



# **RICHFIELD**

## **PUBLIC SCHOOLS**

### TRANSPORTATION REIMBURSEMENT GUIDELINES FOR NON-PUBLIC SCHOOLS

#### WHO IS ELIGIBLE

In accordance with Minnesota Statutes, the School District provides non-public schools an opportunity to request transportation assistance for all eligible students who are legal residents of the School District. To be eligible for Transportation Aid, elementary grade students must reside more than one mile from their school and secondary students must reside over two miles from their school or students must be eligible for Hazard Aid.

The School District may offer the non-public school transportation on District buses to the boundary, to the school, or to a safe collection point within the District. The transportation out of the district must be coordinated by the attending school, or the District may offer the non-public school transportation reimbursement for the in-district portion of the student's transportation to the school.

The non-public school requesting reimbursement must first assure that transportation is provided either by the school or through contract between them and the contractor or parent for driver and vehicles used. The non-public school must specify and oversee that all requirements are in force.

#### METHOD OF REIMBURSEMENT

The non-public school requesting aid is required to complete and submit the necessary application requests, contracts, and reports as required by the District so that the District may become eligible for State Transportation Aid for such transportation.

For the transportation service provided, the District agrees to pay to the School, and the School agrees to accept one total payment for all eligible students after July 1, 2020. Payment will be based on the number of eligible non-public students reported on Form C, times the District's (in-district) transportation cost per eligible student for the previous year.

The non-public school shall administer contracts keeping them on file and make payments to the parent/contractor based on the pro-rated share of the cost and days transported. The non-public school shall be responsible to reimburse the parents for every dollar received from the District and to advise each parent: "That a reimbursement check was received from the Richfield School District" and that you are either enclosing a check or that you are crediting their account.

## PROCEDURE

Attached are the application forms, which must be submitted to the School District certifying that the school applying for transportation assistance is qualified in accordance with Minn. Stat. 120A.22 and Minn. Stat. 123B.84-87.

Please read the following information before completing the forms.

### FORM A - APPLICATION AND CERTIFICATION

The non-public school is responsible for initiating the reimbursement process by making an application to the District each year. **Complete all areas on the form and submit it to the District by October 18, 2019.**

### FORM B – CONTRACT: DISTRICT AND NON-PUBLIC SCHOOL

This contract commits the District to pay transportation reimbursement to your school only when all required forms and contracts are completed and on file. You will receive a copy of this contract with all required signatures when the District is satisfied that all requested information is on file. **Submit this contract to the Richfield School District by October 18, 2019.**

### FORM C - NON-PUBLIC SCHOOL STUDENT ROSTER AND ATTENDANCE REPORT

This form must be submitted to the School District twice during the school year. Copies may be made of Form C as needed. All Richfield School District students are to be included on the Roster, whether they are transported by a School vehicle, private car, or contracted service.

**October 18, 2019:** The Roster is to be completed through the first six columns, signed by your school's representative and returned to the Richfield School District with the applications.

**June 5, 2020:** All columns (1-7) to be completed. Add any new students who enrolled after October 18, 2019. Sign and send to the Richfield School District Transportation Department.

**Be sure to sign the Certification Statement.**

### FORM D - PARENT REQUEST FORM AND INSTRUCTIONS

This form should be duplicated by the non-public school and made available to all parents of children eligible for reimbursement. Parents must complete and return this form to the non-public school. The non-public school should then summarize all parent request forms onto Form C, keep Form D on file, **and submit Forms A and C to the District by October 18, 2019.**

**The non-public school must require each parent to submit their signed Form D or no reimbursement will be given. No other contract or insurance certificates will be required.**

FORM E – CONTRACT: NON-PUBLIC SCHOOL/CONTRACTOR

This contract is for the non-public school use only. Schools who contract with a private contractor shall keep signed copies on file.

**These signed contracts are to be kept on file at your school.**

This contract is an agreement between the non-public school, which is responsible for arranging the safe and adequate transportation of Richfield School District's students and the transportation provider. Your school officials must be satisfied that:

1. Drivers are properly qualified and trained and have a valid license with a Class B Endorsement.
2. That all legal requirements for student transportation are being fulfilled.
3. That if the transportation provider is a private company, its drivers are properly trained and its vehicles properly maintained and inspected.
4. That proper insurance is maintained. Certificate of Insurance must be kept on file with the contracts.

Submit by: **October 18, 2019**

School Year 2019-2020

**Form A**

TO: Independent School District #280  
Transportation Office  
7001 Harriet Avenue  
Richfield MN 55423

Application Date \_\_\_\_\_

APPLICATION FOR IN-DISTRICT TRANSPORTATION ASSISTANCE  
RESIDENT PUPILS ATTENDING SCHOOL OUTSIDE OF THE SCHOOL DISTRICT

Non-Public Schools making application for transportation assistance to the resident school district must file this application each year and complete all blanks below.

SCHOOL INFORMATION

SCHOOL DATES: OPEN \_\_\_\_\_ CLOSE \_\_\_\_\_

\_\_\_\_\_  
Name of School

SCHOOL HOURS: START \_\_\_\_\_ DISMISS \_\_\_\_\_

\_\_\_\_\_  
Address

# OF DAYS:IN SESSION \_\_\_\_\_  
HOLIDAYS \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Phone

\_\_\_\_\_  
Contact Person E-mail

<u>Grades Taught (Circle)</u>	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Total School Enrollment in Non-Public School														
District Residents Enrolled in Non-Public School														
District Residents Transported- Reimbursement being claimed														

The undersigned hereby certifies that the school requesting transportation assistance qualifies as a non-public school for such assistance in accordance with provisions of M.S. 120.10, Subd. 2, and Sec. 123.76-123.79; and that the non-public school agrees to make such transportation arrangements as necessary to ensure a complete trip to the non-public school and to file such reports as necessary for the resident school district to obtain state reimbursement aid for the in-district transportation costs.

Signed \_\_\_\_\_  
School Administrator or Principal

Date \_\_\_\_\_



based on the number of eligible non-public students, pro-rated for the number of days of attendance, times the School District's (in-district) transportation cost per eligible student for the previous year. The number of students will be adjusted in May 2020; to include the number transported over **20 days**. The non-public school shall make payments to the parent/contractor based on the pro-rata share of the cost, geographics, and days transported. Any residual monies shall be returned to the School District.

School District #280

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Craig Holje, Chief Human Resources and  
Administrative Officer

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Non-Public School Signature

**PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT**

\_\_\_\_\_  
School District of Residence

\_\_\_\_\_  
School Year

\_\_\_\_\_  
School Attending

Parent must read reverse side, complete this side, sign, and submit to your school within one week.

\_\_\_\_\_  
Parent or Guardian's Name

\_\_\_\_\_  
Address

\_\_\_\_\_

Name of students in family requesting reimbursement	Grade	<u>NAME:</u> Transporting Organization or Parent	<u>TITLE:</u> Bus Operator, School, Taxi, Public Transp., or Parent
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

NOTE: If transporting address is different from parent or guardian above, list item number and transporting address below.

( ) \_\_\_\_\_

I certify that the information provided here is accurate. I have read the eligibility requirements and agreed that the transportation I am being reimbursed for provides for the safety and well being of my children and that all requirements are being followed.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Parent Instructions on reverse side)**

PARENT INSTRUCTIONS

If your child is transported to and from a non-public school at your expense and is eligible for reimbursement, you may, **through your school of attendance**, request reimbursement for transportation to the boundary of district residence.

Minnesota State Law specifies that students who attend non-public schools are due transportation services or reimbursement to the district boundary.

TO BE ELIGIBLE FOR REIMBURSEMENT:

- A. Student must live more than 1 mile (elementary) and over 2 miles (secondary) walking distance from school.
- B. When transportation is not offered by the student's school district of residence.
- C. Students must be a resident of the district from which reimbursement is claimed.
- D. Parent has submitted a signed request to the non-public school at the beginning of the year, no later than 30 days after the beginning of school.
- E. Transportation will either be arranged by the non-public school or by the parent. If the parent is providing the transportation, it will be the responsibility of the parent to assure that the student is transported safely with adequate insurance kept in force, a qualified licensed driver, and a vehicle in safe operating condition.

If your child or children are eligible according to the specifications listed above, you may use the form on the reverse side to apply for reimbursement. **Return this form to the non-public school that your child attends.**

After your request has been received by the school and your annual attendance is calculated, reimbursement from the district will be sent to your school. The non-public school will either send you a check or apply it to your account.

Please complete, sign, and return the request form on the reverse side to your school.



RICHFIELD ISD #280  
7001 Harriet Avenue South  
Richfield MN 55423

\*\*\* KEEP THIS SIGNED CONTRACT ON FILE AT YOUR SCHOOL \*\*\*

STANDARD SCHOOL BUS TRANSPORTATION CONTRACT  
(Non-Public School/Contractor)

THIS AGREEMENT made and entered this \_\_\_\_\_, 20\_\_\_\_, by and between

\_\_\_\_\_ of \_\_\_\_\_  
(Non-Public School) (Address) (City) (State) (Zip)

hereinafter known as the "School" and

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Contractor) (Address) (City) (State) (Zip)

Hereinafter referred to as "contractor."

For the consideration herein expressed contractor agrees with the School:

1. To transport \_\_\_\_\_ students as designated by the School over school bus routes numbered or as specified by the School for one round trip per school day to and from the School. (Attach listing of names, addresses, and grades of students transported under this agreement.)
2. To provide transportation equipment which at all times will conform to the minimum standards for conventional school transportation as established by the State Board of Education and the legal requirements of the State of Minnesota. Contractor will provide a list of vehicles and drivers to include the following information:

YEAR/MAKE	MODEL	SEAT CAPACITY	NUMBER OF STUDENTS	VEHICLE DESCRIPTION

  

VEHICLE OWNER NAME	DRIVER OF VEHICLE	DRIVER AGE AND LICENSE #

3. To provide currently licensed and qualified drivers, whom the School and the school district, shall have approved. All buses must be inspected by the State at least once a year.
4. To provide and keep in force during the term of contract, liability insurance adequate for the number of students being transported protecting students, public, employees, and naming School and Independent School District #280 as "additional insured." Before sending this contract to School, please make sure the following data is complete and attached:

INSURANCE CERTIFICATE FROM VEHICLE OWNER'S INSURANCE COMPANY.

5. To ensure that all bus contractors require all of their school bus drivers to attend one county or regional school bus drivers' school of instruction and take all vehicles used for the transportation of students for inspection as required by the State Department of Education.

6. School reserves the right to change or alter the routes of travel by giving at least two weeks written notice to contractor. Contractor cannot assign or transfer any part or all of his interest in this contract without the written approval of the School at a regular school board meeting.

7. To comply with the rules and regulations relating to school transportation adopted by the State Board of Education and the School Board of said district.

8. It is mutually agreed that the term of this contract shall be for the 20\_\_-20\_\_ School Year of \_\_\_\_\_ days, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and ending on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_, for which transportation service the \_\_\_\_\_ agrees to pay and the contractor agrees to receive the sum of \_\_\_\_\_ for the current school year per child. Extra services to be paid to contractor as agreed to in writing between the parties.

IN WITNESS WHEREOF we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Non-Public School Name

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

Executive pursuant to resolution of School Board

\_\_\_\_\_  
Contractor Signature

DIRECTOR OF TRANSPORTATION  
RICHFIELD PUBLIC SCHOOLS (DISTRICT 280)  
7001 HARRIET AVENUE SOUTH  
RICHFIELD MN 55423

We do not have any District #280 students  
attending our school for the 2023-24 School Year.

\_\_\_\_\_ School

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip

\_\_\_\_\_ Phone Number

Signed \_\_\_\_\_  
Administrator or Principal      Date