

The purpose of this document is to detail allowable and unallowable expenditures related to State of Wyoming Pupil Transportation reimbursements. This document is based off of Chapter 20 Rules and allowable expenses within the WDE601 WISE Annual District Report. Reimbursable transportation expenses are those amounts for the operation and maintenance of vehicles for the transportation of students to and from school, field trips, and activity trips.

[Link to Chapter 20 Rules here.](#)

EXPENDITURE	ALLOWABLE	NON-ALLOWABLE	NOTES
<b>District Staff</b>			
<b>Salaries</b>	<p>Staff that provide transportation services directly related to pupil transportation.</p> <p>Bus aides; clerical support; crossing guards; bus drivers; loading zone aides; mechanics; supervisors.</p> <p>Staff delivering meals or instructional materials during emergency situations.</p> <p>Stipends; leave payouts; early retirement buyouts offered to all staff;</p> <p>Holiday pay; severance pay.</p> <p>For non-100% transportation staff, only time spent performing services directly related to pupil transportation are allowed to be charged. Paraprofessionals assigned to ride a SPED bus by the Transportation Department.</p>	<p>Transportation staff assignments not directly related to pupil transportation.</p> <p>Non-transportation (i.e. coaches, club mentors) staff employees providing transit service to pupils may not receive additional transportation compensation for said transport.</p> <p>Stipends; leave payouts; early retirement buyouts not offered to all staff or for time and effort staff; Interns; State funded bonuses.</p> <p>A SPED paraprofessional riding with a student as dictated in the student's Individual Education Plan (IEP).</p>	
<b>Benefits</b>	<p>Benefits offered to all staff; retirement; social security; Medicare; workers compensation; health and life insurance; extra hazardous pay; rehired retirement fees.</p> <p><u>12.69% of retirement contributions.</u></p>	<p>Benefits that are reimbursed elsewhere (WDE109 Retirement).</p>	
<b>Professional Development</b>	<p>Training or professional development expenses related to providing transportation services to students.</p> <p>NOTE: Food is only reimbursable during full-day transportation training sessions or exercises. Cowboy Roundup Bus Rodeo, WPTA travel and events.</p>	<p>Conferences and trainings for all staff or that don't directly tie to student transportation.</p>	
<b>Employee Testing</b>	<p>U.S. Department of Transportation driver testing and examinations.</p> <p>Pre-employment exams and testing required after lapse in regular employment.</p>	<p>Re-exams as a result of poor health or failure to satisfactorily complete over-the-road testing.</p>	
<b>Equipment/Furniture/Supplies/Technology</b>			
<b>Communication Services and Equipment</b>	<p>Telephone; communication radios and equipment; cell phones; wireless data plans; monthly internet service; postage.</p> <p>WIFI and transmitters for the buses are reimbursable as long as it's for transportation use and part of the safety, security and maintenance of the buses. Student passengers may utilize the WIFI as long as it is a secondary use to the transportation aspect. It still needs to have the same security and restrictions the WIFI does at the school.</p> <p>WYOLink radios that go in the bus, one portable for the superintendent and a hub station for the transportation facility</p>	<p>WiFi purchased for student use and not needed by the pupil transportation department. Expenditures determined by applying by percentage of total amount are not reimburseable.</p> <p>WYOLink radios kept in schools or district office.</p>	
<b>Computer Expenses</b>	<p>Telematics; routing software; fuel maintenance systems.</p> <p>Costs for purchasing, upgrading, and maintaining computer hardware and software for global positioning systems.</p> <p>Cameras, software and hardware associated stop arm camera configurations.</p>		

<b>Equipment</b>	Equipment shall be kept in the transportation facility and used to support student transportation only. Service truck; snowplow for the service truck; tire changing equipment; brake repair equipment; diagnostic equipment; service trailers; hydraulic vehicle lifts.	Skid Steer, wrecker, ATV.	
<b>Supplies</b>	Bulk fuel; oil; bus or transportation facility cleaning supplies; water for drivers; key storage/locks; shelving; Artificial External Defibrillators (AED's). Supplies related to crossing guards including traffic control devices and reflective safety vests. Reflective safety vests (minus expenses for labeling such as district specific embroidery) for transportation staff if required through district policy. Safety related clothing items for fleet maintenance personnel required by the Occupational Safety and Health Administration (OSHA). Loading/Unloading Zone Signage on school district property.	Non-fleet vehicle supplies; storage pods/containers; stop arm extensions; illuminated bus signage.	Student transportation related signage such as "School Bus Stop Ahead" and "Loading Zone" located within public rights-of-way will need to be installed by the local Public Works jurisdiction and will typically be at their expense for standardized signage stipulated in the Manual for Uniform Traffic Control Devices (MUTCD).
<b>Office Furniture &amp; Supplies</b>	Printer and copier purchases/ <u>leases</u> for transportation use ONLY. File cabinets; toner; printer paper; labels; folders; miscellaneous office supplies for transportation support.	Non-approved training room furniture; office water dispensary units; uniforms.	Any office or training room furniture requests for reimbursement need to be approved by the WDE prior to purchase.
<b>Reimbursable Miles - Route/Activity/Field Trip</b>			
<b>No Transportation Zone</b>	A school board may, by official action each year, transport students within the no transportation zone if there is a barrier that prevents a student from walking to school or a safety hazard exists that could harm the student. Examples include: rivers, railroad tracks, multi-lane roads with inadequate pedestrian crossings, or the lack of adequate walkways or pathways.	Transportation within a 1.0 mile radius from school for elementary students and 2.0 miles from school for secondary students unless approved by the board.	
<b>Route</b>	Miles traveled during the 175 day regular school year to transport students to and from school and to service provider appointments. Routes ran again in the evening to accommodate students staying for academics. Routes ran on non-regular instructional days for districts with alternate schedules as long as instruction is being offered.	Non-student related transportation, non-fleet vehicle. Routes ran again in the evening to accommodate students staying for athletics. Routes ran on non-regular instructional days for districts with alternate schedules where instruction is NOT being offered.	
<b>Summer School</b>	Miles traveled during the summer school session to transport students to and from school and to service provider appointments.	Non-student related transportation, transportation in a non-fleet vehicle.	
<b>Activity</b>	Activities sanctioned by WHSAA or middle/junior high school-sponsored activities that directly correspond to high school activities sanctioned by the WHSAA. May include the driver's room and meal costs. Travel for extra vehicle pulling a trailer to student sanctioned event. Travel to practice with another district when districts are combined in WHSAA to create one team. <u>Travel to practice facilities when not available in district.</u>	Summer practices or camp activities. Student and sponsor expenses. Non-student related transportation, non-fleet vehicle. Routes ran before or after school for athletic practices. Trips beyond 150 miles from the Wyoming border.	
<b>Field Trip</b>	Events that are demonstrated to be tied to curriculum currently being taught in a respective course. This may be a tour of a site or facility that can supplement instruction or provide exhibits tied to an in-class project. Field trips should be taken as an extension of the classroom, tied to curriculum and in a fleet vehicle. Trip should be required and for a grade.	Non-student related transportation; non-fleet vehicle; reward trip; trips not taken by a class but by a club; trips in excess of 150 miles from the Wyoming border.	
<b>Other Miles</b>	Delivery and pickup of fleet vehicles for repair/maintenance; vehicle swaps; driver changes; to transportation related training; etc.	Non-student related transportation; non-fleet vehicle. Miles traveled in fleet vehicles by non-district entities (local festivals or events renting buses and drivers from a WY district). Club trips and other non-sanctioned student activities.	

Miscellaneous			
<b>Purchased Services</b>	First aid training; defensive driving courses; CPR training; transportation workshops; support for school transportation software; drug and alcohol testing; contracted pupil transportation services; third party Physical Performance Testing (PPT).		
<b>Advertising</b>	Employment ads; advertising surplus student transportation vehicle sales; bid notifications for equipment and supplies; beginning of year route announcements; route change notifications; school bus safety week awareness activities (coloring books, flyers, swag, etc.).		School Bus Safety Week supplies reimbursement are specific to that timeframe.
<b>Isolation</b>	Transit ticket fees or mileage to closest bus stop or school. NOTE: must be a resident of the school district.	Non-resident students or mileage reimbursement past the nearest bus stop or school. Mileage to students choosing to attend another school that are not considered isolated in their resident district.	
<b>Transportation Facility/Site</b>	Utilities; and Temporary space rental as a result of a loss of bus barn.	Repairs or Maintenance. Expenses typically covered with major maintenance, minor/component-level or major capital construction funds which include remodel expenses, building remodel/enhancements, site remodels/enhancements, electrical or plumbing upgrades. Flood/security lights and cameras ;interior/exterior paint; fuel systems components beyond fuel management software/hardware.	
<b>Special Transportation Accomodations</b>	Supplies and equipment needed for the transportation of a unique child as documented in an Individualized Education Plan (IEP) or a 504 plan and kept in the transportation for other students to use.	Accommodations made not as a result of a unique need documented in a plan. Items not staying with the transportation department but rather the special education department or with the student.	
<b>Drivers Education</b>		Personnel, supplies, vehicles.	
<b>Travel/Per Diem</b>	Food; lodging; other non-labor costs associated with transporting students on allowable trips. Travel to allowable conferences.	Per diem above the federal MI&E rates.	
<b>Employee Incentives</b>		Hiring bonuses; benefits; retention bonuses; employee recognition activities; etc.; for transportation staff that are not also provided to all district staff.	