

REIMBURSEMENT FOR IN-LIEU OF TRANSPORTATION

It will be the procedure of Nebo School District to pay the District's approved mileage allowance to patrons who qualify for in lieu of transportation. Mileage will be based on two round trips from home to school or nearest bus stop per attended day if transportation is not provided both morning and afternoon.

In the case of a kindergarten child who is transported to school one way, but must be picked up by the parents to be returned home, the allowance will be the Board approved mileage allowance for one round trip from home to school or nearest bus stop per day attended.

STUDENT ALLOWANCE

- A. Elementary students who live more than one and one-half miles from their assigned school and secondary students who live more than two miles from their assigned school are eligible for bussing. When bussing is not provided for these students, they are eligible for State reimbursement (in-lieu of transportation). When students are eligible by distance, but live more than one and one-half miles from the nearest bus stop, they are also eligible for reimbursement. Students will be paid from State funds only to the nearest bus stop or school, whichever is closer.
- B. Travel allowances paid in-lieu of school district-supplied transportation of eligible students are intended to reimburse out-of-pocket costs for reasonable and necessary travel in connection with student transportation. The allowance shall not be less than the standard mileage rate deduction permitted by the United States Internal Revenue Service for charitable contributions, nor greater than the reimbursement allowance permitted by the Utah Department of Administrative Services for use of privately-owned vehicles, as set forth in the State of Utah Travel Regulations.
- C. The trip mileage is paid for by the car (one per family). No extra amounts are allowed. The allowance is made to the student and is not to be confused with paying the parents to transport their own children or other students. This does not restrict parents from pooling their resources on their own, but it does restrict payments in excess of out-of-pocket costs for this transportation.

- D. "Days of attendance" for these purposes shall mean the pupil's ADA as recorded in the school district's records. The mileage, number of days involved and amount paid to the parent of the student shall be recorded in the District's records.
- E. In-lieu of transportation is applied for at the principal's office on Form 510.4 (see exhibit). The principal then sends the application form and a signed voucher including days of attendance to the transportation office.
- F. Mileage will be measured by the Transportation Department when the application form is received.
- G. Days of attendance will be reported at the mid-year (sometime in January) and at the school year end (June). Payments will be sent following completion of information from principals and cost calculations.

Approved: 4-8-98

**NEBO SCHOOL DISTRICT
PRINCIPAL'S APPLICATION FOR STUDENT SPECIAL TRANSPORTATION ALLOWANCE**

Student's Name _____ Parent _____

School Attending _____ Family Address _____

Grade _____ Phone _____ City _____

To the best of my knowledge, the above family address constitutes the legal residence of _____ and would meet the state standards of one and one-half miles for elementary students and two miles for secondary students from their home to their assigned school or **one and one-half miles from home to the nearest bus stop.**

Principal's Signature

TRANSPORTATION OFFICE INFORMATION

Actual distance _____ from bus stop/school

Vendor No. _____

Transportation Supervisor

First Half _____ days attended X _____ miles X _____ trips X _____ = \$ _____

Second Half _____ days X _____ miles X _____ trips X _____ = \$ _____

NOTE: This payment is made twice a year, after the second semester and year end. At the end of the first half-year, the principal should prepare an application for each student who, in his judgment, is eligible for a special transportation allowance. Submit this application to the Transportation Supervisor, along with a Nebo School District voucher containing the parent/guardian name and address and the student's name with days attended for the half-year. If there is more than one student in a family attending the same school, they may all be included on one voucher.

The actual distance the student lives from the school need not be entered on the application. It will be determined and checked by the Transportation Supervisor.

Submit: At term's end, approximately the middle of January, Principal's Application and voucher.

Last Day of School, a voucher

To: Nebo School District - Transportation Supervisor