

**INDIVIDUAL TRANSPORTATION CONTRACT**

**R5144.1(h)**

THIS AGREEMENT made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ of Churchill County, Nevada and the Churchill County School District of Fallon, Nevada, WITNESSETH:

THAT WHEREAS the party is the father, mother, guardian of the following child(ren):  
(circle one)

NAME OF STUDENT	RESIDENCE ADDRESS & MAILING ADDRESS (IF DIFFERENT)	AGE	SCHOOL ATTENDED	GRADE	ROUND TRIP MILES FROM SCHOOL OR CLOSEST BUS STOP

AND WHEREAS, the parent or guardian further certifies that this family has resided in Churchill County, which qualifies them for this transportation, at least ninety (90) days prior to the signing of this contract.

NOW THEREFORE, it is mutually agreed by and between the parties hereto, that the parent or guardian will furnish transportation for the above student(s) to and from the school attended, when school is in session for the year \_\_\_\_\_ - \_\_\_\_\_. Payments under this contract shall be made at the published standard IRS mileage rate per mile for one round-trip per day that transportation is furnished by the parent or guardian. The rate is subject to change automatically as of the IRS effective date selected by the Internal Revenue Service. The rate is that allowed by the IRS for the medical mileage deduction, or another rate as determined on a case by case basis by the Board of Trustees not to exceed the IRS Business Standard Mileage Deduction Rate.

The parent or guardian of the above student(s) shall prepare a report of their attendance at the end of each calendar month and present it to the school principal. The school principal shall certify to the accuracy of the attendance dates and forward the report to the business office of the Churchill County School District by the 5th day of the month following the month being reported.

This contract shall become effective on the Board Approval Date and cease and terminate at the end of the school year or at which time the student is no longer attending school. Request for payment of mileage for student attendance can be made beginning with the Board Approval Date. It is not retroactive to the first day of school or any day prior to Board approval. This contract applies to the school year listed above and must be renewed each school year in order to be eligible to receive mileage reimbursement. This agreement may be terminated when the District determines it is in it’s their best interest to do so.

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

IN WITNESS WHEREOF, the parent or guardian has signed this contract and the Churchill County School District has caused the same to be signed by the Chairman and attested by the Clerk of its Board of Trustees:	
_____ <b>Board Approval Date</b>	
BY: _____ School Board President	ATTEST: _____ Clerk of the Board

**TRANSPORTATION CONTRACT**

**R5144.1 (i)**

**REQUEST FOR PAYMENT**

<b>TO BE COMPLETED BY PARENT/GUARDIAN</b>																		
Reporting Period for the Month of:																		
Dates attended (circle all dates transportation was provided during this reporting period)																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31							
NAMES OF STUDENTS				GRADE				SCHOOL ATTENDED										
DRIVER:				Father [ ]				Total miles for one round trip _____										
( X one)				Mother [ ]				Times <b>number of days driven</b> _____ Total Miles										
				Guardian [ ]				Times _____ cents per mile = Amount Due _____										
NAME				_____														
ADDRESS				_____														
CITY/STATE/ZIP				_____														
TELEPHONE				_____														
I hereby attest that all of the above facts as presented by me are true and correct.																		
Date: _____				Signed: _____														
				Parent or Guardian														
<b>PROOF OF ATTENDANCE MUST BY ATTACHED</b>																		

I certify that the identified students were present in school for the days indicated.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
School Principal

Approved by: \_\_\_\_\_  
Superintendent-Churchill County School District

**INSTRUCTIONS FOR COMPLETING  
INDIVIDUAL TRANSPORTATION CONTRACT  
REQUEST FOR PAYMENT FORM**

- 1) All information requested inside the box on the reverse side must be completed by the parent/guardian.
- 2) One form is completed for each month a student(s) is provided individual transportation. The school principal must receive forms no later than the first Wednesday of each month for the prior month's request. Example: Payment request for September is due to the school principal no later than the first Wednesday in October.
- 3) Please complete **only** one form for all children regardless of the school they attend and submit the request to the principal of one of the schools that you have listed.
- 4) Parent/guardian is responsible for completion of form as well as timely submission. If any portion of the form is left blank and the school principal is unable to contact you for information, your payment may be delayed until the information is obtained.

REVISED: 5/25/82; 8/12/82; 3/25/92; 12/28/95; 01/08/98; 01/28/98, 9/14/00, 12/4/00, 7/26/01, 3/17/08,  
9/2/08, 9/14/09, 8/26/10, 1/20/11

REVIEWED: 4/12/07; 3/17/08

REVIEW RESPONSIBILITY: Director of Business Services

July

## SAMPLE LETTER

Date

Dear Parent/Guardian:

Your individual transportation contract request was approved at the Board of Trustees meeting on \_\_\_\_\_. I am enclosing a supply of Individual Transportation Contract Request for Payment forms for your use throughout the school year. You may claim mileage for student attendance beginning with the date of Board Approval. Mileage claimed for student attendance before this date will not be reimbursed.

Please read the instructions for submitting a Request for Payment on the reverse side of the form. As stated, it is your responsibility to complete the form and submit it to the school principal by the first Wednesday of each month. If you have children attending more than one school, submit the request to one of the schools you have listed on the form.

I have provided a sample of a completed Request for Payment form for your use.

Please call me at 423-7135 if you have any questions.

Sincerely,

Kim Corbitt  
Department Secretary  
Transportation Department

Enclosures: Request for Payment Forms

CC: School Principal

## Transportation Contract

District Policy 5144.1 outlines transportation policy Churchill County School District. Each year families in our district living out of the range of transportation provided by Churchill County School District are eligible to apply for an individual transportation contract to drive their children to the nearest bus stop or, if not available, to the nearest public school. A contract can be completed at the Transportation Department and the Transportation Supervisor will initial the contract, attach a map of the location if necessary, and then forward it to the Superintendent/Designee for Board approval.

Once the Board of Trustees approves the contract, the Transportation Department sends a letter to the family with a supply of Request for Payment forms. If a student is attending your school, you will receive a copy of the letter for your records (see sample letter attached). Each school also has a supply of Request for Payment Forms.

Please be aware of the following procedure for processing these Requests for Payment:

- 1) As indicated on the back of the Request for Payment form, it is the responsibility of the parent/guardian to complete the form and submit it to the school principal by the first Wednesday of each month.
- 2) It is your responsibility to verify the dates of transportation provided by the parent/guardian against the attendance of the student(s) listed. By signing the form, you are stating that the student(s) listed was in attendance on the dates that were circled by the parent/guardian.
- 3) We state that the form is due to the school principal on the first Wednesday of the month so that the school has time to verify the attendance. The form is then due to the Superintendent /Designee at the District Office by the first Friday of the month, otherwise a delay in payment may occur.
- 4) If more than one school is listed and the form has been submitted to your school, after verification, submit it to the district office as outlined and we will confirm additional attendance with the other school(s) listed.
- 5) If a parent/guardian brings the Payment Request in person, please take a moment to look over the form to see that all blanks have been completed before they leave as some of them do not have telephones.

Enclosure: Contract  
Sample Letter  
Request for Payment Form  
Sample "Completed Request for Payment Form"