



Bus Route Reimbursement Funding Procedure

1. Purpose

This procedure outlines the guidelines for reimbursing costs related to eligible bus routes to an Area Career and Technology Center or school district participating in shared career and technical education programs during the first year of operation. The goal is to enhance student access to career and technical education by reducing transportation costs for school districts.

2. Eligibility Criteria

To qualify for reimbursement, the bus route must:

- Serve students traveling to an approved Area Career and Technology Center or school district participating in shared career and technical education programs.
- Be a newly established route operating for the first time.
- Be operated by a school district or an authorized transportation provider under contract with the district.
- Meet all local, state, and federal transportation regulations.

3. Funding Limitations & Coverage

- The reimbursement covers up to 40% of the total eligible costs for operating the bus route during its first year.
- Eligible costs include:
 - Fuel and maintenance expenses,
 - Driver wages and benefits,
 - Insurance and licensing fees.
- Ineligible costs include:
 - Administrative fees,
 - Indirect costs,
 - Routes beyond the first year.
- Funds are limited and reimbursement may be reduced dependent on the number of applications and available funding.
- The deadline to apply is April 30 prior to the upcoming school year.

4. Application & Approval Process

1. **Application Submission** – The school district must submit a funding application that includes:
 - Route details (start/end locations, frequency, estimated ridership),
 - Budget breakdown of projected costs,
 - Justification of need and expected impact.
2. **Review & Approval** – Applications will be reviewed within 30 days to determine eligibility and the percentage of reimbursement.
3. **Funding Agreement** – Approved applicants will receive a reimbursement agreement detailing terms and reporting requirements.

5. Reimbursement Process

- Reimbursement will be issued quarterly based on actual expenditures.
- The school district must submit:
 - Quarterly expense reports with detailed cost breakdowns and
 - Proof of service completion (e.g., invoices, payroll records, fuel receipts).
- The final reimbursement payment will be processed after the submission of a year-end report summarizing route performance and ridership.

6. Compliance & Accountability

- Recipients must maintain financial and operational records for audit purposes for at least six years.
- If the bus route is discontinued before the end of the first year, the district must notify the department immediately, and reimbursement may be adjusted accordingly.
- Failure to comply with reporting requirements may result in funding disqualification for future programs.

7. Procedure Review & Adjustments

This funding procedure will be reviewed annually to assess effectiveness, determine funding availability, and make necessary adjustments.