

DESCRIPTOR TERM: Support Services	Millard District Policy File Code: 3050 Approved: 07-11-24
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PUPIL TRANSPORTATION AND PAYMENTS IN LIEU THEREOF

1. **Bus Transportation** - In conformity with the reimbursement policy established by the State of Utah ([Utah Code 53F-2-403](#)), the Board of Education will, whenever possible, provide transportation by school bus for all students who live at least one and one-half miles from school for elementary students, and at least two miles for secondary students. Buses will be routed as near the homes as practicable. It may be necessary in some cases for eligible transported pupils to walk up to one and one-half miles in the case of elementary pupils, and two miles in the case of secondary pupils to designated bus stop.
2. **Private Conveyances** - In those cases where it is not advisable or practicable to establish a bus route, the Board of Education will assist in transporting students by paying mileage for a private car not less than the standard mileage rate deduction permitted by the United States Internal Revenue Service for charitable organizations, 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. Two round trips between the student's home and the bus stop or school (whichever is shorter) are paid. No extra amounts are allowed.
3. **Payments in Lieu of Transportation** – Parents will be reimbursed for room and board for pupils that do not have school facilities or bus service available within sixty miles. Payments will not exceed the "Substitute Care Rate for Family Services". Any changes to this rate will be adjusted to reflect this change during the year. This rate is specified by the Utah State Board of Education in their policy manual (Utah Standards for School Buses and Operations)

In addition, two round trips per year are allowed for actual miles traversed from home to school at the rate prescribed in (2) above. This provision shall also apply for pupils that are sent to the Ogden School for the Deaf & Blind for the school year. Payment will be made by the Superintendent of the Deaf & Blind School.

If parents maintain a separate home during the school year for the purpose of closer location to a school for their children, then reimbursement for subsistence will not apply in this case. Wherever the parent is located for the school year is the residence for those pupils at this time.

Each application for assistance under this policy will be considered on its merits and will require the approval of the Board of Education.

4. **Limited Responsibilities of the Board of Education** - The Board of Education does not presume to pay all costs for transporting pupils covered under this policy, nor to pay all expenses for those who must live away from home. It is anticipated that families who must live in remote areas, or where it is economically impossible to operate a bus, must assume some of the costs and responsibility for putting their children in school.
5. **Parental Responsibility for Student Transportation** - Parents who choose to send students to schools out of the designated school boundary area will be responsible for their own student transportation.

Millard School District In-Lieu of Transportation Application

In-lieu of reimbursement for student transportation is approved the MSD Board of Education annually. You are required to submit a new in lieu of application each year for each student. The transportation department will determine the mileage, following state guidelines. Reimbursement mileage will be measured to the nearest bus stop, or to the school if no bus stop is available. Payment will be determined by attendance at school. Request for payment is made by completing the Millard School District Transportation Reimbursement form which is then submitted to the Millard School District Office for attendance verification. Payment requests may be submitted monthly or quarterly. All reimbursement claims must be submitted no later than June 30 of the current school year in order to be eligible for reimbursement.

IN-LIEU OF TRANSPORTATION APPLICATION			
STUDENT INFORMATION	Current Physical Address:		
	City:	State:	Zip:
	Student Name:		Grade:
	School Name:		
	<i>Check all that apply – Requesting in lieu for:</i> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Noon <input type="checkbox"/> Early Release		
	Student Name:		Grade:
	School Name:		
	<i>Check all that apply – Requesting in lieu for:</i> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Noon <input type="checkbox"/> Early Release		
	Student Name:		Grade:
	School Name:		
	<i>Check all that apply – Requesting in lieu for:</i> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Noon <input type="checkbox"/> Early Release		
	Student Name:		Grade:
School Name:			
<i>Check all that apply – Requesting in lieu for:</i> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Noon <input type="checkbox"/> Early Release			
CLAIMANT INFO	Parent/Guardian Name:		
	Mailing Address:		Phone:
	City:	State:	Zip:
	Email Address:		
SIGNATURES	I hereby certify that the information provided on this form is true and accurate and will notify the transportation department immediately if a change occurs to any student information listed above.		
	Signature of Parent/Guardian:		Date:
	Signature of Transportation Director:		Date:

For Office Use Only

Date Received:		Date Approved:		
Roundtrip Mileage to Nearest:	Bus Stop	Elementary	Middle	High
Bus Stop Location:			School Year:	

Millard School District In-Lieu of Transportation Request for Payment

In-lieu of reimbursement for student transportation is approved the MSD Board of Education annually. You are required to submit a new in lieu of transportation application each year for each student. The transportation department will determine the mileage, following state guidelines. Reimbursement mileage will be measured to the nearest bus stop, or to the school if no bus stop is available. Payment will be determined by attendance at school. It is your responsibility to submit this form to the Millard School District Office for attendance and mileage verification. Payment requests may be submitted monthly or quarterly.

IN-LIEU OF TRANSPORTATION REQUEST FOR PAYMENT				
STUDENT INFORMATION	Student Name(s)		School	Grade
	1.			
	2.			
	3.			
	4.			
	Request for Reimbursement (verified by attendance records): Claims should be submitted Monthly or Quarterly.			
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Monthly Month Claiming _____ <input type="checkbox"/> Quarterly Quarter Claiming _____ </div> </div> <p style="text-align: center;">All reimbursement claims must be submitted to Millard School District no later than June 30 of the current school year in order to be eligible for reimbursement.</p>			
# of Days @ 1 roundtrip per day		# of Days @ 2 roundtrips per day	# of Days @ 3 roundtrips per day (i.e. Early Release, Kindergarten)	
CLAIMANT INFO	Parent/Guardian Name:			
	Mailing Address:		Phone:	
	City:		State:	Zip:
	Email Address:			
SIGNATURE	I hereby certify that the information provided on this form is true and accurate. All requests for payment must be submitted to the Millard School District Office no later than June 30 of the current school year.			
	Signature of Parent/Guardian:			Date:

For Office Use Only

Eligible Miles Per Roundtrip	Total # of Roundtrips	Total Miles	Amount per Mile	Total Reimbursable Amount
Verified # of Days Attended:		Attendance Verification Signature:		Date: