

No. 811

SECTION: Operations

TITLE: Transportation Subsidy Management

CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: February 14, 2017

	811 – TRANSPORTATION SUBSIDY MANAGEMENT	1
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1. Purpose	The Catasauqua Area School District receives a transportation subsidy from the Commonwealth of Pennsylvania for most students who are provided transportation by the District. This policy establishes rules to help ensure the proper reporting of transportation data to the Pennsylvania Department of Education (“PDE”) so that subsidy payment requests are accurate.	3 4 5 6 7
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2. Policy	Transportation shall be provided for students in accordance with state and federal law and conforming Board policy. District Administration shall:	9 10
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School Code §§ 2541, 2543, 2509.3, 1726-A(a); 22 Pa. Code ch. 23.	1. Maintain sufficient and accurate documentation of nonreimbursable students (students considered within walking distance under School Code § 2541(c)(1),(2)), charter school students, nonpublic students, and total students transported for each school year.	12 13 14 15
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	2. Review transportation subsidy reports submitted to PDE for the 2015-16 school year and subsequent school years, and if errors are found, submit revised reports to PDE.	17 18 19
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	3. Conduct year-end reconciliations of bus rosters to student requests for transportation forms to ensure accurate reporting of charter school and nonpublic students being transported by the District.	21 22 23
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	4. Conduct a multi-year trend analysis of student transportation data annually to help identify unexpected fluctuations, and investigate the results of the analysis to provide additional assurance of the accuracy of the data reported to PDE.	25 26 27 28
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	5. Provide comprehensive training for the Transportation Supervisor, with particular attention to the area of reporting students transported and the definition of each student category to be reported to PDE.	30 31 32
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	6. Develop written administrative procedures for transportation operations, and annually review and update the administrative procedures on a collaborative basis between the business office and the transportation office.	34 35 36 37
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