

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PAY-TO-RIDE SERVICE

I. INTRODUCTION

The purpose of these administrative guidelines is to assist in the implementation of Board Policy 743: Pay-To-Ride Service.

II. ELIGIBLE STUDENTS

All public students in grades 6-12 residing less than two miles from school who are not eligible for regular to and from school or hazardous transportation service are eligible for pay-to-ride service when available.

III. DETERMINATION OF SPACE AVAILABLE

- A. The District shall determine sufficient space availability for pay-to-ride service based on transportation use on the average school day, not to exceed bus capacity limits.
- B. Eligible regular transported students shall take priority over pay-to-ride students when considering available space.
- C. Applications for the pay-to-ride service will be processed in three rounds, with service determined by the distance students live from the school and the availability of space on buses and routes. Applications received by the first deadline each year will be processed first, followed by those received by the second deadline. Applications received after the start of the school year will be processed upon receipt, with service determined based on available space.
- D. Buses may be added to service pay-to-ride students when there are at least forty qualified students in a concentrated area.

IV. CONTRACTUAL AGREEMENTS

A. Determination of fees

- 1. Services will be billed on an annual basis, with the full year payment due by the determined August deadline. A payment plan option is also available, allowing the total cost to be split into three equal installments due in August, December, and February. If payment is not received within 5 days of the deadline, the pay-to-ride service will be discontinued.

2. The pay-to-ride rate shall be \$300 per student for the school year, with services beginning the first day of school for full year service, and \$165.00 per student for winter only service from November 1 to the end of March.

3. Pay-to-ride rates will be adjusted based on the student's eligibility to receive free or reduced-price meals according to federal child nutrition programs income eligibility guidelines. The complete rate schedule is as follows:

Full Year

Full Fee	Eligible for Reduced-Price Meals	Eligible for Free Meals
\$300.00 per student	\$225.00 per student	\$162.00 per student

Winter Only

Full Fee	Eligible for Reduced-Price Meals	Eligible for Free Meals
\$165.00 per student	\$125.00 per student	\$90.00 per student

4. Contracts are not transferable by the parent/guardian.
5. A family fee cap is applicable. The family must pay the full fee for each of the first two 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 either full-year transportation or to winter-only transportation.

B. Cancellation of contract

1. The District may cancel service upon five (5) days written notice for any of the following reasons:
- a. The District may cancel service due to disciplinary problems occurring on the bus or a subsequent determination of time and space available.
 - b. If the student limit per bus is exceeded, the pay-to-ride service will be canceled until such time that space is again determined to be available.
2. Contracts canceled by the District due to disciplinary reasons shall not be considered renewable during the same fiscal year.

C. Reimbursement for discontinued contracts

1. If the District cancels services due to lack of space, it will prorate reimbursement based on the number of days the contract has been in effect.
2. The District will prorate reimbursement for students terminating their contract during the year, based on the number of days the contract has been in effect.
3. The District will not reimburse the parent/guardian for those days the student is absent, suspended from transportation service or for emergency school closings, etc.
4. Reimbursements will be processed annually by July 1.

V. DESIGNATION OF BUS STOP

- A. As a general rule, existing bus stops will be used by pay-to-ride students to access a ride to school.
- B. The maximum walk distance to access the bus stop shall be up to three quarters of a mile.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extra Curricular Transportation)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Transportation)
Minn. Stat. § 123B.92 (Transportation Aid & Entitlement)

Cross References:

Board Policy 653: Field Trips
Board Policy 541: Student Behavior
Board Policy 742: Student Transportation
Board Policy 744: Activities Transportation

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