

# Training 6-8: Transportation



Welcome to the Wisconsin Department of Public Instruction’s training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as “Choice” or “Choice program” throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

In this section of the Fiscal and Internal Control practices requirements we will go through transportation.

## School Provided Transportation

- Determine if the transportation vehicle qualifies as a bus or an alternative transportation vehicle.
- School bus:
  1. Vehicle painted school bus yellow, or
  2. A motor vehicle carrying 10 or more passengers in addition to the driver when transporting:
    1. Pupils (K-12) to or from public, private, vocational, technical or adult education school.
    2. Pupils (K-12) to or from curricular or extracurricular school activities (not-charter operation).
    3. Pupils (K-12) to or from religious instruction on days when school is in session.
    4. Children (under 21 years of age) with exceptional needs, to or from an education program approved by the Department of Public Instruction.

The school must determine if their transportation vehicles qualify as either a bus or an alternative transportation vehicle.

A school bus is a vehicle that is painted school bus yellow, or a motor vehicle carrying 10 or more passengers in addition to the driver when transporting:

- Pupils (K-12) to or from public, private, vocational, technical or adult education school.
- Pupils (K-12) to or from curricular or extracurricular school activities (not-charter operation).
- Pupils (K-12) to or from religious instruction on days when school is in session.
- Children (under 21 years of age) with exceptional needs, to or from an education program approved by the Department of Public Instruction.

## School Provided Transportation

### Alternative Vehicle:

- Any motor vehicle that is not a yellow school bus that is used to transport students.
- Does not include parents only transporting their own children.
- See DOT Brochure: School Bus or Alternative Vehicle? available on the Choice program website.

An alternative vehicle is any motor vehicle that is not a yellow school bus that is used to transport pupils. All vehicles that are used for school purposes, including transportation to and from the school or for extracurricular activities, must meet these requirements.

However, this does not include parents who are transporting their own children. If parents or others individuals volunteer to drive students, the school should consult with their insurance agent to determine what is required.

For more information, see the Department of Transportation Brochure explaining the difference between a school bus and an alternative vehicle on the Choice program website.

## Transportation Requirements

	Required Insurance Coverage	Insurance Payments Current	Inspection in Last 12 Months
School Operated Bus	X	X	X
Contractor Operated Bus*	X		X
School Owned or Leased Alternative Vehicle	X	X	X
Contractor Operated Alternative Vehicle*	X		X

\*Excludes vehicles contracted from a Wisconsin School District.

This chart explains the requirements for a school operated bus or alternative vehicle that is owned or leased. It also includes the requirements for a contractor operated bus or alternative vehicle. Please note the school does not need to meet these requirements if they are contracting with a Wisconsin School District.

The school or the contractor must have the required insurance coverage. If the school is contracting the vehicle from a party other than a Wisconsin school district, the school must obtain a copy of the insurance certificate from the contractor to confirm it has the required insurance. For school owned vehicles, the school must be current with the insurance payments at all times. The auditor will confirm this as part of the Fiscal & Internal Control Practices Report.

The Wisconsin Department of Transportation requires that vehicles pass an inspection at least once every 12 months. The school must provide the auditor with the inspection report showing any vehicles owned or leased by the school passed the inspection in the last 12 months. If the school contracts from a party other than a Wisconsin school district, the contractor must provide evidence that each vehicle used by the school passed an inspection in the last 12 months. For alternative vehicles, this evidence must be a copy of the inspection report for each vehicle the school uses. For

buses, this evidence must either be a copy of the inspection report for each vehicle the school uses or the contractor must provide the school with a letter on company letterhead stating that all buses have passed an inspection within the last 12 months. This letter must be signed by a representative of the bus company.

## **School and Transportation Company**

- If the school and the transportation company share the same federal employer identification number “FEIN” then the transportation requirements for school operated buses or school owned or leased alternative vehicles must be met.

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## School Provided Transportation-Alternative Vehicles Additional Requirement

- The capacity of the vehicles and the logs of pupils transported must be maintained to ensure the vehicle did not exceed its capacity and that it did not have more than 9 passengers and the driver at any time.
- As part of the Fiscal & Internal Control Practices Report, the auditor must ensure all drivers have:
  - Completed the “Alternative Vehicle Driver Information Request Form”
  - Had a background check completed
- The school cannot use a driver that has convictions that don’t allow the driver to meet the requirements.

For school provided alternative vehicle transportation, the school must maintain a daily log for each vehicle that includes the pupils transported. The vehicle cannot exceed its capacity and must not have more than 9 passengers and the driver at any time. Additionally, the vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the operator.

The school is required, and the auditor will verify, that all drivers have completed the “Alternative Vehicle Driver Information Request Form” and had a background check completed. The form can be found at the following link <https://dpi.wi.gov/sms/choice-programs/financial-reports/fiscal-practices> under the resources section.

If either the background check or the “Alternative Vehicle Driver Information Request Form” indicates the driver had convictions that don’t allow him/her to drive, the school cannot use that individual as a driver. The “Alternative Vehicle Driver Information Request Form” includes a listing of offenses or crimes that would disqualify a driver and the length of the disqualification.

## Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: [DPIChoiceAuditReports@dpi.wi.gov](mailto:DPIChoiceAuditReports@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and auditors.

Choice schools may also contact the Choice auditors at the email on the slide, or call the toll-free number at 1-888-245-2732, extension 3.