

# Table of Contents

## 08.02.01 - TRANSPORTATION STATE BOARD OF EDUCATION FOR PUBLIC SCHOOLS, K-12

001. -- 099. (RESERVED).	2
100. NATIONAL STANDARDS ADOPTED.	2
101. -- 149. (RESERVED).	3
150. MAINTENANCE STANDARDS AND INSPECTIONS.	3
151. -- 199. (RESERVED).	4
200. VEHICLE OPERATION.	4
201. -- 249. (RESERVED).	5
250. SCHOOL BUS DRIVERS.	5
251. -- 299. (RESERVED).	7
300. STUDENT DUTIES AND RESPONSIBILITIES.	7
301. -- 349. (RESERVED).	8
350. POLICY.	8
351. -- 399. (RESERVED).	8
400. PROGRAM OPERATIONS.	8
401. -- 449. (RESERVED).	10
450. CAPITAL INVESTMENT.	10
451. -- 499. (RESERVED).	13
500. COMMERCIAL COMPUTERIZED ROUTING AND SCHEDULING.	13
501. -- 999. (RESERVED).	13

**IDAPA 08  
TITLE 02  
Chapter 07**

**08.02.01 - TRANSPORTATION  
STATE BOARD OF EDUCATION FOR PUBLIC SCHOOLS, K-12**

**001. -- 099. (RESERVED).**

**100. NATIONAL STANDARDS ADOPTED.**

Effective July 18, 1991, all new school bus chassis and bodies must meet or exceed the 1990 revised edition of the National Minimum Standards for School Bus Construction as developed by the Eleventh National Conference on School Transportation, May 14-18, 1990, which are hereby adopted by reference, except for the following modifications: (5-17-93)

01. Type "A" School Bus. A type "A" school bus is a conversion or body constructed upon a van-type compact, one ton truck, or a front-section vehicle, with a gross weight rating of ten thousand (10,000) pounds or less, designed for carrying more than ten (10) persons. (5-17-93)

02. Transmission. A minimum of four (4) forward speeds and one (1) reverse speed must be provided in all manual transmissions. (5-17-93)

03. Vehicle Identification. (5-17-93)

a. School district owned vehicles shall be identified with black lettering (minimum four inches (4") high) on both sides of the school bus using the district name and number listed in the Idaho Educational Directory. (5-17-93)

b. Each bus shall be separately identified with its own number in four (4) places using six inch (6") high black numbers. Contractor-owned buses registered under P.U.C. regulations must meet P.U.C. identification standards. Contractor-owned buses not registered under P.U.C. regulations must meet the same identification standards as district-owned buses. (5-17-93)

04. Lamps and Signals. (5-17-93)

a. All new type B, C, and D buses ordered after June 30, 1993, shall be equipped with two (2) amber seven (7) inch turn signal lamps located on the front body section of the bus. All new type A, B, C, and D buses ordered after June 30, 1993, shall be equipped with two (2) amber seven (7) inch turn signal lamps located on the rear body section of the bus. (5-17-93)

b. All new buses ordered after June 30, 1993, shall be equipped with a maximum of four (4) red combinations brake/tail lamps. They shall consist of two (2) seven (7) inch lamps mounted to the inside of the turn signal lamps and two (2) four (4) inch lamps mounted at a lower location on the rear body section of the bus. (5-17-93)

05. Windshield Washers. A windshield washer system shall be provided with the washer fluid contained in a non-glass "hard bottle". (5-17-93)

06. Defroster Fans. Auxiliary defroster fans shall be installed in a location that does not impair the driver's vision. (5-17-93)

07. Communication. By September 1, 1997, all buses used on routes shall be equipped with an electronic voice communication system other than a Citizen Band (CB) radio. (5-17-93)

08. Service Door. Each bus purchased after September 1, 1992, shall be equipped with a grab handle located inside the service door on the left side as the passenger enters the bus. The grab handle shall be mounted at a similar angle to the steps and shall be accessible for use at all step levels by passengers. (5-17-93)

09. Emergency Door. Each bus purchased after September 1, 1992, shall have no seat positioned next

to a side emergency door. (5-17-93)

10. Emergency Exits. As of September 1, 1992, locking devices on emergency exits on all buses (including pre-1985 buses) must meet or exceed Federal Motor Vehicle Safety Standard 217. (5-17-93)

11. First-Aid Kits. Number of units and contents of first-aid kits shall be the following items: two (2) 1" x 2 1/2 yards adhesive tape rolls, twenty-four (24) sterile gauze pads 3" x 3", one hundred (100) 3/4" x 3" adhesive bandages, eight (8) 2" bandage compresses, ten (10) 3" bandage compresses, two (2) 2" x 6' sterile gauze roller bandages, two (2) non-sterile triangular bandages approximately 40" x 36" x 54" with 2 safety pins, three (3) sterile gauze pads 36" x 36", three (3) sterile eye pads, one (1) pair rounded-end scissors, one (1) pair latex gloves, and one (1) mouth-to-mouth airway. (5-17-93)

12. Body Fluid Clean-up Kit. Effective September 1, 1993, each bus shall have a removable and moisture-proof body fluid clean-up kit. It shall be properly mounted and identified as a body fluid clean-up kit. Minimum contents of body fluid clean-up kit shall be the following items: one (1) pair latex gloves, absorbent, one (1) scoop, one (1) scraper or hand broom, disinfectant, and two (2) plastic bags. (5-17-93)

13. Seating Arrangements. A restraining barrier meeting the requirements of Federal Motor Vehicle Safety Standard 222 (FMVSS 222), Items S5.2 through S5.2.3 or another seat of the same size shall be installed in front of regular passenger seats (effective 9/1/92). There shall be a FMVSS 222 restraining barrier between the stepwell and the first mobile seating device position (effective 9/1/92). There shall be a FMVSS 222 restraining barrier between the driver seat and the first mobile seating device position (effective 9/1/92). (5-17-93)

14. Track-type Seating. Track-type seating that has been approved and certified by the body manufacturer or an authorized dealer shall be allowed on type A, B, C, or D buses, as long as seat spacing meets FMVSS 222 and national standards. (5-17-93)

**101. -- 149. (RESERVED).**

**150. MAINTENANCE STANDARDS AND INSPECTIONS.**

01. School Bus Maintenance. School buses shall be maintained in a safe operating condition at all times. The following is a list of a few unsafe conditions: cracked or broken cross members or frame rails; any brake lines that are kinked or cracked; and any damaged body panel or bumper that is protruding from the bus to the extent that it could injure someone walking into it. Certain equipment or parts of a school bus which are critical to its safe operation must be maintained at prescribed standards. When routine maintenance checks reveal the condition of any items listed in Rule 150.01.a. through 01.d. to be below the listed levels, the school district shall eliminate the deficiency before returning the vehicle to service. (5-17-93)

a. Front tires - less than 4/32" tread (over 10,000 GVWR). (5-17-93)

b. Rear dual tires - Less than 2/32" tread. (5-17-93)

c. Brake drums - not greater than the maximum stamped on the drum. (5-17-93)

d. Brake linings - less than 2/32". (5-17-93)

02. Annual Inspection. Upon completion of the annual school bus inspection as required by Idaho Code 33-1506, and if the school bus is approved for operation, an annual inspection sticker shall be signed by the superintendent and placed in the lower, right hand corner of the right side front windshield. (5-17-93)

03. Documentation of Inspection. All inspections shall be documented in writing. Annual inspections must be documents in writing on the form provided by the State Department of Education. (5-17-93)

04. Unsafe Vehicle. When a bus has been removed from service during a State Department of Education inspection due to an unsafe condition, the district shall notify the State Department of Education, on the appropriate form, before the bus can be returned to service. When a bus has been found to have deficiencies that are

not life-threatening, it shall be repaired within thirty (30) days and the State Department of Education notified on the appropriate form. If the deficiencies cannot be repaired within thirty (30) days, the bus must be removed from service until the deficiencies have been corrected or an extension granted. (5-17-93)

**151. -- 199. (RESERVED).**

**200. VEHICLE OPERATION.**

01. Backing Vehicle. A school bus shall be backed only as a last resort. If backing on private property is necessary, a trained, competent flag person shall be utilized. (5-17-93)

02. Turn Around. Buses shall not back to turn around on a public roadway, unless the local board finds there is no alternative to backing buses on certain roads. The local board then, by official action, may allow backing of school buses on certain public roadways. (5-17-93)

03. Doors Closed. Doors shall be closed when bus is moving. Bus shall not be started until all passengers have been seated. (5-17-93)

04. Passenger Operation. No passenger shall be permitted to operate the bus. (5-17-93)

05. Seat Belts. Drivers shall wear a seat belt when bus is in operation. (5-17-93)

06. Railway Crossings. All school and activity buses shall stop at all railroad tracks. The State Board of Education has adopted the following nine (9) step process (Subsections 200.06.a. through 06.i.) for stopping at railroad tracks: (5-17-93)

a. Activate hazard lights one hundred (100) feet before stopping at the railroad tracks. (5-17-93)

b. Stop not less than fifteen (15) feet nor more than fifty (50) feet from tracks. (5-17-93)

c. Turn off overhead flashing warning switch. (5-17-93)

d. Open door. (5-17-93)

e. Look and listen. (5-17-93)

f. Close door. (5-17-93)

g. Proceed when clear. (5-17-93)

h. Turn off hazard lights after clearing track. (5-17-93)

i. Turn on overhead master (if needed). (5-17-93)

07. Loading Passengers. The procedure for stopping to load students shall be: (5-17-93)

a. Signal intention to stop with alternately flashing overhead yellow warning lights at a distance of two hundred (200) feet before stopping. (5-17-93)

b. Stop in the center of your lane and four to five (4-5) feet before getting to the waiting students. (5-17-93)

c. Extend stop arm and activate alternately flashing overhead red warning lights simultaneously. (5-17-93)

d. Open door only after traffic has stopped. (5-17-93)

- e. Students who must cross road must wait for prearranged signal from driver to do so and walk fifteen (15) feet in front of bus. (5-17-93)
- f. Students should load "single file" in an orderly manner. (5-17-93)
- g. Close door and check that students are seated. (5-17-93)
- h. The stop arm shall be retracted and the overhead red flashing warning lights shall be turned off. (5-17-93)
- i. Proceed to next stop. (5-17-93)
- 08. Unloading Passengers. The procedure for stopping to unload students shall be: (5-17-93)
  - a. Signal intention to stop with alternately flashing overhead yellow warning lights at a distance of two hundred (200) feet before stopping. (5-17-93)
  - b. Stop in the center of your lane. (5-17-93)
  - c. Extend stop arm and activate alternately flashing overhead red warning lights simultaneously. (5-17-93)
  - d. Students are to remain seated until bus comes to a complete stop. (5-17-93)
  - e. Open door only after traffic has stopped. (5-17-93)
  - f. Count students as they leave and again as they move away from the bus. (5-17-93)
  - g. Close door after students have alighted. (5-17-93)
  - h. Students who must cross the road must walk fifteen (15) feet beyond the front of the bus, along the right edge of the roadway, and wait for the driver's prearranged signal before crossing. A driver may warn students of sudden danger by a long, steady horn blast. (5-17-93)
  - i. After students have safely crossed roadway, the stop arm shall be retracted and the alternately flashing red overhead warning lights shall be turned off. (5-17-93)
  - j. Proceed to next stop. (5-17-93)

**201. -- 249. (RESERVED).**

**250. SCHOOL BUS DRIVERS.**

- 01. Driver Training. (5-17-93)
  - a. All new drivers shall complete the Idaho School Bus Drivers Development Series, or comparable prior approved training program, have ten (10) hours observation and behind the wheel training, and demonstrate driving proficiency before being allowed to drive a school bus loaded with students. (5-17-93)
  - b. All experienced drivers shall complete at least six (6) hours refresher driver training each year before school begins in the fall. In addition, four (4) hours shall be held at intervals during the school year. (5-17-93)
- 02. Driving Record Check. The district shall complete a driving record check, using the files of the Idaho State Department of Motor Vehicles, for those individuals who are going to drive a school bus during the current year. (5-17-93)
- 03. Driving Hours. Schools shall have regulations limiting driving time which do not exceed Bureau of

Motor Carrier Safety manual maximums which are fifteen (15) hours of duty of which ten (10) are driving time; eight (8) hours continuous off-duty prior to long trips, no more than sixty (60) hours driving in a week. (5-17-93)

04. Duties of School Bus Drivers. The board of trustees or its designee shall be responsible for defining in writing the duties of bus drivers. Duties of school bus drivers (regular route, field trips, activity trips, and substitutes) shall include the following: (5-17-93)

a. The driver shall require each passenger on the bus to be seated in a regular passenger seat. No one shall be allowed to stand. (5-17-93)

b. The driver shall know that vehicle is in safe, proper operating condition. The driver shall be certain to check tires, lights, stop arm controls, and especially brakes each time the driver expects to drive a bus. (5-17-93)

c. The driver will not allow guns or inflammable or explosive substances such as gasoline to be carried on a school bus. (5-17-93)

d. The driver shall regularly check the first-aid kit to see that it contains all necessary items. Anything missing shall be replaced by the driver. (5-17-93)

e. It shall be the duty of every school bus driver to report the license number of any vehicle which violates any law endangering school children to his immediate supervisor. (5-17-93)

f. The driver shall load and unload only from the right hand side of the road with clear vision of at least one hundred (100) yards in both directions. (5-17-93)

g. When unloading students the driver shall count the number of pupils exiting the bus and shall account for their whereabouts before moving the bus. (5-17-93)

h. A driver loading or unloading students on a roadway having more than three (3) lanes must load or unload only students who live on the right side except at intersections with traffic control signals. (5-17-93)

i. A driver on a route shall not leave an occupied bus. In case of a breakdown the driver should radio for assistance. If electronic voice communication is not possible, the driver should send a school bus aide, or older pupil for assistance, ask a passing motorist for assistance, or wait for help. (5-17-93)

j. When necessary for driver to leave an unoccupied bus, the driver shall shut off the motor, set brakes, and remove ignition keys. (5-17-93)

k. The driver shall not remove any student from the bus for discipline reasons except at the school or the student's regular bus stop. A pupil picked up in the morning must be returned to the student's home bus stop unless other arrangements have been made. (5-17-93)

l. On regular to and from school bus routes only aides and those properly enrolled school pupils eligible for transportation may ride. If the local district policy allows, exceptions may be made for passengers other than properly enrolled school pupils to ride the bus when special circumstances exist and space is available. Prior permission must be given in writing by the school district's superintendent or designee before non-pupils may ride. Other persons and teachers who have officially been appointed as chaperons may be allowed on a school bus for field and extracurricular activity trips. The cost of transporting non-pupils must be deducted when submitting the transportation reimbursement claim. For consistency in figuring the amounts to be deducted, a daily cost per pupil shall be determined. The daily cost per pupil shall be calculated by taking the previous year's total cost per pupil divided by the previous year's total number of school days. The daily cost per pupil divided by two (2) will be considered the cost per one-way ride. (5-17-93)

m. Bus drivers are responsible for the proper discipline of pupils on the bus and must exercise this function in accordance with written policies and instructions of school authorities. (5-17-93)

n. Drivers shall report all accidents to the local school authorities, the appropriate law enforcement

agency, and the State Department of Education. (5-17-93)

o. The Uniform School Bus Accident Report Form shall be completed by the driver or transportation supervisor and sent to the State Department of Education within fifteen (15) days of the accident. (5-17-93)

p. The time schedule for pickup and delivery of children shall be followed as accurately as is possible. (5-17-93)

q. The school bus driver has complete responsibility for the operation of his bus and care of his passengers. The driver always possesses the final authority. (5-17-93)

r. At no time shall a driver exceed fifty-five (55) miles per hour. (5-17-93)

**251. -- 299. (RESERVED).**

**300. STUDENT DUTIES AND RESPONSIBILITIES.**

Every school district which operates a school transportation system shall have a written policy which sets forth the pupil's right to "due process" when disciplinary action is taken and defines the duties and responsibilities of students when taking advantage of school transportation. The duties and responsibilities shall include the following: (5-17-93)

01. Safety. Each student shall be responsible for the safety of self and others. (5-17-93)

02. Bus Safety. The student shall enter the bus with the least possible confusion, be seated and remain seated until the bus stops for pupils to unload. (5-17-93)

03. Physical Behavior. The student shall keep all parts of body inside bus except when unloading. (5-17-93)

04. Crossing Road. If necessary to cross road, cross fifteen (15) feet in front of bus and wait at right edge of roadway for signal from driver before proceeding into traffic lane. (5-17-93)

05. Clearance. The student shall stay away from bus except when loading or unloading. (5-17-93)

06. Schedule. The student is responsible to be on time for the bus. (5-17-93)

07. Traffic and Safety Requirements. The student shall observe traffic and safety requirements when walking to and from the bus stop. (5-17-93)

08. Response to Driver's Requests. The student shall respond to the driver's requests promptly. (5-17-93)

09. Orderly Behavior. The student shall wait in an orderly line and avoid "horseplay". (5-17-93)

10. Seating. Each student shall go directly to an available, or assigned, seat when entering the bus. (5-17-93)

11. Profanity. The student shall not use profane language on the bus. (5-17-93)

12. Controlled Substances. The student shall not use tobacco, alcohol or drugs and controlled substances. (5-17-93)

13. Throwing Objects. The student shall not throw or pass objects on, from, or into buses. (5-17-93)

14. Carry-on Objects. Except when prior approval is granted, pupils are to carry on only objects that can be held on their laps. (5-17-93)

15. Hazardous Materials. The student shall not carry hazardous materials, objects, or animals on the

bus. (5-17-93)

16. Boarding/Exiting. The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless such arrangements have been approved by the transportation supervisor or the building principal. (5-17-93)

17. Bumper Rides. The student shall not hitch rides via rear bumper. (5-17-93)

**301. -- 349. (RESERVED).**

**350. POLICY.**

01. Written Policy. The board of trustees shall establish and adopt a set of written policies governing the pupil transportation system and shall cause children, teachers, administrators and transportation personnel to be informed of the policies and to comply with them. (5-17-93)

02. Responsibility and Authority. The board of trustees shall designate the school officials who will be given responsibility and authority for operation of the pupil transportation system. The function of each official will be designated. (5-17-93)

03. Activity Busing Policy. Each school system that provides activity bus transportation for pupils shall have comprehensive policies and guidelines regarding activity transportation. (5-17-93)

04. Personnel File. Each school system shall maintain a personnel file for each school bus driver which shall include the following: (5-17-93)

a. Application to drive a school bus; (5-17-93)

b. Copy of yearly physical examination; (5-17-93)

c. Record of all school bus driver training; (5-17-93)

d. Copy of current commercial driver's license; (5-17-93)

e. Copies of annual driving record check; and (5-17-93)

f. Copies of driver evaluations. (5-17-93)

05. Supervision of Loading/Unloading. The district shall provide supervision of loading and unloading areas at or near school. (5-17-93)

06. Emergency Training. The district shall provide emergency training and evacuation drills for students. (5-17-93)

07. Evaluation of Driver Performance. A supervisor in each district shall ride a minimum of once per year on each route and with each driver for the purpose of evaluating the driver's performance and the safety of the route and bus stops. Documentation of the evaluation shall be retained in the driver's personnel file. (5-17-93)

**351. -- 399. (RESERVED).**

**400. PROGRAM OPERATIONS.**

Upon authority granted by Section 33-1006, Idaho Code, the State Board of Education has adopted rules which set forth the fiscal reporting requirements and define allowable transportation costs for all school districts which operate a school transportation system. (5-17-93)

01. Program Operation Costs. Each school district which operates a school transportation system shall maintain accurate records of operations and costs on uniform record keeping forms provided by the Department of

Education. Information shall be made available to the Department of Education for audit purposes upon request. Information shall be compiled and retained for a minimum of four (4) years, including the current fiscal year, in the following areas: (5-17-93)

02. Administrative Costs. (5-17-93)

a. The school district administrative reimbursement shall be seven and one half percent (7.5%) of all reimbursable pupil transportation costs except administration costs, depreciation and contracted services, as reported to the State Department of Education on the Annual Pupil Transportation Claim For Reimbursement (Schedule B); or (5-17-93)

b. Actual administrative costs, operation of plant, maintenance of plant and fixed costs which are directly related, charged and reported as transportation costs to the State Department of Education on the Annual Pupil Transportation Claim for Reimbursement (Schedule A). (5-17-93)

03. Field Trips and Activity Busing. If the local board of trustees authorizes the use of school buses to transport students to and from school-sponsored activities, the local board shall use school buses that are in safe mechanical condition. (5-17-93)

a. Field trips shall be reimbursable when they are approved school activities that are truly a part of the total education program and occur during the regular school year and extend not more than one hundred (100) miles beyond the boundaries of the state. The district shall maintain accurate records of all field trips including the purpose of the trip and mileage. (5-17-93)

b. The following activities which are under the jurisdiction and sponsorship of the Idaho High School Activities Association shall not be reimbursable: baseball, basketball, cross country, debate, drama, drill team, football, golf, instrumental music, speech, tennis, track, vocal music, volleyball, and wrestling. In addition to these, any other school activity that is scheduled and held for competition purposes is not reimbursable. (5-17-93)

c. The costs of transporting athletes or students to and from extracurricular activities are not reimbursable. (5-17-93)

d. Districts will be permitted flexibility in scheduling bus routes; however, activity busing which results in duplicating service to an area is not reimbursable. (5-17-93)

e. Costs for nonreimbursable transportation miles will be based on school bus costs per mile calculated by total district school bus transportation costs divided by total district school bus transportation miles equals cost per mile. Total transportation costs shall include school bus fuel, school bus driver salaries, school bus maintenance, school bus rent, school bus insurance, school bus administration, depreciation, and school bus contracts. (5-17-93)

f. The district shall maintain accurate records of all trips, including purposes of the trip and mileage. (5-17-93)

04. Safety Busing. State Department of Education transportation personnel shall conduct an on-site review of each school district's initial application. Each applying district shall be required to reapply annually and confirm that conditions are unchanged. In order to qualify for reimbursement the local school board shall, by official action, approve a safety busing request and cause the students in question to be transported before either the initial or the reapplication request is sent to the state. Consideration for reimbursement shall also be contingent on the application being received by the State Department of Education Transportation Section on or before October 31. If unusual circumstances occur after the due date, new applications or amendments to previously submitted applications may be filed. (5-17-93)

05. Contract for Transportation Services. Any district which contracts for pupil transportation services shall have a copy of its current contract on file with the Supervisor of Pupil Transportation in the Department of Education. (5-17-93)

06. Leasing District-Owned Buses. School districts shall develop and use a local board of trustees approved policy delineating responsibility and use of rental or leased buses. Any costs to the district shall not be reimbursable under the transportation formula. Districts shall maintain liability insurance coverage on rented or leased buses. (5-17-93)

07. Ineligible Vehicles. Costs incurred when transporting pupils in any vehicle which does not meet all state and national standards for a school bus shall not be reimbursable within the Foundation Transportation Program. (5-17-93)

08. Liability Insurance. Every policy or contract of insurance or comprehensive liability plan for each local school district-owned or each contract-owned school bus shall provide that the insurance carrier pay on behalf of the insured local school district or contractor to a limit of not less than five hundred thousand dollars (\$500,000) per person limited to three million dollars (\$3,000,000) for bodily injury, death, or property damage or loss as the result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants. (5-17-93)

**401. -- 449. (RESERVED).**

**450. CAPITAL INVESTMENT.**

Purchase of school buses and two (2)-way radios shall be the only capital investment items allowed in the reimbursement program. (5-17-93)

01. Depreciation. Beginning with the school year July 1, 1967, the date of the bus purchased within the year will be listed as July 1 of that year and the depreciation will be calculated for a full year from this date. Buses will be placed on a depreciation schedule after they have been inspected by personnel from the State Department of Education. When a bus is sold prior to June 30 it shall be removed from the bus depreciation schedule and no further depreciation will be allowed the district. (5-17-93)

02. Depreciation Ineligibility. Any used school bus purchased by a district shall not be eligible for depreciation if said bus is over five (5) years old, using the chassis manufacturer's date. (5-17-93)

03. Standards. In order to be eligible for operation costs a school bus must meet all National and State Board of Education standards. Further, the bus shall be assigned and used daily to and from school routes a majority of the time. (5-17-93)

04. Retrofit Standards. Any vehicle that has been retrofitted to be used as a school bus shall meet current construction standards. (5-17-93)

05. Size Categories. All school buses shall be categorized by size as follows: 85 students and up, 73-84 students, 59-72 students, 47-58 students, 35-46 students, 20-34 students, and 1-19 students. (5-17-93)

06. Life Expectancy. For depreciation purposes, all school buses shall be categorized according to their life expectancy as follows: ten (10)-year depreciation, twelve (12)-year depreciation, and fifteen (15)-year depreciation. Each year the Department of Education, using construction data supplied by the manufacturers, will compile a list of buses that would fall into each of the three depreciation categories. New lift-equipped buses will be categorized for purchase and depreciation purposes as if they had full seating capacity. The cost of the lift will not be included when calculating average price of buses in each category. However, the cost of the lift will be included in the total cost for depreciation purposes. Beginning with buses purchased after July 1, 1992, the previous year average cost shall be calculated for both gas- and diesel-powered buses according to size and life expectancy. Buses will then be placed on the depreciation schedule with cost of buses reimbursed up to one hundred ten percent (110%) of previous year category average. (5-17-93)

a. Ten-year Depreciation. The school bus depreciation schedule, within the allowable costs of the Foundation Transportation Program, Section 33-1006, Idaho Code, for school buses with life expectancy of ten (10) years, purchased subsequent to July 1, 1992, shall be determined by using a declining balance method for calculating depreciation (declining balance schedule to include a percentage rate of twenty percent (20%) per year for useful life expectancy of ten (10) years). (5-17-93)

Example of depreciation computed by declining balance method (10 year):  
 Cost of Bus -- \$30,000.00

Bus Years	Declining Value	Rate	Deprecation Allowance
1	\$30,000.00	20%	\$6,000.00
2	24,000.00	20%	4,800.00
3	19,200.00	20%	3,840.00
4	15,360.00	20%	3,072.00
5	12,288.00	20%	2,457.60
6	9,830.40	20%	1,966.08
7	7,864.32	20%	1,572.86
8	6,291.46	20%	1,258.29
9	5,033.17	20%	1,006.63
10	4,026.54	20%	805.31
			\$26,778.77

\$30,000.00  
 -26,778.77  
 \$ 3,221.13 Undepreciated Balance

b. Twelve-year Depreciation. The school bus depreciation schedule within the allowable costs of the Foundation Transportation Program, Section 33-1006, Idaho Code, for school buses with life expectancy of twelve (12) years, purchased subsequent to July 1, 1992, shall be determined by using a declining balance method of calculating depreciation (declining balance schedule to include a percentage rate of sixteen and sixty-seven hundredths percent (16.67%) per year for useful life expectancy of twelve (12) years). (5-17-93)

Bus Years	Declining Value	Rate	Deprecation Allowance
1	\$45,000.00	16.67%	\$7,501.50
2	37,498.50	16.67%	6,251.00
3	31,247.50	16.67%	5,208.96
4	26,038.54	16.67%	4,340.62
5	21,697.92	16.67%	3,617.04
6	18,080.88	16.67%	3,014.08
7	15,066.80	16.67%	2,511.64
8	12,555.16	16.67%	2,092.95
9	10,462.21	16.67%	1,744.05
10	8,718.16	16.67%	1,453.31
11	7,264.85	16.67%	1,211.05
12	6,053.80	16.67%	1,009.17

Bus Years	Declining Value	Rate	Deprecation Allowance
13	5,044.63		
			\$39,955.37

\$45,000.00  
-39,955.37  
\$ 5,044.63 Undepreciated Balance

c. Fifteen (15)-year Depreciation. The school bus depreciation schedule within the allowable costs of the Foundation Transportation Program, Section 33-1006, Idaho Code, for school buses with life expectancy of fifteen (15) years purchased subsequent to July 1, 1992, shall be determined by using a declining balance method of calculating depreciation (declining balance schedule to include a percentage rate of thirteen and thirty-three hundredths percent (13.33%) per year for useful life expectancy of fifteen (15) years). (5-17-93)

Bus Years	Declining Value	Rate	Deprecation Allowance
1	\$60,000.00	13.33%	\$7,998.00
2	52,002.00	13.33%	6,931.87
3	45,070.13	13.33%	6,007.85
4	39,062.28	13.33%	5,207.00
5	33,855.28	13.33%	4,512.91
6	29,342.27	13.33%	3,911.34
7	25,341.03	13.33%	3,389.96
8	22,041.07	13.33%	2,938.07
9	19,103.00	13.33%	2,546.43
10	16,556.57	13.33%	2,206.99
11	14,349.58	13.33%	1,912.80
12	12,436.78	13.33%	1,657.82
13	10,788.96	13.33%	1,436.84
14	9,342.12	13.33%	1,245.30
15	8,096.82	13.33%	1,079.31
16	7,017.51		
			\$52,982.49

\$60,000.00  
-52,982.49  
\$ 7,017.51 Undepreciated Balance

07. Purchase Price. The purchase price of each bus shall include the total chassis, body, special equipment, freight costs, and any other costs directly related to the acquisition of the bus. (5-17-93)

08. Transportation Costs. Reimbursable costs for transporting school buses from the body factory to the home school district shall be the actual transporting costs and shall be calculated as follows: (5-17-93)

a. Maximum costs shall not exceed those costs the school bus body vendor would charge to deliver the bus to the home school district. (5-17-93)

b. Actual costs shall be reimbursed for meals and lodging for one (1) person per bus on the trip to and from the body factory. Airfare or other travel costs to the factory location shall be reimbursed for only one (1) person per bus delivered. (5-17-93)

c. At the beginning of each fiscal year the State Department of Education will obtain the body vendor's cost of delivering the bus to the home district. (5-17-93)

09. Nonreimbursable Costs. No finance charges, leases, rent, or interest shall be included in the purchase price. These are not reimbursable costs on the depreciation schedule. (5-17-93)

10. Inoperable Bus. Any school bus which is wrecked, sold, inoperable, or for any other reason does not or cannot meet all standards, shall be removed from the depreciation schedule. (5-17-93)

11. Lowest Bid Quotation. The school bus purchase amount that will be placed on the state depreciation schedule will be the lowest bid quotation received from dealers who meet specifications as established by the local school district. Districts shall provide verification of bid prices. (5-17-93)

12. Depreciation Account. All school bus depreciation money received by school districts from the state shall be placed into a separate account and used only for the purchase of school buses. (5-17-93)

**451. -- 499. (RESERVED).**

**500. COMMERCIAL COMPUTERIZED ROUTING AND SCHEDULING.**

Costs for commercial computerized routing and scheduling shall be allowed within the allowable administrative costs when computing the Foundation Transportation Program (effective with the beginning of the 1977-78 school year) subject to approval of the State Superintendent of Public Instruction. Specific requests by districts must be submitted in detail and approved prior to July 1 of the school year in which the service is to be provided. Consideration shall be on a district by district basis. (5-17-93)

**501. -- 999. (RESERVED).**