

# Richfield Public Schools

## Pay-To-Ride Transportation Contract

Dan Kretsinger, Director of  
Facilities & Transportation  
7001 Harriet Avenue South  
Richfield, MN 55423  
612-798-6081

- A. Eligible Pay-To-Ride students will be considered public and nonpublic; middle school students (grades 6-8) residing less than two miles from school, and high school students (grades 9-12) residing less than two miles from school, and designated as not eligible for regular to and from transportation service as defined by School Board Policy 700, section 743.1 and State Statute 123B.36.
1. The school district shall make the determination of sufficient time and space availability for servicing "Pay-To-Ride" students on transportation equipment that would normally have in use on the average school day.
  2. It is understood by the parent/guardian that this contract is on a space available basis and that during the period of this agreement the school district must give priority to students who are eligible to ride and that the student on Pay-To-Ride may be denied transportation at such time.
  3. Bus routes shall not be altered to accommodate pay-to-ride students but allow access to the bus on the scheduled route. The service shall not typically add distance to the existing route.
- B. All contractual agreements between the school district and parent/guardians of students shall comply with State laws and regulations.
1. Determination of Services
    - a. Services will be billed in advance on an annual basis.
    - b. Transportation services for full year Pay-To-Ride students will begin on the first day of school and will conclude on the last day of school.
    - c. Transportation services for winter Pay-To-Ride students will begin on the first Monday in November and will conclude the last day before Spring Break.
    - d. Students may have to walk three quarters of a mile to access a bus stop.
    - e. Students are required to show an approved district bus pass to the driver to receive a ride.
  2. Cancellation of contract
    - a. The District, upon five (5) days written notice, may accept cancellation of the service.
    - b. The District may cancel service resulting from a subsequent determination of time and space available.
    - c. The Pay-To-Ride service is a privilege and may be cancelled or suspended at any time by the school district due to disciplinary problems occurring during the day.
    - d. Contracts canceled by the school district shall not be considered renewable during the same fiscal year.
  3. Contract reimbursement by the District.
    - a. Reimbursement for students moving to another school district will be prorated based on the number of student membership days.
    - b. There will be no reimbursement for those days that the student is suspended from transportation services or due to emergency school closings, etc.
    - c. Reimbursement will not be made for infrequent ridership due to attendance or actual usage.
    - b. The approved reimbursements will be processed annually by July 1.
  4. Ability to Pay - A student may be eligible for a reduced fee. To qualify, the family must meet the federal income criteria qualifying the student for free or reduced lunch program.
    - a. The household size and income criteria announced by the USDA for free or reduced price school lunches shall be used in the determination of parent/guardian ability to pay for transportation.
    - b. A family fee cap is applicable. The family must pay the full fee for each of the first two (2) students from the same family. No additional fee will be assessed for registering more than two students from the same family. The family fee cap rule may be applied to full year transportation or to winter only transportation.
- C. An application for service should be completed and returned with payment of the annual fee. Full year applications must be received in the transportation office by **September 2**. Winter applications must be received in the transportation office by **October 1**.
- D. Early bird pricing will be available to all students and/or families who have submitted the Pay-to-Ride contract before the early bird deadline. The early bird deadline is **August 15**.
- E. Contracts are not transferable by the parent/guardian.

I (Parent/Guardian) \_\_\_\_\_ am requesting Pay-To-Ride bus service authorized by Minnesota statute 123B.36 for:

\_\_\_\_\_ to and from \_\_\_\_\_  
Pupil(s) Name Grade Name of School

**CHECK ONE BOX**

To receive early bird pricing, please submit this form to the transportation office by **August 15, 2024**.

Full Pay-to-Ride Fee

**\$300.00** per student for transportation from September 8 - June 9 (Early bird - \$275.00)

**\$165.00** per student for transportation from November 1 - March 25 (Early bird - \$150.00)

Pay-to-Ride Fee –  
Reduced Lunch Pricing

**\$225.00** per student for transportation from September 8 - June 9 (Early bird - \$210.00)

**\$125.00** per student for transportation from November 1 - March 25 (Early bird - \$110.00)

Pay-to-Ride Fee –  
Free Lunch Pricing

**\$162.00** per student for transportation from September 8 - June 9 (Early bird - \$150.00)

**\$90.00** per student for transportation from November 1 - March 25 (Early bird - \$80.00)

\_\_\_\_\_  
Parent (or Guardian) Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Full payment must be made before bus service begins.

Type of payment:

Credit card: Master or Visa Card (circle one) Bank or Debit Card (name) \_\_\_\_\_

Card Number \_\_\_\_\_ Security Code \_\_\_\_\_

Name of card holder: \_\_\_\_\_

Address of card holder: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Check: Please make your checks payable to Richfield Public Schools

Mail to: Richfield Public Schools or: Return to your child's school  
Transportation Office  
7001 Harriet Avenue So.  
Richfield MN 55423