



ADMINISTRATIVE RULES OF MONTANA



10.7.118 SCHOOL TRANSPORTATION FORMS LISTED BY FORM NUMBER

- (1) Form TR-1, Combined School District Application for Registration of School Bus and State Reimbursement:
 - (a) Forms supplied electronically by the Superintendent of Public Instruction;
 - (b) Forms completed by district officials, due in county superintendent's office by November 1;
 - (c) Completed forms transmitted electronically to the Superintendent of Public Instruction by November 1;
 - (d) Forms electronically authorized by the county superintendent by November 10;
 - (e) Forms processed electronically, rated, and approved by the Superintendent of Public Instruction.
- (2) Form TR-2, Additional Pupil List:
 - (a) Additional pupil list for form TR-1;
 - (b) Forms electronically supplied by the Superintendent of Public Instruction;
 - (c) Forms completed by district officials, due in county superintendent's office by November 1;
 - (d) County superintendent uses form to verify accuracy of information submitted on TR-1.
- (3) Form TR-4, Elementary and High School Individual Transportation Contract:
 - (a) Forms electronically supplied by the Superintendent of Public Instruction;
 - (b) Provided only for contracts entered into by a district and an eligible transportee of the district;
 - (c) Forms completed by families and district officials by July 1 or as accepted by the district;
 - (d) Completed forms due in the county superintendent's office by July 1 or as received from the district;
 - (e) Electronic copy of each contract transmitted by the district to the Superintendent of Public Instruction by July 1 and as electronically approved by the county superintendent;
 - (f) The contracts are processed electronically, rated, and approved by the Superintendent of Public Instruction and the approved rates are available electronically to the county superintendent and district by mid-October.

- (4) Form TR-5, School District Claim for State Reimbursement for Individual and Isolated Transportation:
 - (a) Forms supplied electronically by the Superintendent of Public Instruction each semester;
 - (b) Forms completed by district officials and due in the county superintendent's office:
 - (i) first semester by February 15;
 - (ii) second semester by May 24;
 - (c) County superintendent authorizes the claim electronically:
 - (i) first semester by February 22;
 - (ii) second semester by June 1;
 - (d) Forms are verified electronically by the Superintendent of Public Instruction. After claims are verified, each district official and county superintendent receives from the Superintendent of Public Instruction a notification of the amount of reimbursement to be received by the district. The county treasurer receives from the Superintendent of Public Instruction a state payment with a list of districts and the amount each district is to receive.
- (5) Form TR-6, School District Claim for Reimbursement for School Bus Transportation:
 - (a) Forms electronically supplied by the Superintendent of Public Instruction each semester;
 - (b) Forms completed by district officials and due in the county superintendent's office:
 - (i) first semester by February 15;
 - (ii) second semester by May 24;
 - (c) County superintendent authorizes the claim electronically:
 - (i) first semester by February 22;
 - (ii) second semester by June 1;
 - (d) Forms are electronically verified by the Superintendent of Public Instruction. After claims are verified, each district official and the county superintendent receive from the Superintendent of Public Instruction a notification of the amount of reimbursement to be received by the district. The county treasurer receives from the Superintendent of Public Instruction a state payment with a list of districts and the amount each district is to receive.
- (6) Form TR-8, School Bus Accident Report to the Montana Department of Transportation:
 - (a) Forms supplied by the Montana Department of Transportation;
 - (b) Forms supplied upon request;
 - (c) Forms used only to report accidents (those investigated by a law enforcement agency) involving school buses.
- (7) Physical Examination Report for School Bus Drivers:
 - (a) Forms supplied by the federal Department of Transportation;
 - (b) Forms supplied upon request;

- (c) Forms used by school bus drivers for physical examination purposes.
- (8) Form TR-13, Montana Highway Patrol School Bus Inspection (and reinspection):
 - (a) Forms supplied electronically by the Superintendent of Public Instruction;
 - (b) Forms supplied to school districts by June 1 of the previous year for the first semester, by November 20 for the second semester and upon request;
 - (c) Form also used when a bus did not pass first inspection by the Highway Patrol;
 - (d) Completed forms after inspection/reinspection transmitted by Montana Highway Patrol to:
 - (i) county superintendent of schools;
 - (ii) district official;
 - (iii) Montana Highway Patrol official.
- (9) Form TR-35, Montana School Bus Driver Certificate:
 - (a) Certificate forms supplied electronically by the Superintendent of Public Instruction;
 - (b) Certificates issued by the board of trustees to drivers authorized to drive school buses;
 - (c) Completed copies of certificates filed with county superintendent of schools and filed electronically with the Superintendent of Public Instruction.

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

Implementing statute(s): 20-9-166, 20-10-101, 20-10-103, 20-10-111, 20-10-112, 20-10-124, 20-10-128, 20-10-132, 20-10-141, 20-10-142, 20-10-145, MCA

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, 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.