



NM MESA Transportation Policy

NM MESA, Inc. (NM MESA) now has a transportation policy for all transportation companies and school districts. Please address any questions to the Regional Coordinator for your NM MESA schools.

*** NM MESA acknowledges the need to provide our MESA schools with safety and support in accordance with the NM Dept. of Health Guidelines, and NM PED Guidelines and will abide by all recommended guidelines.*

Should the field trips/experiences be allowed:

NM MESA Regional Coordinator (RC) will meet with the transportation company to:

1. Confirm rates and invoicing procedures for the current school year.
2. Explain the transportation policy and address any concerns or questions.

Requirements

- 1) A minimum of 20 students on a trips attendance roster is required for the use of a bus.
 - a. If attendance is less than seven (7) students, a smaller vehicle must be used (suburban, van etc.)
 - b. Smaller groups may need to arrange alternate forms of transportation. (Multiple suburbans, smaller buses, public transportation or other).
- 2) Schools are required to bus pool to common events/sites. (This includes within the district or with other districts if needed.)
- 3) Per MOU, ensure that the first option for transport is a school bus in order to be cost effective.
 - a. School rates need to be comparable to other activities such as athletics, bands, etc.
 - b. MESA will reimburse for transportation costs based on mileage and number of students in accordance with MESA's current Transportation Policy. MESA will pay for normal school bus fees and not charter buses: schools that use charter bus companies must pay the additional cost.
- 4) Per MOU, it is required for the school to pay for one NM MESA activity during the year.
 - a. This funding should not be provided through the school's NM MESA activity fund account.

5) NM MESA is only responsible for paying for transportation for approved NM MESA events/activities.

NOTE: Failure to meet requirements may result in the school having to make other arrangements for NM MESA students at the school's expense.

Recommendations

- 1) If possible, advisors should work with their RC to obtain district certification to drive a school vehicle and transport students.
- 2) Advisors should be knowledgeable about best practices and policies at their school regarding transportation.
- 3) Advisors and/or transportation companies should work with the RC in advance with any concerns or issues.

Payment

- 1) The advisor will request approval of reimbursement (Purchase Order) for transportation from the RC.
 - a. RC/advisor will request a Purchase Order from NM MESA via event registration or B-4 form.
 - b. B-4's need to be submitted no later than 14 days prior to the date of the event.
- 2) Advisor and/or company/school will receive a Purchase Order for payment from NM MESA.
- 3) After the event, company/school will invoice NM MESA and payment shall be made.
 - a. The invoice must include an itemized description of the bill.
 - b. Invoices should be submitted no later than 30 days after the event.
 - c. Per NM MESA's fiscal policy, invoices received after June 10, 2020 will not be paid.

Reservation and Arrangements

- 1) It is the responsibility of the advisor to make sure his or her transportation arrangements are secure and complete.
 - a. Includes canceling buses and change of schedule if needed.
 - b. Ensure the purchase order is received by the right persons.
- 2) As required by law, the Board of Education of each school must prepare an Individualized Education Program (IEP) for students with disabilities needing transportation.
 - a. Each school is required in advance to provide the IEP to NM MESA for assessment.
 - b. NM MESA will work with the school having a student with a disability however each school is solely responsible for ensuring that a student's IEP needs are met and that any transportation is compliant with the Americans with Disabilities Act (ADA).

- c. In advance, the school in question will enter into an agreement with NM MESA by which the school accepts the legal and financial responsibility for transportation needs of students with disabilities.
 - d. Where alternative transportation must be arranged for students with disabilities, the school will be solely responsible for any costs associated with such alternative transportation.
- 3) When bus pooling is required by NM MESA, the RC will assist with arrangements.
- 4) If transportation is not available in a given area, NM MESA does not guarantee transportation to an event.
- 5) Current school transportation policy is to be followed.
 - a. Payment will be made according to the MOU and relevant purchase order.
- 6) Once paperwork for a trip is submitted and approved, any major changes to transportation need to be approved by the RC prior to the trip or payment may be reimbursed.
 - a. For instance: drop of students below 20, change in agenda that would require extra bus time, or any other change in cost.

Contact Information

Regional Coordinator Information

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Billing Information

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Transportation Agreement Form: 2022-2023 School Year

| DISTRICT INFORMATION | | |
|--|--|------|
| District: | Schools Included: | |
| Street Address: | Unit #: | |
| City: | State: | ZIP: |
| Phone: | E-mail Address: | |
| Contact Title: | Contact Name: | |
| Fax: | How Best to Submit PO: Email (preferred) <input type="checkbox"/> Fax <input type="checkbox"/> Student Transport <input type="checkbox"/> | |
| What Vehicle(s) Are in Fleet: Bus <input type="checkbox"/> Small Bus <input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Suburban <input type="checkbox"/> Other <input type="checkbox"/> (Please Identify) | | |
| BILLING NOTES: | | |
| OTHER INFORMATION | | |
| Can buses be shared with other schools in other districts? Yes <input type="checkbox"/> No <input type="checkbox"/> | Who can use school vehicles? Self-Transport (Teacher) <input type="checkbox"/> Student Transport <input type="checkbox"/> | |
| Do you offer certification for teachers to use school vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/> | Requirements for Certification: | |
| Do you have ADA compliant vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/> | Which One(s): | |
| Can teachers use rental cars? Yes <input type="checkbox"/> No <input type="checkbox"/> | Are your busses available only at certain times? Yes <input type="checkbox"/> No <input type="checkbox"/> | |

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| Details: | When: |
| How do you reserve transportation? | |
| Transportation Cancellation Policy: | |
| NOTES: | |

District Signature/Date

NM MESA Signature/Date

Printed Name/Title

Printed Name/Title