

# After School & Summer Programs

## TRANSPORTATION SUPPORT FOR AFTER SCHOOL AND SUMMER PROGRAMS



Realizing the educational value of after school programs and/or summer programs, the State and District permit the use of state owned buses and district owned buses to support these activities. Trips are charged a mileage rate of \$1.13 per mile through June 30, 2008 and \$1.32 effective July 1, 2008 from the bus' point of origin and the return for in-district. Salary charges are based on standard rates for After School Programs and \$14.00 per hour for Summer Programs. Requestors/schools are responsible for (1) obtaining and providing the correct funding source (2) damages incurred as a direct result of damages sustained during the charter of the equipment and (3) a review of billing and reporting of any discrepancies found to STS immediately.

### REQUEST PROCEDURES

To obtain transportation support, a Transportation Request form must be submitted to the supporting Transportation office. The site office will determine support capability. State owned school buses may be utilized for After School or Summer Programs when such requests do not interfere with the regular schedule of transportation for students to and from school. Request forms may be sent by fax.

Factors considered in determining the priority and type of bus a requestor may receive to support their programs:

#### A. PRIORITY CATEGORY

1. State Funded and Supported Programs and Requirements
2. District Funded and Approved Programs and Requirements
3. District Sponsored Programs with Other Funding
4. Partnerships Funded Request
5. Outside Agency Request

B. Number of Passengers/Cargo

C. Date/Time of Trip

D. Distance for Travel

E. Availability of Resources and Funding

Student Transportation Services will publish a bus route as required. Schedules will be provided to the school for dissemination.

- **ACKNOWLEDGEMENT**

Upon receipt of the Transportation Request, STS sites will forward a written response to the requestor/school acknowledging receipt. This acknowledgement does not represent a confirmation.

- **COORDINATION**

STS staff will review the requirements and available assets. The approval of the trip is determined at this point. Telephonic/fax communication will be initiated to work out conflicts in schedules, etc. The requestor/school will be notified of any conflicting issues or the inability to fulfill the request.

- **CONFIRMATION**

When approved, STS staff will forward a "Confirmation" to the requestor/school before the trip. Confirmations are provided to the requestor and bookkeeper.

