

Buffalo Public Schools' Parent Transportation Reimbursement Pilot Program Guidelines



Overview

In response to the current First Student bus driver shortage, the Buffalo City School District is proposing to launch the **Buffalo Public Schools' Parent Transportation Reimbursement Pilot Program**. This program will provide bi-weekly monetary reimbursement payments to parents¹ who voluntarily choose to opt-out their child(ren) who are eligible to receive BPS-provided yellow-bus transportation. **Please note: A Form 1099 will be generated.** Those parents who participate in the program will be responsible for transporting their child(ren) to and/or from school for the duration of the 2022-2023 school year.

Parent participants will be reimbursed 62.5 cents/mile, in accordance with the Internal Revenue Services (IRA) mileage reimbursement rate, for transporting their child(ren) to and/or from school in the morning, afternoon, or both during the regular school day.

Eligibility

To be considered eligible for program participation, the following must apply:

- Students must reside in Buffalo, New York and be eligible for BPS-provided yellow bus transportation.
 - A student's residence must be greater than .7 miles to school or students must be designated for transportation per their Individualized Education Plan (IEP)
- Though both parents of households have the option of enrolling in the program, only one is eligible to claim reimbursement for each child.
- Parents have the option to opt-out of BPS-provided yellow-bus transportation for morning, afternoon, or both.

Enrollment

This pilot program will service up to 1500 eligible parent participants who enroll. To enroll in the program for the 2022-2023 school year, parents must sign-up during the open enrollment period **Monday, October 3 - Friday, October 14th** by completing the **BPS Parent Transportation Reimbursement Pilot Program Enrollment Form**. Enrollment forms will be chronologically numbered in the order received. If necessary, a waiting list will be created.

Should BPS move forward with implementing the program, the first 1500 eligible parents who enroll in the program will receive email notification, that includes a start date, and should expect to participate in the program for the remainder of the 2022-2023 school year. Hardship disengagement will be considered on a case-by-case basis.

Address Changes

If a child and/or parent's home address changes during the school year, the parent must first contact the child's school to update the address listed in the school's Infinite Campus System. The new address should also be emailed to BPStransportationreimbursement@buffaloschools.org so that the reimbursement mileage rate may be adjusted. Please note: The new address must first be updated in the Infinite Campus System before reimbursement mileage rates are adjusted.

1. Eligible parents are defined as birth parents or caregivers who are legally responsible for a child.

Program Details

The details below apply only to confirmed parent enrollees of the **Buffalo Public Schools' Parent Transportation Reimbursement Pilot Program**.

- Mileage reimbursement payments will be processed by a third-party vendor – 22nd Century Technologies.
- Once a parent's enrollment is confirmed, a representative from 22nd Century Technologies will contact the parent to share payment processing details.
- Parents will receive mileage reimbursement only for those days that their students attend school. Attendance will be verified daily.
- For the initial payment, please allow up to 30 days from the conclusion of the month to receive reimbursement.
- Program reimbursement for the 2022-2023 school year is applicable through *Thursday, June 22, 2023*. Parents will be required to (re)enroll should the program continue next school year.
- Please email BPStransportationreimbursement@buffaloschools.org for questions. Thank you!

Liability Statement

“In consideration of and in exchange for the BPS Parent Transportation Reimbursement Program, I agree on behalf of my child, my executors and assigns, to undertake and provide for the school transportation needs of my child. I agree that The Buffalo City School District shall not be responsible for or liable in any way for school transportation of my child. I further agree to release and forever discharge The Buffalo City School District and its agents, officers, employees, and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any claim or claims, damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of thus transportation. I agree to defend and indemnify the Buffalo City School District from any and all claim or claims, damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I understand and agree to the Buffalo City School District's requirement to use an insured motor vehicle in the above-described transportation.”