



## ADMINISTRATIVE RULES OF MONTANA



### 10.7.101 INTRODUCTION

- (1) The following rules are adopted to implement 20-10-112, MCA, which requires the Superintendent of Public Instruction to prescribe such rules as may be necessary to have a uniform and equal provision of transportation by all districts in the state of Montana.
- (2) The following list briefly states in chronological order the administrative steps for school transportation. This list is not a substitute for the more detailed requirements stated in these rules:
  - (a) By July 1 a district must send copies of all completed school bus contracts to the county superintendent.
  - (b) By July 1 a district must do all of the following:
    - (i) complete and sign transportation contracts (three copies) for the ensuing year;
    - (ii) send to the county superintendent copies of all completed individual transportation contracts; and
    - (iii) submit individual transportation contracts electronically to the Superintendent of Public Instruction.
  - (c) By the fourth Monday in July a county transportation committee (CTC) must act to approve or not approve all bus routes established by districts. The CTC must also act on all applications for increased individual payments due to isolation. Approval of board of trustees for increased payments is required prior to CTC action.
  - (d) By October 1, the county superintendent must electronically acknowledge receipt of all individual transportation contracts and electronically authorize individual transportation contracts for which the CTC has approved increased payments due to isolation.
  - (e) At least 30 days prior to the beginning of the first semester the Montana Highway Patrol must inspect all school buses used to transport students. If necessary, the buses must be reinspected before the beginning of the semester.
  - (f) By the second Monday in September the county superintendent must send the final budgets for the ensuing year to the Superintendent of Public Instruction.
  - (g) By November 1 a district must send the county superintendent one copy of the TR-1 for each bus route and submit a TR-1 for each bus route electronically to the Superintendent of Public Instruction.
  - (h) By November 10 the county superintendent must electronically approve each TR-1 submitted by the district in (2)(g).

- (i) By mid-November the Superintendent of Public Instruction must electronically notify county superintendents and district clerks of the approved rates for individual and isolated contracts.
- (j) Upon receipt of the approved rates required in (2)(i) a district must provide a copy of the contract to each parent, guardian, or emancipated minor with whom the district holds a contract.
- (k) Sixty days after the beginning of the school year, or 60 days after employment, the first-aid competency requirement for new bus drivers must be completed.
- (l) By January 31 buses must have passed the inspection for the second semester.
- (m) By February 15 a district must send the county superintendent one copy of transportation claims TR-5 and TR-6 and submit the claims electronically to the Superintendent of Public Instruction.
- (n) By February 22 the county superintendent must electronically authorize each district TR-5 and TR-6 claim for the first semester.
- (o) Upon receipt of electronic claims, the Superintendent of Public Instruction verifies the claims and disburses the approved amount of state reimbursement for first semester transportation. Payments will be made on or before March 31.
- (p) Upon receipt of electronic state payment notice the county superintendent orders the disbursement of county reimbursement for first semester transportation on the basis of state reimbursement.
- (q) By May 24 a district must send the county superintendent one copy of completed transportation claims TR-5 and TR-6 and submit the claims electronically to the Superintendent of Public Instruction.
- (r) By June 1 the county superintendent must electronically authorize each district TR-5 and TR-6 claim for the second semester.
- (s) Upon receipt of electronic claims the Superintendent of Public Instruction verifies the claims and disburses the approved amount of state reimbursement for second semester transportation. Payments will be made on or before June 30.
- (t) Upon receipt of electronic state payment notice the county superintendent orders the disbursement of county reimbursement for second semester transportation on the basis of state reimbursement.
- (u) Whenever necessary, new individual transportation contracts received by the school district after final budget adoption are completed by the board of trustees. The district will enter and submit the contract electronically to the Superintendent of Public Instruction and submit the original to the county superintendent.
- (v) Whenever required, the board of trustees issues Montana school bus driver certification to bus drivers and transmits the required copies to the county superintendent. The district will submit new and amended driver certifications electronically, as they are updated, to the Superintendent of Public Instruction.

- (w) Whenever required, but no later than June 30, budget amendment proceedings must be completed to provide budget authority for additional pupil transportation obligations arising after final budget adoption and for which the contingency item is inadequate.

**Authorizing statute(s):** 20-3-106, 20-10-112, MCA

**Implementing statute(s):** 20-9-134, 20-9-166, 20-10-101, 20-10-124, 20-10-147, 20-10-201, 20-10-202, 20-10-203, 20-10-204, 20-10-205, 20-10-206, 20-10-207, MCA

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**History:** Eff. 8/6/75; ARM Pub. 11/26/77; AMD, 1992 MAR p. 203, Eff. 2/14/92; AMD, 1997 MAR p. 203, Eff. 1/28/97; AMD, 1998 MAR p. 1719, Eff. 6/26/98; AMD, 2000 MAR p. 632, Eff. 2/25/00; AMD, 2004 MAR p. 1613, Eff. 7/23/04; AMD, 2008 MAR p. 1692, Eff. 8/15/08.