

APPORTIONMENT OF ROUTE COSTS - COUNTY COORDINATED
TRANSPORTATION PROGRAM

R 8640 APPORTIONMENT OF ROUTE COSTS - COUNTY COORDINATED
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- I. Apportionment of Route Costs – The following Administrative Policy on the Apportionment of Coordinated Transportation Route Costs is established:
1. The prorated cost of each coordinated transportation route will be computed by the Commission as follows:
 - a. Each participating district shall be billed its proportionate share of each individual route cost. The cost of each route along with the four percent (4%) administrative fee shall be based on the receiving school calendar days each month and each participating district shall be billed its share at the end of each month. The cost of each route will be adjusted monthly for any changes that may occur due to student additions, deletions, etc.
 - b. Individual student costs will be based on a daily total route cost prorated among all students on the route.
 - c. District requests for special vehicle or pick-up and drop-off points other than the district school or vocational school, may require additional billing of actual cost of requested service.
 2. District route changes will be maintained and updated on a monthly basis.
 3. Participating districts will be billed for all eligible students assigned to a route whether or not they occasionally use the transportation, are transported by parents, or use other means of transportation.
 4. The Commission accepts no responsibility for a student's use of arranged transportation or attendance on an established route (or school). Once assigned to a route, the monthly billings for the student's reserved seat will continue until the Commission is otherwise notified **IN WRITING**.

It will be the sole responsibility of each district to notify the Commission **IN WRITING** that a student(s) is no longer in need of transportation and to delete the student from the route. Billing will continue and full payment will be expected until the date written notification is received.



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5. The amounts of any mileage adjustments needed during the course of the school year shall be added/deleted to the initial contract cost and adjustments distributed among all participating districts at the time of final billing.
 6. Other than for clerical or typographical errors, the vouchers as submitted by the Commission are to be accepted and paid promptly.
 7. Billing for aides will be listed on the same voucher as the billing for contracted routes. Students that require a one-to-one personal aide will be billed in full to the sending district. Districts will be billed only their prorated share of the cost of the routine bus aide. Billing of and payment for the services of the aide(s) will be according to the established payment schedule for contracted routes.

The Commission must be notified IN WRITING of a district's decision to engage or terminate the services of an aide. In the case of termination, billing will continue until such notification is received IN WRITING.
 8. Since the final June billing must be presented for payment during the month of June, a May cut-off date will be established each year, after which no changes to route lists can be made. After this date, the Commission will commence final billing and all students assigned and listed on a route will be included in the billing for the remainder of the school year.
- II. Administrative Fee – A 4% surcharge on the total contracted cost of each route, including the cost of each route, including the cost of any assigned aide, prorated among the participating districts ~~in proportion to the student mile cost~~ shall be charged to each participating school district for the administrative costs of the Coordinated Transportation Program. This fee will be calculated and should be paid as part of the total cost of the route for the district.
- III. Payment Schedule – Districts participating in the Coordinated Transportation Program will be billed according to the following schedule:
1. A payment representing the district's pro-rated monthly cost of the program, payable on or before the last day of the month following the month in which services were rendered.



REGULATION

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2. The above payment will be based on a monthly billing voucher submitted to the district by the Commission during the first week of the month following the month in which services were rendered. A district's monthly billing will be based on receiving school calendar days.
3. A final payment, reflecting the final billing period of the program, as adjusted, payable on or before June 30th of the current school year based on a voucher submitted for payment during the first week of June of the current school year.

Adopted: 5 January 2000

Revised: April 14, 2021

Revised:

