

School Transportation Pilot

Effective 8/1/18

1. WAF's will be submitted quarterly based on State Fiscal Year.

- Quarter 1: 7/1 to 9/30
- Quarter 2: 10/1 to 12/31
- Quarter 3: 1/1 to 3/31
- Quarter 4: 4/1 to 6/30

Example: youth removed mid quarter and transports start 11/15, WAF will still ends 12/31.

- Grants and Contracts Specialist will send tickler two weeks prior to the end of the quarter.
- Transportation WAF's will no longer be accepted for the entire school year

2. WAF Proposal

- New WAF will reflect number of school days in a month (up to 23) and a daily rate that includes both AM and PM transport.
- Calculation of the rate remains the same.
- **Trip begins when the child is scheduled to be picked up and ends when dropped off.**
- A consistent change that is made that impacts the daily rate, will result in the SW having to complete a new WAF.

For example: one youth is traveling from 100 Main Street, Manchester to New Britain HS, 40 Goodwin Street, New Britain. Calculation for ONE way is $(\$60/\text{hr.} \times 30 \text{ minutes}) + (18 \text{ miles} \times .20/\text{mi.}) = \$30 + \$3.60 = \33.60 multiplied by 2 = \$67.20.

Daily Rate is \$67.20 for AM trip + \$67.20 for PM trip = \$134.40

NEW WAF Language:

School of Origin Transportation – Total for quarter is \$9,273.60

October 2018: up to 23 days X \$134.40 per day = \$3,091.20

November 2018: up to 23 days X \$134.40 per day = \$3,091.20

December 2018: up to 23 days X \$134.40 per day = \$3,091.20

3. Invoicing

- Provider will submit an invoice once per month that reflects number of days of transportation times the daily rate.
- Providers will charge only for the days in which they provided transportation for the youth to attend school. If the Provider only does an AM trip or only a PM trip they will charge for half the daily rate.
- **If there is a no show and No one contacts the transportation provider prior to them leaving their site, the department is responsible to pay a flat fee of \$50.**
- SW must verify the actual number of days the youth was transported to school considering school vacations, holidays, snow and sick days.

4. ONE WAF can be created for transports in which **siblings** are traveling together and utilizing the same provider, even if their point of origin is different or they attend different schools.

The WAF should be created utilizing oldest sibling and daily rate should be inclusive from the time the first child is picked up until the last child is dropped off.