



**Appendix H**

<b>TRANSPORTATION FORMS CALENDAR</b>					
<b>Form</b>	<b>Description</b>	<b>Form/Report</b>	<b>Completed Paper Form/Report Due to County Superintendent</b>	<b>Document Approved By County Superintendent</b>	<b>Completed</b>
TR-1	Combined School District Application for Registration of School Bus and State Reimbursement	Accessed Through the Pupil Transportation Program	November 1	November 10	
TR-4	Individual & Isolated Contract	Accessed Through the Pupil Transportation Program	July 1	October 1	
TR-5	1 <sup>st</sup> Semester Contract Reimbursement Claim	Accessed Through the Pupil Transportation Program	February 15	February 22	
	2 <sup>nd</sup> Semester Contract Reimbursement Claim		May 24	June 1	
TR-6	1 <sup>st</sup> Semester Bus Claim	Accessed Through the Pupil Transportation Program	February 15	February 22	
	2 <sup>nd</sup> Semester Bus Claim		May 24	June 1	
TR-13	1 <sup>st</sup> Semester Bus Inspection (Highway Patrol MUST inspect prior to beginning of semester)	Accessed Through the Pupil Transportation Program	N/A	After Inspection or Reinspection	Before 1 <sup>st</sup> Semester Starts
	2 <sup>nd</sup> Semester Bus Inspection (Highway Patrol MUST inspect prior to January 31)		N/A	After Inspection or Reinspection	Before 2 <sup>nd</sup> Semester Starts
TR-35	Bus Driver Certificates	Accessed Through the Pupil Transportation Program	As Driver Renews	As Driver Renews	

## APPENDIX H

### Introduction:

In order to have a uniform and equal provision of transportation by all districts in the state of Montana, the superintendent of public instruction shall prescribe rules and forms for all implementation and administration of the transportation policies adopted by the board of public education.

Included in this section of the manual:

- The Transportation Forms Calendar

### Forms and Descriptions:

- TR-1 Combined School District Application for Registration of School Bus & State Reimbursement

This form provides information for all of the buses used for pupil transportation bus routes in each school district. The form allows the district to allocate the percentage of use to the elementary and high school districts. The TR-1 also indicates how many students (eligible and ineligible) ride the bus, how long the route is, who owns the bus (district or contractor), and what kinds of services are provided.

- TR-2 Pupil List for Buses Transporting Students

This form is to be used in conjunction with Form TR-1, School District Application for Registration of School Bus and State Reimbursement. The district must retain this form for audit purposes. Form TR-2 is not a required report in the online Pupil Transportation System.

- TR-4 Individual Transportation Contract

This form provides all of the information required for Individual and Isolated contracts to ensure appropriate reimbursement to parents or individuals that transport eligible transportees to a bus stop or to school.

- TR-5 School District Claim for State Reimbursement for Individual and Isolated Transportation

School districts complete this form to request reimbursement for Individual and Isolated Transportation Contracts. The district indicates how many days the student was transported in the first and second semesters.

- TR-6 School District Claim for State Reimbursement for School Bus Transportation

School districts complete this form to request reimbursement for their approved bus routes. The district indicates how many days the bus operated and the bus driver for the route in the first and second semesters.

- TR-13 Montana Highway Patrol School Bus Inspection Form

In accordance with MCA, 20-10-101(4)(a)(i), a school bus must comply with the bus standards established by the board of public education as verified by the department of justice's semiannual inspection of school buses and the superintendent of public instruction. The Montana Highway Patrol must inspect all school buses used to transport students. Bus inspections must be done 30 days prior to the first semester and by January 31 for the second semester. If necessary, the buses must be reinspected before the beginning of the semester.

- TR-35 Montana School Bus Driver Certificate

School bus drivers must comply with qualifications set forth in MCA 20-10-103, and ARM 10.7.111. The board of trustees issue a certificate when the bus driver has met the qualifications. A copy of the certificate is filed with the county superintendent of schools.

This certificate indicates that the driver:

- has a minimum of five years licensed driving experience, and is not less than 18 years of age;
- has a drivers license with commercial vehicle operator's endorsement;
- holds a valid basic first aid certificate; and
- has filed a satisfactory medical examination report.

The certificate expires when any of the required documents reach the expiration date indicated on the certificate. Reimbursement will not be made for any days that the certificate is expired. The only exception is for new drivers, which allows 60 days to obtain the basic first aid certificate. Once the certificate expires, a new certificate must be submitted when requirements are met.

- Medical Examination Report for Commercial Driver Fitness Determination
- Medical Examiners Certificate

The Department of Transportation has updated the required Medical Examination Report for Commercial Driver Fitness Determination. A copy of the new form is included with this handbook.