

## Transportation

The following link is provided to users for questions and answers on serving children with disabilities and transportation -- [http://www.dpi.state.nd.us/speced/OMB\\_08-0101\\_transportation.pdf](http://www.dpi.state.nd.us/speced/OMB_08-0101_transportation.pdf)

### Transportation by Routes

Click **Service Costs** in the left-hand margin under Administration.

Click **Transportation Costs** located in the top menu selections.

Choose correct **School Year** from drop down list.

Select the **District** from drop down list.

Click on the **green arrow button**.

The screenshot shows a web browser window titled "Agency Costs - Windows Internet Explorer". The address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is "Friday, October 19, 2012".

The main content area is titled "Service Costs" and includes a navigation menu with "Service Costs", "Transportation Costs", "Admin Costs", and "Boarding Care Costs". Below this, there are dropdown menus for "School Year" (2009-2010) and "District" (Bismarck 1), followed by a green arrow button. The section is titled "Bismarck 1 - Transportation Costs" and contains the text: "The group transportation cost for each route is calculated through the transportation cost per pupil. Click on the route number to calculate the transportation cost per pupil for the selected route."

Route Number	Cost per Pupil
1	\$210.00
12	\$2,340.00

At the bottom of the page, there is a link for "Add Route". The footer text reads "ND Department of Public Instruction, ND Education Standards and Practices Board".

# Instruction Manual for Student Contracts

## To add a transportation Route:

Click on [Add Route](#).

Enter the **Route Number** or an identification number for the route.

Enter in the **Est. Vehicle Miles/Week** .

The **Number of weeks** is defaulted to 36 and cannot be edited.

Enter the **Rate/Mile** or the cost per mile for the route.

Enter **the Est. Foundation Aid Payment** or the amount of foundation aid received per mile.

Enter the **Total Number of Student** riding the bus.

Click **Save Route** button.

**Important:** The route is based on the entire school year. The student contract will prorate the cost for an individual student based on the number of days in their contract.

Agency Costs - Windows Internet Explorer  
https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx

North Dakota nd.gov Official Portal for North Dakota State Government  
Friday, October 19, 2012  
ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Student Contracts  
Load Conway (profile) (sign out)

Service Costs  
Service Costs | Transportation Costs | Admin Costs | Boarding Care Costs

Enter the fiscal year and select the agency to view the transportation costs.  
School Year: 2010-2011 District: Bismarck 1

Bismarck 1 - Transportation Costs  
The group transportation cost for each route is calculated through the transportation cost per pupil. Click on the route number to calculate the transportation cost per pupil for the selected route.

Route Number	Cost per Pupil
1	\$1,230.00
25	\$23,680.00
35	\$83.70

» Add Route

New Transportation Route  
Route Number:   
Est. Vehicle Miles/Week:   
Number of weeks: 36  
Rate/Mile:  ###  
Est. Foundation Aid Payment:  ### (amount of foundation aid received per mile)  
Total Number of Students:   
Save Route

ND Department of Public Instruction, ND Education Standards and Practices Board

## Transportation by Individual

Individual transportation charges which are unique to a student may be created at the time the contract is created. The box below identifies the information needed for an individual cost for transportation. Individual transportation costs can only be added while in the create contract status. See **Contract Creation** in this manual for additional information.

The screenshot shows a web browser window titled "Contract - Windows Internet Explorer" with the URL <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=279>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is "Thursday, January 31, 2013".

The main content area is titled "Contract" and contains a form for "Individual" transportation costs. The form has the following fields:

- Est. Vehicle Miles/Week:
- Number of Weeks: 36
- Rate/Mile:  ##.##
- Est. Foundation Aid Payment:  ##.##

Below the form is a "Save & Calculate" button. The total transportation costs are shown as \$0.00.

A red box highlights the following sections:

- Boarding Care Costs Total: \$0.00
- Student Services and Cost Calculations Total: \$0.00
- No service costs found
- Add Service...

Below the highlighted sections are two more "Save & Calculate" buttons. The total service costs and total third party payments are both \$0.00.

Other cost sections include:

- Regular Education Costs Total: \$0.00
- Special Ed Administrative Costs Total: \$0.00
- Contract Reimbursement Total: \$0.00

The page footer includes "CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY" and "ND Department of Public Instruction, ND Education Standards and Practices Board".