

DEFINITIONS (APPENDIX C)

Buildings - A district-leased, leased/purchased, or owned structure or portion of a structure whose primary purpose is to house pupil transportation vehicles and/or equipment used for servicing the district's student transportation vehicles, such as a school bus storage building or student transportation maintenance garage.

Chief Mechanic - The person who directly supervises the school district's mechanics and maintenance personnel for student transportation vehicles and who also performs the duties of school bus mechanic when necessary.

Clerical Staff/Dispatchers - Individuals who perform support functions directly related to the operation of the Student Transportation Program (e.g., assist in scheduling bus routes; monitor transportation expenses; maintain reports on bus mileage, fuel usage, bus rosters, etc.).

Contract - A written agreement between two parties for a specific period of time and amount for compensation that is enforceable by law.

Contractual Student Transportation Service - Student transportation services provided for a set fee under a contract with an independent carrier.

District-Owned and -Operated Student Transportation Service - Student transportation services provided by a school district that owns and operates approved safety inspected vehicle(s), exercises managerial control over facilities and personnel used in the student transportation service, and also employs and supervises the school bus driver(s).

Early Education (Prekindergarten) Student – Any child ages 3 – 5 who is enrolled in a state-funded Early Childhood Block Grant program (At-Risk prekindergarten or Preschool for All prekindergarten), a district Head Start prekindergarten program, a locally funded or tuition-based district prekindergarten program, or a Title I-funded prekindergarten program.

Early Childhood Special Education Student – Any child ages 3 – 6 who has an Individualized Education Program (IEP) and is receiving Special Education Services. (If the IEP indicates transportation should be provided, then the child's transportation should be reimbursed.)

Educational Tour - A trip outside of the district, state, or country involving overnight accommodations.

Equipment - Items, other than vehicles used to transport students, costing \$2,500 or more and having a useful life of more than one year.

Field Trip - A trip that is **directly related** to the regular curriculum of the students that occurs during the five clock hours of the school day. The location of the field trip is considered an alternative attendance center for the day. (See Appendix B)

Homeless Children and Youths – Individuals who lack a fixed, regular, and adequate nighttime residence.

Independent Carrier - An individual (other than a student), partnership, corporation, firm, organization, association, or other legal entity not subject to control by a school district that enters into a contract with a school district to provide pupil transportation services. **An entity does not qualify as an independent carrier if its contract with the district requires it to do one or more of the following:**

- Employ existing school district drivers, mechanics, and administrative or clerical personnel;
- Pay salaries as stipulated by the school district;
- Employ or discharge employees solely at the discretion of the school district; and/or;
- Employ specific types and numbers of administrative personnel.

Individualized Education Program (IEP) – A written plan for educational support services and their expected outcomes, which is developed for students who are enrolled in special education programs.

Land/Property - Land/property that is used solely for student transportation services at the time of the lease, lease-purchase, or purchase.

Lease - A written contract between two parties whereby the lessee agrees to pay the lessor a specified sum of money for the use of the lessor's transportation equipment, building, land, and/or vehicles for a specific period of time with no option to purchase.

Lease/Purchase Agreement - A written contract between two parties whereby the lessee agrees to pay the lessor a specified sum of money for the use of the lessor's transportation equipment, building, land, and/or vehicles for a specific period of time that contains a clause permitting the lessee the option to purchase the equipment and/or vehicles at a specified price within a specified period of time.

Materials, Parts, and Supplies - Items costing **less than \$2,500** or having a useful life of one year or less.

Multifunction School Activity Bus - A Multifunction School Activity Bus is defined as a school bus manufactured for the purpose of transporting 11 to 15 persons, including the driver, whose purposes do not include transporting students to and from home or school bus stops nor between schools during the regular mandated curriculum period.

Prekindergarten At-Risk Student - See **Early Childhood (Prekindergarten) Student definition on previous page.**

Prekindergarten Special Education Student – See **Early Childhood Special Education definition on previous page.**

Principal Cost or Capital Cost –

- For purchased or leased/purchased vehicles, equipment, land, and/or buildings, the principal cost is the cash cost (list price less any discount, revenue from sale of district-owned item, and/or trade-in allowance) plus the prior year's un-depreciated balance of the traded/sold district-owned vehicle, equipment, land, or building, **excluding all finance charges whether explicit or implicit.**
- For **leased** vehicles, equipment, land, and/or buildings, the **principal cost** is the **lesser of the fair market value** of the vehicle, equipment, land, and/or building at the time of acquisition **or** the **lease payment minus finance charges.**
- Vehicles used for more than one program (e.g., driver's education, education administration) should have the principal cost reduced by the same percentage as the percentage of time the vehicle is used for purposes other than the Pupil Transportation Program.

Prorated Cost - A cost incurred for multiple functions. In accounting for such cost, the total cost shall be prorated on a verifiable basis among the appropriate account function codes.

Student Transportation Vehicles - School buses and other vehicles meeting the requirements set forth in Section 1-182 of the Illinois Vehicle Code [625 ILCS 5/1-182] for transporting students.

Regular Student Transportation – Any student in grade level K-12 who is enrolled for transportation and who is not classified as a vocational and/or special education transportation student. This includes homeless transportation and regular education youth in care (foster children) transportation.

Regular Route - A route that occurs on a regularly scheduled basis for the purposes of transporting students between school and home or between attendance centers when attendance is required at a location other than the assigned attendance center to enable students to receive educational services of the school district required as part of the student's five daily clock hours of school work.

School Bus Driver - A person who possesses a valid school bus driver's permit and drives a student transportation vehicle including Division I vehicles identified in the Illinois Vehicle Code (such as taxi cabs, limousines, cars, and minivans) to transport students.

School Bus Maintenance Personnel - Individuals whose duties are to maintain and repair the district owned or operated student transportation vehicles.

School Day - The period of time a student is required to be in attendance at school for instructional purposes (Section 29-5 of the School Code [105 ILCS 5/29-5]).

Site Improvement - Any addition or improvement to a site leased, leased/purchased, or owned by a district that is directly related to the district's student transportation services, including, but not limited to, underground fuel storage tanks and communications towers.

Transportation Fund - An accounting entity as described in Section 17-8 of the School Code [105 ILCS 5/17-8] to account for revenue and expenditures related to student transportation services. (Fund 40)

Transportation-Related Building and Building Maintenance Costs - The portion of depreciation of buildings and site improvements and costs of operation and maintenance of buildings and site improvements directly related to a school district's student transportation program. These costs are chargeable to and paid from the Education Fund or Operations and Maintenance Fund as prescribed in Section 17-7 of the School Code [105 ILCS 5/17-7].

Transportation Supervisory Personnel – Personnel employed by the LEA responsible for all of the following functions with respect to either the entire territory of the LEA or a portion of the LEA:

- Overall planning of the transportation program, including the development and presentation of recommendations to the board of education concerning contracting, leasing, and/or purchasing related to transportation services, and the preparation and establishment of procedures and policies related to crisis intervention, discipline, and general operation of the transportation service;
- Total responsibility for the development of all transportation routes;
- Monitoring and modification of the established transportation services, routes, and procedures to ensure an efficient, safe operational program (This should not be confused with bus driver education.);
- Ensuring that sufficient, properly trained maintenance staff and bus drivers meeting requirements of Section 6-106.1 of the Illinois Vehicle Code [625 ILCS 5/6-106.1] are available to provide the established transportation services;
- Provision of safety training to drivers, staff, and students for crisis situations (e.g., accidents, vehicle breakdowns).

Transportation Supervisory Salary Costs – That portion of the salary and allowable employee benefits of school district employee(s) who are documented as supervising a school district’s student transportation program (regular, vocational, special education, and non-reimbursable). For districts that do not employ a full- or part-time transportation supervisor, a superintendent’s or special education director’s salary and related employee benefits shall be prorated as detailed in Section 120.90 [c] [1] [2] of the Rules and Regulations. These salary and related employee benefit costs shall be paid from the Transportation Fund.

Transportation Vehicles – Vehicles used to transport students or to support the student transportation program that meet the requirements of the Illinois Vehicle Code.

Uniform - District purchased clothing for personnel connected to the operations of student transportation. Appropriate, school sponsored clothing must be in accordance with official board policy or written directive from district administration. Allowable clothing includes but is not limited to silk-screened or embroidered shirts, vests, jackets, hats/caps, helmets, arm bands, gloves, and other reflective clothing.

Useful Life - The period of time during which an item is expected to be functional for student transportation services.

Vocational Student Transportation – Any student who is enrolled in a vocational training program and who is transported to an area vocational center, a building site for a district’s vocational program, or another district’s vocational program. Vocational student transportation is reimbursable when the distance is at least 1.5 miles.