


Form	Description	Report Due to OPI	Due to Co. Supt
TR-1	Bus Route	November 1	November 10
TR-4	Individual & Isolated Contracts	July 1	October 1
TR-13	1 st Semester Bus Inspections (Must be within 30 days prior to the start of school).	By 1 st day of school	After Inspection or Re-inspection
	2 nd Semester Bus Inspections (Prior to January 31)	By end of January 31	After Inspection or Re-inspection
TR-35	Bus Driver Certificates	As Driver Renews	As Driver Renews
TR-6	1 st Semester Bus Route Claims	February 15	February 22
	2 nd Semester Bus Route Claims	May 24	June 1

FORMS AND DUE DATES

Form	Description	Report Due to OPI	Due to Co. Supt. for Approval
TR-5	1 st Semester Individual Contract Claims	February 15	February 22
	2 nd Semester Individual Contract Claims	May 24	June 1

1

Only County Superintendents have county roles.



INDIVIDUAL CONTRACTS (TR-4)

- Transportation Contracts for the ensuing year must be completed by the fourth Monday of June.
- School districts are required to have individual contracts for the ensuing year signed by July 1
 - Three copies of the contract form are needed: one for the parent/guardian, one for district clerk, one for county superintendent.
 - Once the county superintendent receives the copy, then electronically mark the TR-4 received
- All Contracts must be approved through the county transportation committee annually.

ISOLATION ALLOWED TO INCREASE INDIVIDUAL CONTRACT

- Student lives at least **seven miles from school** and no school bus is provided, or lives at least **seven miles from the bus stop.** (ARM 10.7.116(a))
- Roads are not graded for at least one-half of the distance from home to school or bus stop.
- Roads present considerable difficulty in bad weather, and special equipment ordinarily is required.
- County transportation committee determines that hardship (physical and/or financial) exists.

INDIVIDUAL CONTRACT WITH ISOLATION

➤ Before the increased rate will be applied, the county superintendent must check the county approval box. First check the box then electronically receive the TR4.

➤ Data Entry>Contracts>TR-4 Individual Contract>Select District>Edit>Check County box

Individual Contracts

Select District: Shawmut Elem - 0947 Fiscal Year: 2012

Filter By Parent/Guardian: Last, First MI Contract #: Apply Filter Clear Filter

New Contract

Contract #	Parent	EL Rate	HS Rate	No Students			
17402	Rosenthal, Donell	12.95	0.00		Edit	Delete	TR-4

An * in the No Students column indicates entered for the contract. Students must be entered for each contract.

New contracts will not display in the list until a contract is entered and pressed 'Clear' or 'New Contract'.

District(s) responsible for reimbursing the contract:

EL Shawmut Elem - 0947 HS/K12 ☐ Check if the contract is shared between elementary and high school

☒ Check if you are applying for isolation status

Check if increased payment due to isolation has been approved by the District Trustees and the County Transportation Committee.

☒ Elementary District ☐ High School/K12 ☐ County

Parent or Guardian Name: Rosenthal Donell MI

Distance one way from home to nearest: ☐ One Way Only

EL HS/K12 EL HS/K12

School: 36.0 0.0 Bus Stop: 0.0 0.0

Students

Category	Grade Level	Students		
Regular Transportation	1-8	1	Edit	Delete

New Student

Save Clear

BUS ROUTES (TR-1)

- Check the (TR-1's) to verify what has been entered is what was approved through the county transportation committee.
- ALL bus routes must be approved annually
- Board chair must sign
- District keeps a copy and county superintendent receives a copy
- County superintendent must electronically receive all valid TR-1's

A NEW TR-1 IS NEEDED WHEN.....

Data Entry>County>TR1 Received

- There has been a change in bus on the route during the semester
 - Does not have to be approved through the county transportation committee
 - District still sends a copy of TR1 to county superintendent
 - County superintendent electronically marks it received.
- There has been a change in driver on the route during the semester
 - Does not have to be approved through the county transportation committee
 - District still sends a copy of the TR1 to the county superintendent
 - County superintendent electronically marks it received
- There has been a change in mileage on the route during the semester
 - DOES have to be approved through the county transportation committee
 - District sends a copy of the TR1 to the county superintendent
 - County superintendent electronically marks the TR1 received

DUTIES OF COUNTY TRANSPORTATION COMMITTEE

When the county transportation committee reviews a request for a new bus route or a change to an existing route, the committee shall consider the following:

- A map of the existing and proposed bus route;
- Description of turnarounds;
- Conditions affecting safety;
- The total mileage and change in mileage of the affected bus route;
- The approximate total cost;
- Reasons for the proposed bus route change;
- The number of children to be served;
- A copy of the official minutes of the meeting at which the school trustees approved the new bus route or route change; and
- Any other information that the county transportation committee considers relevant.

In an emergency situation, a temporary bus route change may be approved by the county superintendent. A bus route change approved by the county superintendent must be confirmed by the county transportation committee within 90 days in order to be continued for a period longer than 90 days.

BUS INSPECTIONS (TR-13)

- All school buses must be inspected by the highway patrol within **at least** 30 days prior to the start of 1st semester, and by January 31st for the 2nd semester, in order to receive state and county transportation reimbursement.
- The district must send a copy of their TR13 inspection forms to the county upon submittal to the transportation program
- County superintendents must electronically mark the TR-13's Received in order for districts to submit their semester claims.

NOTE: Type E buses are required to be inspected by the highway patrol using the TR13A Inspection form

TYPE E BUSES

As of July 1, 2017, schools became allowed to purchase a Type E Bus (vehicle) to be used to transport students from home to school and school to home on an approved bus route.

- Must be district owned and designed to carry 10 or fewer passengers.
- Has an overall safety rating of Five Stars at the time of purchase from the National Highway Traffic Safety Administration (NHTSA)
- Before a type E school bus is purchased, the school is required to complete a cost analysis of a traditional type A – D school bus versus the type E school bus before acquiring this bus type. The cost analysis must be kept on file for auditing purposes.
- Type E buses are reimbursed at .50 per mile
- Routes using a Type E bus must be approved through the county transportation committee

Type E School Bus Standards can be found on the Pupil Transportation web page at the following location:
Leadership>Finance and Grants>School Finance>Pupil Transportation>Guides &Information
Click on [2018 School Bus Standards](#)

BUS DRIVER CERTIFICATE (TR-35)

Data Entry>County>TR35 Received

- A school bus driver certificate remains valid until the earliest expiration date of any endorsement on their TR35.
- A driver may not operate a school bus without a valid and current TR35 certificate.
- The certificate includes:
 - 5 Years of licensed driving
 - CDL with a school bus and passenger endorsement
 - Medical Certification
 - First Aid and CPR
- OPI will deduct days for reimbursement if a driver drove while expired, or not qualified.
- Background check is required for newly hired drivers.
- School districts must send a copy of the TR35 to county superintendents.
- The county superintendent electronically marks the TR-35's received.
- TR35's are renewed at the earliest expiration of any endorsement.

TYPE E DRIVER QUALIFICATIONS

A Type E Driver is not required to have a CDL, but they are required to have a valid MT Driver's License.

Type E drivers are required to meet all other bus driver qualifications such as:

- TR35 Bus Driver Certificate
- First Aid and CPR
- DOT Medical Certificate.
 - Why? We still want to verify that they are medically fit to transport students.
- 15 hours of driver training is required annually.
- Drug testing.
- Background check upon their initial hiring.
- Annual driving record.
- NOTE: If a Type E driver will be driving another school bus type, they are required to have a CDL.

1ST SEMESTER CLAIMS PROCEDURES

First semester:

- By **February 15** school districts must electronically enter and submit TR5 and TR6 claims. Districts must send a signed copy of claim to county superintendent upon submission.
- By **February 22** the county superintendent must review and electronically approve each district's TR5 and TR6 claims.
- Please verify claims have been submitted with accuracy and assure that what has been submitted was approved through the county transportation committee and is eligible to receive state and county transportation reimbursement.

2ND SEMESTER CLAIMS PROCEDURES

Second semester:

- By **May 24** school districts must electronically enter and submit TR5 and TR6 claims.
- Claims must be signed by board chair.
- Districts must send a signed copy to the county superintendent.

- By **June 1** the county superintendent must review and electronically approve TR5 and TR6 claims.
- Please verify claims have been submitted with accuracy and assure that what has been submitted was approved through the county transportation committee and is eligible to receive state and county transportation reimbursement.

- NOTE: It is important to meet all deadlines for the submission and approval of claims. The due dates that are outlined in MCA and ARM do not allow much time to review and finalize the transportation reimbursements.

APPROVING CLAIMS

After verifying accuracy of the claims, if an error is found with a TR5 or TR6 claim, county superintendents have the option to deny approval of the claim.

District will need to request to be unsubmitted so they can make their changes/corrections, and resubmit.

The claim will show up again for approval. If corrections were made then county superintendent can click on the TR5 or TR6 Approved button.



OPI Pupil Transportation

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Approve TR-5s

Fiscal Year: Semester:

LE	Date Submitted	Who Submitted		
0048 Bear Paw Elem	2/14/2019	TGruszie	TR-5 Approved	Deny TR-5
0059 Bridger K-12 Schools	2/11/2019	BSweet	TR-5 Approved	Deny TR-5
0133 Fort Benton Elem	1/22/2019	shamel	TR-5 Approved	Deny TR-5
0134 Fort Benton H S	1/22/2019	shamel	TR-5 Approved	Deny TR-5
0146 Highwood K-12	2/14/2019	AHartman	TR-5 Approved	Deny TR-5
0171 Benton Lake Elem	2/4/2019	vcharlson	TR-5 Approved	Deny TR-5
0350 Bozeman Elem	1/22/2019	DKellie	TR-5 Approved	Deny TR-5
0351 Bozeman H S	1/22/2019	DKellie	TR-5 Approved	Deny TR-5
0368 Belgrade Elem	2/14/2019	sbanks	TR-5 Approved	Deny TR-5
0445 Cottonwood Elem	2/14/2019	SDawson1	TR-5 Approved	Deny TR-5
1 2 3				

LEGISLATION 2021

HB 267

- APPROACHING AND PASSING SCHOOL BUSES
- PROHIBITING A MOTOR VEHICLE FROM OVERTAKING A STOPPED SCHOOL BUS ON THE RIGHT
- PROHIBITING A SCHOOL BUS FROM ACTUATING FLASHING RED LIGHTS WHEN THE BUS IS STOPPED OUTSIDE OF THE ROADWAY TO RECEIVE OR DISCHARGE SCHOOL CHILDREN
- REQUIRING USE OF EXTENDED STOP ARMS IN CERTAIN CIRCUMSTANCES.
[Effective Date: July 1, 2021](#)
- REQUIRING SCHOOL DISTRICT TRUSTEES TO APPROVE EACH BUS STOP THAT REQUIRES A SCHOOL CHILD TO CROSS THE STREET.
[Effective Date: October 1, 2021](#)
- PROVIDING PENALTIES
- AMENDING SECTIONS 61-8-301 AND 61-8-351, MCA; AND PROVIDING EFFECTIVE DATES.

LEGISLATION 2021

HB 207

- AUTHORIZING THE USE OF ADDITIONAL FLASHING RED LIGHTS ON SCHOOL BUSES
 - FOUR OR MORE
 - MOUNTING IN THE FRONT AND REAR AT A HEIGHT OF AT LEAST 36 INCHES AND NO MORE THAN 72 INCHES FROM THE GROUND
- AMENDING SECTIONS 20-10-111 AND 61-9-402, MCA

Effective Date: Upon Approval of Montana School Bus Standards by the Board of Public Education

LEGISLATION 2021

HB 300

- Authorizing the use of 8-passenger to 15-passenger vehicles for transportation of students to and from certain events.
 - May not be used for the purposes of transporting students to and from school on an approved bus route
 - Must be insured in accordance with the minimum coverage requirements outlined in 20-10-109; MCA
 - Local Decision

Effective Date: July 1, 2021

NOTE:

The OPI cannot give a legal opinion for the purchase, make, or model of an 8 to 15 passenger vehicle. A district should consult with their district attorney and insurance carrier

BUS STANDARDS IMPLEMENTATION WORKPLAN

Date	Description	Responsible Party
July 16	OPI's initial gathering of relevant ARMS and detailing how school bus legislation affects	Donell (Done)
July 16	Email to School Bus ARM Committee—links to legislation and ARMS, more information to come	Donell (Done)
July 22 10:00 am	Review of OPI materials/legal review <ul style="list-style-type: none"> Work Plan Agenda Draft changes to 2018 Montana School Bus Transportation Standards 	Michele (Done)
July 29 1:00 pm	Planning session for in-person meeting: finalize agenda, ice breaker, shared vision, engage participants, take away document	Michele (Done)
Aug 6 8:30 – 5:00 pm	2021 Legislation Implementation Workgroup Meeting	Donell/Michele (Done)
Sept 15	Initial draft of proposed changes to Committee <ul style="list-style-type: none"> School Bus Transportation Standards ARM changes 	Michele/Donell (Done)
Sept 30	2021 Legislation Implementation Workgroup Meeting Final Meeting	Donell/Michele
Oct 15	Proposed changes completed <ul style="list-style-type: none"> School Bus Transportation Standards ARM changes 	Michele
Nov 4-5	Presentation to Board <ul style="list-style-type: none"> School Bus Transportation Standards ARM changes 	TBD
Nov 9	Submit MAR Notice to SOS for proposed ARM amendments (if approved by Board) <ul style="list-style-type: none"> 1st available date after board meeting 	Michele
Nov 30	SOS Publishes MAR notice with proposed rules	SOS (Michele)
TBD	Public Hearing (at least 28 days from MAR notice date and 20 days from hearing)	Michele
TBD	Public Comment – response	Michele/Donell
TBD	Final Rule presented to Board of Public Education for approval	TBD
TBD	Final Rule Adopted <ul style="list-style-type: none"> Printed by SOS 	SOS (Michele)
TBD	2021 School Bus Transportation Standards adopted	BPE
TBD	ARM pages changed	Brittany/Michele

State & County Entitlement Report

Reports>State & County Entitlement Report

➤ Section I. Reimbursement Claim Detail

I. Reimbursement Claim Detail Semester 1	<u>Regular</u>	<u>Contingency</u>	<u>Total</u>
Individual Contracts	0.00	0.00	0.00
Correspondence Course	0.00		0.00
Bus Routes	30,131.40		30,131.40
Current Year Adjustments	0.00		0.00
Total Semester 1 Reimbursement And Adjustments	30,131.40	0.00	30,131.40

STATE & COUNTY ENTITLEMENT REPORT (CONT.)

➤ Section II. Budget Information

II. Budget Information

<u>On-Schedule</u>	<u>Contingency</u>	<u>Total Budget</u>	<u>State Share Revenue 3210</u>	<u>County Share Revenue 2220</u>
119,848.47	11,984.85	131,833.32	65,916.66	40,860.16
Budget Amendments		0.00	0.00	0.00
Total		131,833.32	65,916.66	40,860.16

STATE & COUNTY ENTITLEMENT REPORT

➤ Section III. State Entitlement Information

III. State Entitlement Information

Note: Current Year Reimbursement Claims and Adjustments cannot exceed the amount budgeted for the state share revenue 3210

	<u>Prepayment</u>	<u>First Semester</u>	<u>Second Semester</u>
Current Year Reimbursement Claims		15,065.70	
Amount Over State Budget Limitation		0.00	
Un-Approved Claims		0.00	
State Entitlement		15,065.70	
August Pre-Payment	14,811.79	NA	NA
Pre-Payment Carryover		NA	0.00
Preliminary Semester Payment		253.91	
Prior Year Adjustments		0.00	
Total Adjusted Semester Payment		253.91	

STATE & COUNTY ENTITLEMENT REPORT

➤ Section IV. County Entitlement Information

IV. County Entitlement Information

Note: Current Year Reimbursement Claims and Adjustments cannot exceed the amount budgeted for the county share revenue 2220

	<u>First Semester</u>	<u>Second Semester</u>
Current Year Reimbursement Claims	15,065.70	
Amount Over State Budget Limitation	0.00	
Prior Year Adjustments	0.00	
Total County Entitlement	15,065.70	

REIMBURSEMENTS

State Transportation Payments:

Transportation Pre-Payment is Distributed in August (County Does Not Match This)

1st Semester Transportation Payment is Distributed the end of March

2nd Semester Transportation Payment is Distributed the end of June

The county superintendent shall order the county treasurer to make the apportionments and after the receipt of the semiannual state transportation reimbursement payments.

THANK YOU!

CONTACT:

DONELL ROSENTHAL
DIRECTOR OF PUPIL TRANSPORTATION
VOICEMAIL (406) 444-3024

PRIMARY WORK NUMBER (406) 422-0320

EMAIL: DROSENTHAL@MT.GOV