

STUDENT TRANSPORTATION REIMBURSEMENT MATRIX FOR REIMBURSEMENT YEAR 2017-2018

| CATEGORY | Reimbursable | | | IBUS Line |
|---|--------------|------------|----|-------------|
| | Yes 50% | Yes 85% | No | |
| Schedule A/B | | | | |
| 100 - Salaries | | | | |
| Bus Drivers (Schedule A/B - Record all school bus driver salary) | Yes 50% | | | 1 |
| Bus Assistants (Schedule A/B – Record all school bus assistant salary tied to an IEP or documented safety need) | Yes 50% | | | 2 |
| Bus Technician (Schedule A/B – Prorate: Record all time charged to pupil transportation program) | | Yes 85% | | 3 |
| Transportation Supervisor (Schedule A only – Prorate: Record all time charged to pupil transportation program) | Yes 50% | | | 4 |
| Driver Trainer/Other Program Coordinator (Schedule A/B – Prorate: Record all time charged to pupil transportation program) | Yes 50% | | | 5 |
| Dispatcher/Secretary (Schedule A/B – Prorate: Record all time charged to pupil transportation program) | Yes 50% | | | 6 |
| Other Pupil Transportation Staff (Schedule A/B – Prorate: Record all time charged to pupil transportation program) | Yes 50% | | | 7 |
| Indirect Salary Costs (Any administrative or support position above transportation supervisor is not reimbursable) | | | No | n/a |
| Superintendent, assistant superintendent, school principal, payroll personnel, building maintenance supervisors, etc. | | | No | n/a |
| Crossing guards, loading/unloading area monitors, and transportation building cleaning salaries. | | | No | n/a |
| Employee incentive awards; individual salary bonus, hotel nights, etc. | | | No | n/a |
| 200 - Benefits (Only bus technician benefits are eligible at 85%; all others at 50%) | | | | |
| Life Insurance (Schedule A only – Prorate: Record at same percentage as salary) | Yes 50% | Yes 85% | | 8-50/8-85 |
| Health Insurance (Schedule A only – Prorate: Record at same percentage as salary) | Yes 50% | Yes 85% | | 9-50/9-85 |
| Workers Compensation (Schedule A only – Prorate: Record at same percentage as salary) | Yes 50% | Yes 85% | | 11-50/11-85 |
| FICA (Schedule A/B – Prorate: Record at same percentage as salary) | Yes 50% | Yes 85% | | 12-50/12-85 |
| PERSI (Schedule A/B – Prorate: Record at same percentage as salary) | Yes 50% | Yes 85% | | 13-50/13-85 |
| PERSI Sick (Schedule A/B – Prorate: Record at same percentage as salary) | Yes 50% | Yes 85% | | 14-50/14-85 |
| Other Benefit, Must Be Identified (Schedule A only – Prorate: Record at same percentage as salary); reimbursement of plug-ins, mileage for training, road condition check, and parts retrieval | Yes 50% | Yes 85% | | 15-50/15-85 |
| 300 - Purchased Services (Contracting districts are not eligible) | | | | |
| Leasing School Bus (Schedule A/B – Short-term, emergency only. Must have prior SDE written reimbursement approval) | | Yes 85% | No | 16 |
| Equipment Rental (Schedule A/B – Short-term, emergency only. Must have prior SDE written reimbursement approval) | | Yes 85% | No | 18-85 |

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| | Yes 50% | Yes 85% | No | |
| 300 - Purchased Services (Contracting districts are not eligible) | | | | |
| Contracted Repairs & Maintenance (Schedule A/B – On yellow school bus only. Not for shop repairs or improvement.) Eligible repairs not directly related to or on yellow school buses are reimbursed at 50%. | Yes 50% | Yes 85% | | 18-50/18-85 |
| Two-way radio (school bus installed radio only) repair and/or maintenance. (Portable radios, batteries and radio maintenance agreements are not reimbursable.) | | Yes 85% | | 18-85 |
| Shop or property improvements, painting of curbs, signing, snow removal, grading, road base fill, etc. | | | No | n/a |
| Contracted Laundry Service for Coveralls and Rags (Schedule A/B – See coveralls & rags under supplies); prorate for work performed on non-transportation/ non-inventoried vehicles | Yes 50% | | | 18-50 |
| Contracted Office/Shop Cleaning/Custodial Service | | | No | n/a |
| Utilities in Bus Garage (Schedule A/B – Telephone service, garbage collection, water, heat, electricity, sewer, etc.); reimbursement for plug-ins under other benefits; may need to be prorated for non-conforming/ non-transportation vehicles | Yes 50% | | | 19 |
| Cellular telephone, purchase of | | | No | n/a |
| Cellular telephone, basic service agreement (Limit of two (2) service contracts per district without prior approval – exception allowed with prior SDE written reimbursement approval) up to \$50 per phone per month; up to two cell phone maximum totaling \$1,200 per year | Yes 50% | | | 19 |
| Internet basic service agreement (Limit of one (1) service contract per district specific to transportation when not networked with district server(s). Up to \$35 per month totaling \$420 per year | Yes 50% | | | 19 |
| Communications Repeater, purchase of | | | No | n/a |
| Communications Repeater, service contract at reasonable cost | Yes 50% | | | 19 |
| Bus Routing Software (Schedule A/B – Must have prior SDE written reimbursement approval contingent upon efficiencies demonstrated with documented results) | Yes 50% | | No | 20 |
| Annual License and Maintenance Fees Contingent Upon Efficiencies Demonstrated with annual documented results. | Yes 50% | | No | 20 |
| Software and hardware used for maintenance diagnostics, routing, and student accountability. Subject to the annual pre-approval process for initial purchases and software and hardware updates | Yes 50% | | | 20 |
| Software training | | | No | n/a |
| Training – Registration & Travel Costs (Schedule A only – For attending SDE approved training conferences & workshops); Must receive prior SDE approval | Yes 50% | Yes 85% | | 21-50/21-85 |
| CPR or First-Aid Training costs for presenters, workbooks, or cards – Up to \$20 per driver/technician per year. | Yes 50% | | | 21-50 |
| Idaho State Regional Safety Competition | | | No | n/a |
| Trophies, Gifts, Meals, e.g., breakfast, lunch or dinner (refreshments at training workshops are reimbursable expenses) | | | No | n/a |

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|---|--------------|------------|----|-------------|
| | Yes 50% | Yes 85% | No | |
| 300 - Purchased Services (Contracting districts are not eligible) | | | | |
| Idaho State Safety Competition (Limited to winners of regional safety competition according to IAPT rules.) | Yes 50% | | | 21-50 |
| SDE sponsored Train-the-Trainer, Train-the-Tech Workshops, Regional training, IAPT/SDE combined conference | | Yes 85% | | 21-85 |
| School Transportation News Conference (Limited to two (2) participants) | Yes 50% | | | 21-50 |
| IAPT dues that are not part of Idaho Pupil Transportation Summer Conference registration | | | No | n/a |
| National Association of Pupil Transportation and Transporting Students with Special Needs conferences. One representative from each region, individual chosen at regional supervisors meeting and approved by district and SDE, shall be allowed to attend annual NAPT and Special Needs Conference | Yes 50% | | | 21-50 |
| Out-of-State Training Conference/Workshop/Seminar (Must have prior SDE written approval) | Yes 50% | | No | 21-50 |
| Regional professional development & training registration fees to bring in professional presenters – Must have prior SDE written approval, must be multi-district attended, not to exceed \$5 per attendee | Yes 50% | | | 21-50 |
| Employee Benefit Related Costs (Schedule A only) Eligible benefits reimbursed at 85% if technician or bus repair related; all others at 50% reimbursement. To be reported on line 8-50 through 15-85. | Yes 50% | Yes 85% | No | 21-50/21-85 |
| Vehicle Mileage Reimbursement – (For use of personal vehicle for pupil transportation program mileage only) | Yes 50% | Yes 85% | | 15-50/15-85 |
| Commercial Drivers License (CDL) Costs – (Licensing costs, third-party testing, vehicle rental, etc.) | | | No | n/a |
| FMCSA Physicals | Yes 50% | Yes 85% | | 10-50/10-85 |
| FMCSA Drug Testing Compliance | Yes 50% | Yes 85% | | 10-50/10-85 |
| FMCSA Drug Testing Compliance - Drug and Alcohol Training for Supervisors | Yes 50% | | | 21-50 |
| Criminal Background Check (33-130, Idaho Code) | | | No | n/a |
| In-house or regional training costs | Yes 50% | | | 21-50 |
| Refreshments, handouts | Yes 50% | | | 21-50 |
| Videos, meals, professional presenters (must have prior SDE approval), lodging | | | No | n/a |
| Newspaper Ads – limited to employment, calls for bus bids and contracting of transportation system; routing ads are not reimbursable | Yes 50% | | | 27 |
| 400 – Supplies (Contracting districts are not eligible) | | | | |
| Fuel (Schedule A/B – Must submit documentation of fuel tax rebates. Do not combine with oils or lubricants) | Yes 50% | | | 23 |
| Oils & Lubricants (Schedule A/B – Do not combine with fuel costs) | | Yes 85% | | 26-85 |
| Shop Materials & Parts (Schedule A/B) | Yes 50% | Yes 85% | | 26-50/26-85 |

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|---|--------------|------------|----|-----------|
| | Yes 50% | Yes 85% | No | |
| 400 – Supplies (Contracting districts are not eligible) | | | | |
| Fuel for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van | | | No | n/a |
| Oil & Lubricants for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van | | | No | n/a |
| Replacement wheelchair lift in used school bus | | Yes 85% | | 26-85 |
| Replacement two-way communications radio/telephone in used school bus with prior SDE written approval (must show cost effectiveness, i.e., less expensive than repairing) | | Yes 85% | No | 31 |
| Shop Materials & Parts for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van | | | No | n/a |
| Consumable Office Supplies (Schedule A/B) | Yes 50% | | | 27 |
| Office paper, printer cartridges, employment newspaper ads, small print jobs (e.g., work order forms, student conduct forms, pre-trip inspection forms, rules posted in bus, etc. | Yes 50% | | | 27 |
| Office furniture, computer hardware/networking, printer, copier lease/maintenance, magazine subscriptions, telephone equipment, fax machine, computer software, training videos, in-school pupil transportation manuals and/or book, large print jobs, large newspaper ads, student policy books/materials/letters, individual student rules (should be incorporated into student conduct violation form), etc. | | | No | n/a |
| Cleaning Supplies (Schedule A/B – Detergent, soap, wax, bus interior broom/mop/brush) | Yes 50% | | | 26-50 |
| Coveralls and Rags (Schedule A/B – Coveralls and rags may be reimbursable when in-lieu of laundry service) | Yes 50% | | | 26-50 |
| Shop & Hand Tools, District Owned or Employee Tool Allowance – Up to \$500/technician/year; no preapproval required but tool account still needs to be maintained | | Yes 85% | | 30 |
| 500 – Capital Outlay (Contracting districts are not eligible) | | | | |
| Lease of Real Property | | | No | n/a |
| Yellow School Bus (Schedule C only – Amortized depreciation over 12 years or amortized based on use and mileage) | | Yes 85% | | 68 |
| Communications (Schedule C only) – Amortized depreciation over 12 years or amortized based on use and mileage) | | Yes 85% | | 68 |
| Voice communication base station | | | No | n/a |
| VCR & video cameras installed in new bus – Amortized depreciation over 12 or amortized based on use and mileage. Repairs and supplies for existing cameras. <u>(Reimbursement for replacement of system allowable with prior approval documenting replacement is more cost effective than repairs. No reimbursements for system or its installation in a vehicle which did not have a camera system included at the bus's original purchase.)</u> | | Yes 85% | | 26-85/68 |
| Bus delivery costs when not FOB district | | | No | n/a |
| Interior Overhead Storage Compartments | | | No | n/a |
| Wheelchair lift in new bus | | Yes 85% | | 68 |

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FOR REIMBURSEMENT YEAR 2017-2018**

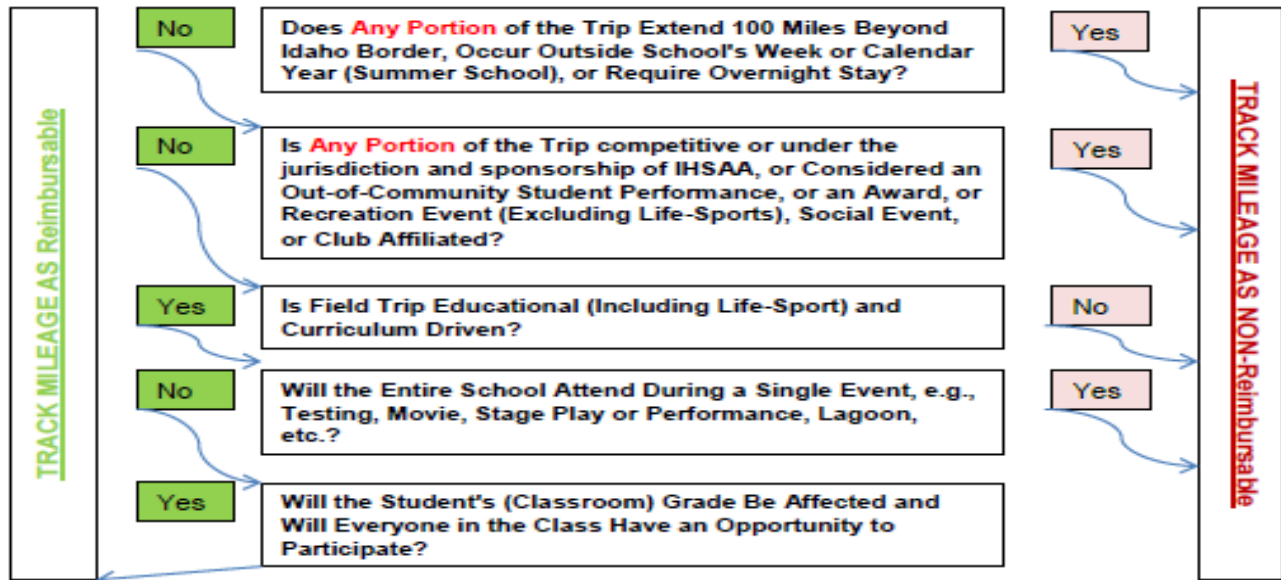
| CATEGORY | Reimbursable | | | IBUS Line |
|--|--------------|---------|----------|-----------|
| | Yes 50% | Yes 85% | No | |
| 500 – Capital Outlay (Contracting districts are not eligible) | | | | |
| Activity-style passenger seats | | | No | n/a |
| Air-conditioning (Reimbursable only when IEP driven) | | Yes 85% | No | 26-85 |
| Any purchased option not part of the original bid without prior approval | | | No | n/a |
| 600 – Interest (Contracting districts are not eligible) | | | | |
| Interest Charges – (Finance, late fees, interest, leases, special fees etc. are non-reimbursable costs) | | | No | n/a |
| 700 – Insurance (Contracting districts are not eligible) | | | | |
| Real Property Loss Insurance (Schedule A only – Building structure only, no contents) | Yes 50% | | | 32 |
| Vehicle insurance (6-927, Idaho Code) | | | No | n/a |
| Schedule C | | | | |
| CATEGORY | Reimbursable | | | IBUS Line |
| | Yes | | No | |
| Specific district operational costs secondary to contracting transportation services considered on case-by-case basis. Non-reimbursable costs embedded within the contract must be reported as non-reimbursable costs. | X | | X | |
| Bus assistants (aides); Must be reasonable and necessary | X | | | 2 |
| Reimbursable contract costs at average reimbursement rate | X | | | 43 |
| District Liaison Personnel, district liaison office(s) and related costs | | | X | n/a |

STUDENT TRANSPORTATION REIMBURSEMENT MATRIX FOR REIMBURSEMENT YEAR 2017-2018

| Reimbursable Mileage Types |
|--|
| <p>Regular To/From School (R) - Miles traveled by "yellow school buses" while transporting students to and from school, including year-round schools. Miles reported should include <u>both</u> district and contractor mileage.</p> |
| <p>Unique To/From School (R) - Miles traveled by "yellow school buses" while transporting students to and from special school programs, such as IRI/ Literacy Intervention.</p> |
| <p>Shuttle Trips (R) - Shuttle trip mileage for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable. Activity buses that take students and/ or athletes home after regular school hours are non-reimbursable miles.</p> |
| <p>Summer Programs (R) - Miles traveled by "yellow school buses" for to and from school transportation for Idaho Reading Indicator/Literacy Intervention (IRI), Extended School Year (ESY) special education, and summer migrant education programs.</p> |
| <p>Field Trips (R) - Miles traveled by "yellow school buses" for school activities that are part of the total education program in line with content standards as well visits to colleges and universities. Recreational trips, rewards, social, overnight or weekend trips are not reimbursable. Refer to flow chart.</p> |
| <p>Maintenance (R) – Maintenance (R) – Maintenance mileage is reimbursable if tracked and identified as such on the claim form. This includes moving the "yellow school bus" to facilities for repairs/maintenance, test driving, driving a replacement bus out to the site of an inoperable vehicle currently transporting students, etc. This includes fueling mileage.</p> |
| <p>Training (R) - Training mileage is reimbursable if tracked and identified on the claim form. Training mileage pertains to mileage incurred for new and existing drivers' behind the-wheel and in-service training.</p> |
| Non-Reimbursable Mileage Types |
| <p>Extracurricular/Activities (NR) - Miles traveled by "yellow school buses" on extracurricular trips for those activities under the jurisdiction and sponsorship of the Idaho High School Activities Association and any other school activity that is scheduled and held for competition purposes.</p> |
| <p>Field Trips (NR) - Recreational trips, rewards, social, overnight or weekend trips that are competitive or under IHSAA, that are not supported by content standards are not reimbursable. Refer to flow chart.</p> |
| <p>Other (NR) - All other "yellow school bus" miles not included in another category. Mileage related to the leasing of district-owned "yellow school buses" (shown on the annual certification/inventory report) to private groups or other public entities shall be reported on the claim as non-reimbursable and any costs associated with the non-reimbursable miles (salaries, benefits, fuel, depreciation, etc.) shall be appropriately reported on the claim.</p> |
| <p>Regular To/From School (NR) - Miles traveled by "yellow school buses" while transporting students to and from school that is out of a district's eligible transportation zone, duplicates busing services, or provides services to ineligible out of district students.</p> |
| <p>Unique To/From School (NR) - Miles traveled by "yellow school buses" while transporting students to and from special school programs, such as before/after school tutoring, detention, flexible scheduling, etc. Mileage for programs duplicating service and after school programs should be reported as non-reimbursable.</p> |
| <p>Shuttle Trips (NR) - Miles traveled by "yellow school buses" while transporting students that do not meet the reimbursable shuttle criteria of regularly recurring days and regular school attendance.</p> |
| <p>Summer Programs (NR) - Miles traveled by "yellow school buses" for to and from school transportation for all summer programs outside IRI/ Literacy Intervention, ESY, and summer migrant education. Costs for transporting non-eligible, non-public students and non-student riders shall be calculated and reflected under Reimbursements Received.</p> |

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SDE Field Trip Flow Chart



All allowable costs (salaries, benefits, fuel, etc.) associated with all field trips and activity trips (reimbursable or non-reimbursable) taken on "yellow school buses" should be reported on the Student Transportation Reimbursement Claim Form. Cost associated with **lodging and meals for drivers while on field trips are non-allowable costs** and should be posted to a non-reimbursable account or sub-account (e.g., 100-682410-000 or 100-681410-001) and should NOT be reported on the Student Transportation Reimbursement Claim Form.

Revenues received from non-reimbursable field trips and/or leases should be posted to a plant facility fund for the replacement of school buses. Revenues received from reimbursable field trips should be reported on the Student Transportation Reimbursement Form under "Other Revenues Received."

Mileage related to visits to **colleges and universities** is considered **reimbursable field trip mileage** if such visits are part of the school district college and career advising and mentoring plan. Mileage needs to be tracked as such.

Shuttle trip mileages for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable. Activity buses that take students and/or athletes home after regular school hours are non-reimbursable miles.

Maintenance mileage is reimbursable if tracked and identified as such on the claim form. Examples of maintenance mileage are taking buses to and from repair facilities and test drives of buses after repairs.

Training mileage is reimbursable if tracked and identified on the claim form. Training mileage pertains to mileage incurred for new and existing drivers' behind-the-wheel and in-service training.

Revised October 2017

Transportation Reimbursement

| Office | | |
|-----------------|--|-----|
| 100 | Batteries, for office phone | No |
| | Books, handbooks, legal, auto diagnosis, etc. | No |
| | Calculator, office | No |
| | CDL skills test | No |
| | Coffee supplies, etc. | No |
| | Computer, lap top/ desk top | No |
| | Copier maintenance/lease/rental | No |
| | Copies: timesheets, purchase orders, student handbooks | No |
| | Copies: business cards, pre-trip forms, trip forms, discipline forms | 50% |
| | Driver record fees (available at no cost using SDE contract form) | No |
| | Driver record fees from a state other than Idaho | 50% |
| | Employment banner | 50% |
| 200 | Extension Cord, for office | No |
| | Furniture, office | No |
| | Laminating route maps, within reasonable cost | 50% |
| | Late billing fees | No |
| | Legal notices, for bus bidding/employment/contracting | 50% |
| | Magazine subscriptions | No |
| | Mailing charges | 50% |
| | Memory stick/thumb drive | 50% |
| | NAPT membership | No |
| | Notary stamp & bond | No |
| | Routing Software (pre-approval & annual documented efficiencies: overlay map by routes) | 50% |
| | Software and hardware used for maintenance diagnostics, routing, and student accountability, with preapproval. | 50% |
| | Water, purified/stand rental | No |
| Travel/Training | | |
| | ASE test fees & registration | 50% |
| | CDL/S Endorsement license fees | No |
| | CPR/First Aid Training (maximum of \$20 per year per driver) | 50% |
| | Driver drug testing travel | 50% |
| | Drug and alcohol training for supervisor | 50% |
| | IAPT regional bus safety competition fee | No |
| | IAPT regional meeting expenses | No |
| | Online Moreton training (transportation personnel approx \$1.50/yr ea), w/SDE training | 50% |
| | Parking fees for bus on trip | No |
| | Registration fees, handbooks, and presenter fees for Non-SDE driver training | No |
| | SDE Buster training, within region | 85% |
| | Steering Committee Travel (85%) | 85% |
| | Supervisor personal vehicle - reimb mileage to check bus stops (yes). To follow bus (no). | 50% |
| | Technician trainings, other than SDE's (prior approval required) | 50% |
| Employee | | |
| | Custodian salary to clean transportation facility | No |
| | Employee Assistance, i.e. Business Psychology Associates | 50% |
| | Incentives, rewards | No |
| | Legal Services, for personnel issues | No |
| | Per diem on field trips | No |
| | Snow removal hired out as a contracted service | No |
| Parts/Supplies | | |
| | Accident kits in buses (disposable camera, forms, etc in package) | No |
| | Air hose, for shop compressor (tool) | 85% |
| | Barrel pump | No |
| | Batteries, for tools on SDE list | 50% |
| | Batteries, handheld 2-way radios | No |
| | Bug screen/winter front | 85% |
| | Bungee cords | 50% |
| | Camera, in new bus/tapes/on bus repair, limited extra digital hard drives (w/pre-approval) | 85% |
| | Camera, replacement | No |
| | Car seats, for children of student parents | No |
| | Car seats, for IEP | 50% |
| | CB radio | No |
| | Cleaning supplies, for shop | 50% |
| | Clip boards, for bus | 50% |
| | D-Con/Raid/Wasp Spray | 50% |
| | Extension Cord, for buses | 50% |
| | Extension Cord, for shop | 50% |
| | Fire blanket | No |
| | First aid supplies: yes for required bus items; no for medicine in driver's lounge | 85% |
| | Floor dry, absorbent, ice melt for bus | 50% |

Transportation Reimbursement

| | | |
|--|-----|-----|
| Fuel hose on filling station | | No |
| Fueling station parts/repairs, nozzle, monitoring stick tests | | No |
| Garden hose | 50% | |
| Gas can | | No |
| Gloves, disposable | 50% | |
| Gloves, mechanics | | 85% |
| Head lice spray | 50% | |
| Integrated/Child Safety Restraint Seats - pre-approval required beyond first 2 rows in new bus (seek special ed funds first) | | 85% |
| Ladder | | No |
| Laundry, service for rugs | 50% | |
| License plate, exempt | | 85% |
| Light bulbs, tuff, trouble lights | 50% | |
| Locksmith for bus | | No |
| Maintenance contracts (i.e. radios) | | No |
| Nozzle, Wash Hose | 50% | |
| Oil sample testing (for diagnostic purposes) | | 85% |
| Orange cones/ traffic cones (and paint for cones) | | No |
| Oxygen tank rental, Propane/Acetylene (welding) | | 85% |
| Pager | | No |
| Parts Washer, maintenance/recycling | | 85% |
| Parts Washer, parts & repair | | No |
| Passenger vest | 50% | |
| Pressure Washer/Steam Cleaner, parts & repair | | No |
| Propane tank rental for heating building or bus fuel | | No |
| Radio, 2-way, on bus only, repair & installs | | 85% |
| Radio, Base station and repair to | | No |
| Radio, FCC License | 50% | |
| Repairs to pressure washer | | No |
| Repeater, purchase/installation/equipment/repairs/property lease. (May reimb if dist can show it will pay for itself within 2-3yrs) | 50% | No |
| Safety vest | | No |
| Saw Blades | | 85% |
| Seat pouches (with prior SDE approval) | 50% | |
| Shop tools; \$500 limit per tech per year; no preapproval required but tool account still needs to be maintained; full amount for split between tech and supervisor | | 85% |
| Shop truck, routine maintenance items/fuel (No), mileage in support of yellow bus (Yes), mileage to/from home that is not cost effective in-lieu of a bus route (No) | 50% | No |
| Shop vacuum | | No |
| Signage - road signs, loading signs, etc | | No |
| Snow shovel | | No |
| Test equipment (prior approval required) | | 85% |
| Toilet, portable | | No |
| Tow rope | | 85% |
| Towing | | 85% |
| Wash brush | 50% | |
| Washing, buses | 50% | |
| Weather station | | No |
| Welding/brazing rods, wire for welder | | 85% |
| Wheel chair for lift bus training | | No |
| Window route changers | | No |
| Windshield washer fluid | 50% | |
| Facility/Utilities | | |
| Cell phone service: if district uses in-lieu of 2-way radios, allowed over the maximum. Shared minutes plan. Pre-approval and must show cost effective. | 50% | |
| Ice melt custodial | | No |
| Kleenex | | No |
| Repeater rental | 50% | |
| Sanitation tax | | No |
| Softener salt | | No |
| Storage rental | | No |
| Toilet paper | | No |
| Misc | | |
| Deductible, bus collision insurance. Or, reimburse bus repairs. | | 85% |
| Deductible, bus liability insurance | | No |
| Insurance, garage structure only. Pro-rate for shared facility. | 50% | |
| Rental car for bus accident | | No |

By Line Items

| Line | Category | 50% - Description |
|--------------|-----------------------------|--|
| 15 | Other Benefits | mileage reimb to supv to check roads |
| 15 | Other Benefits | Reimbursement for bus plug ins |
| 00 - Salarie | Contracted Repairs/Services | sump pump, wash bay recycle serv |
| 18 | Contracted Repairs/Services | bus washing, contracted |
| 18 | Contracted Repairs/Services | FCC license |
| 18 | Contracted Repairs/Services | Allowable technician laundry service |
| 19 | Utilities | repeater rental |
| 19 | Utilities | Cell phone allowance to \$50 per phone; up to two cell phone maximum totaling \$1,200 per year |
| 19 | Utilities | Internet data allowance to \$35 per month totaling \$420 per year |
| 20 | Office | Software and hardware used for maintenance diagnostics, routing, and student accountability. Subject to the annual pre-approval process for initial purchases and software and hardware updates. |
| 21 | Training and Travel | ASE registration/testing |
| 21 | Training and Travel | CPR training, Red Cross supplies (\$20/trainee) |
| 21 | Training and Travel | district training, snacks |
| 21 | Training and Travel | NAPT/Sp Needs Conference |
| 21 | Training and Travel | STN Conference/ two attendees |
| 21 | Training and Travel | district state instructors,in-dist training |
| 21 | Training and Travel | Supervisor drug and alcohol training |
| 23 | Fuel | Fuel, Fuels tax refund, DEF |
| 26 | Shop Materials/Parts | broom, dust pan, spray bottles, in bus |
| 26 | Shop Materials/Parts | clip boards, clocks, flashlights, in bus |
| 26 | Shop Materials/Parts | garbage cans, in bus |
| 26 | Shop Materials/Parts | washer fluid, in bus |
| 26 | Shop Materials/Parts | wasp spray, decon for buses |
| 26 | Shop Materials/Parts | extension cord, trouble light, tuff bulb |
| 26 | Shop Materials/Parts | floor dry, absorbent |
| 26 | Shop Materials/Parts | garden hose/nozzle |
| 26 | Shop Materials/Parts | ice melt for buses |
| 26 | Shop Materials/Parts | disposable gloves |
| 26 | Shop Materials/Parts | hand cleaner, orange |
| 26 | Shop Materials/Parts | small batteries |
| 26 | Shop Materials/Parts | bungee cords |
| 26 | Shop Materials/Parts | headlight cleaners |
| 26 | Shop Materials/Parts | tire protectant |
| 26 | Shop Materials/Parts | window cleaner |
| 26 | Shop Materials/Parts | paper towels, disinfectant wipes, cloths |
| 26 | Shop Materials/Parts | trash can liners |
| 26 | Shop Materials/Parts | bus wash soap |
| 26 | Shop Materials/Parts | wash brush |
| 26 | Shop Materials/Parts | Shop towels, allowable technician uniform purchases |
| 27 | Office | newspaper advertisements, bus bids |
| Line | Category | 85% - Description |
| 15 | Other Benefits | mileage reimb for parts run |
| 15 | Other Benefits | mileage reimb to SDE trainings |
| 18 | Contracted Repairs/Services | fire extinguisher service, annual |
| 18 | Contracted Repairs/Services | parts washer recycling |
| 18 | Contracted Repairs/Services | oil recycling |
| 18 | Contracted Repairs/Services | repairs, outsourced bus |
| 18 | Contracted Repairs/Services | tire repairs |
| 18 | Contracted Repairs/Services | towing |
| 18 | Contracted Repairs/Services | bus radio repairs |
| 21 | Training and Travel | Combined SDE/IAPT Conference |
| 21 | Training and Travel | SDE training fees, TTT, tech |
| 21 | Training and Travel | travel expense to SDE trainings |
| 21 | Training and Travel | Steering Committee travel |
| 21 | Training and Travel | regional SDE supervisors meetings |
| 21 | Training and Travel | expenses while on long bus repair trip |
| 26 | Shop Materials/Parts | antifreeze, brake fluid, trans fluid |
| 26 | Shop Materials/Parts | brake cleaner, WD-40, penetrating oil, degreaser, solvent |
| 26 | Shop Materials/Parts | decals |
| 26 | Shop Materials/Parts | lap belts, wheelchair tie downs |
| 26 | Shop Materials/Parts | first aid kits, in bus |
| 26 | Shop Materials/Parts | license plates |
| 26 | Shop Materials/Parts | oxygen/acetylene |
| 26 | Shop Materials/Parts | paint, wheels |
| 26 | Shop Materials/Parts | repair parts, bus |
| 26 | Shop Materials/Parts | mechanics gloves |
| 26 | Shop Materials/Parts | repairs, 2-way radios and cameras |
| 26 | Shop Materials/Parts | radio, am/fm replacement in bus |
| 26 | Shop Materials/Parts | seat repairs |
| 26 | Shop Materials/Parts | tires |
| 26 | Shop Materials/Parts | welding rods/wire |
| 26 | Shop Materials/Parts | nuts/bolts |
| 30 | Tools | \$500 limit per tech per year; no preapproval required but tool account still needs to be maintained |

Transportation Claim Form - Line Items

| Line | 50% | 85% |
|------|--|---|
| 1 | Bus Drivers | |
| 00 - | Salaries Bus Assistants | |
| 3 | | Bus Technicians/Mechanic |
| 4 | Transportation Supervisor | |
| 5 | Driver Trainers/Other Program Coordinators | |
| 6 | Dispatcher/Secretary | |
| 7 | Other Program Staff Salary (identify) | |
| 8 | Life Insurance | Technician Life Insurance |
| 9 | Health Insurance | Technician Health Insurance |
| 10 | Physicals/Drug Screening | Technician Physical/Drug Screening |
| 11 | Workers' Compensation | Technician Workers' Compensation |
| 12 | FICA | Technician FICA |
| 13 | PERSI | Technician PERSI |
| | Technician benefits a PERSI Sick Leave | Technician PERSI Sick Leave |
| 15 | Other Benefits (identify) | Technician Other Benefits (identify) |
| 16 | | Preapproved Leased & Chartered School Buses |
| 18 | Contracted Repairs/Maintenance | Contracted Repairs/Maintenance |
| 19 | Utilities in Bus Garage | |
| 21 | Training and Travel Expense | SDE Training and Travel Expense |
| 23 | Fuel in Yellow School Buses Only | |
| 26 | Shop Materials and Parts | Shop Materials and Parts |
| 27 | Office and Training Supplies | |
| 30 | | Hand Tools; \$500 per technician |
| 31 | | Radios - Two-Way Communications |
| 32 | Property Loss for Garage Structure Only | |
| 57 | IRI Reimbursement | |
| 58 | Medicaid Transportation Reimbursement | |
| 59 | Other Reimbursements | |
| 60 | Adjustment for Non-Student Riders & Non-Public Students | |
| 64 | In-Lieu/Special Contract Payments; In-lieu not to exceed current mileage rate set by Board of Examiners; no fuel cards | |
| 67 | District Owned Trans Support Vehicle Mileage at current rates; watch for rate changes throughout the fiscal year. | |
| 68 | | SDE Program Assessment Fee |
| 69 | | Depreciation Allowance |
| 20 | Computer Bus Routing Software | |