



**Department of
Education**

After 4PM Busing – Information and Application Procedures - 1

I. Background:

1. This memorandum outlines the means by which the New York City Department of Education ("DOE") will implement section 3627 of the Education Law.

2. According to Section 3627 of the Education Law, DOE is responsible for either providing transportation for pupils in Grades K-2 (who reside at least 1/2 mile from their school) and Grades 3-6 (who reside at least 1 mile from their school) who attend school from 9:30 AM (or earlier) for regularly scheduled academic classes through 4:00 PM or later ("After 4" busing) or for reimbursement.

3. As described below, schools that are eligible for After 4 busing may elect to receive it in one of two ways:

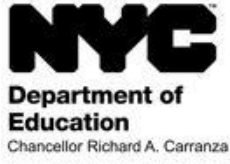
- By using DOE's vendors; or
- If schools can provide this service more cost effectively than DOE's vendors, schools can be reimbursed for the use of their own vendors.

4. If a school eligible for After 4 busing elects to have it provided by DOE's vendors, such busing would be provided pursuant to Section III. If a school eligible for After 4 busing elects to have it provided by its own vendors, such busing would be provided pursuant to Section IV.

5. Funding for these programs is limited so, in the event that demand exceeds the cost limits of this legislation, then only partial service will be provided (e-g., limited number of days or reimbursement at a fraction of eligible costs) to all schools eligible for this service.

II. Initial Steps:

1. Schools will not qualify for After 4 busing if they change their session end time from before 4pm to after 4pm after July 1 of the calendar year in which service is requested; and all qualifying schools must lock in their session times by July 1 of the calendar year in which service is requested.



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2. On or about May 1, the Office of Pupil Transportation ("OPT") will publicize the After 4pm busing program on its website. Such publication shall specify the email address for schools to inform OPT that they want After 4 busing. Such publication shall further provide the downloadable one-page OPT form that such schools must return by email to elect whether they want to have After 4 busing provided by DOE vendors or to have After 4 busing provided by their own vendors.

3. Schools must inform OPT by July 1 of the calendar year in which service is requested that they want After 4 busing. They must also inform OPT whether they elect to have After 4 busing to be provided by DOE vendors or whether they elect to receive reimbursement for their own vendors.

III. Schools Using DOE Vendors:

1. If a school elects After 4 busing service from the DOE vendors, it must notify OPT by July 1 of the calendar year in which service is requested.

2. In determining the cost of After 4 busing by DOE vendors, such cost shall be based upon the provision of comparable service by schools in accordance with paragraph 4 of Section IV of this memorandum.

3. If OPT is unable to provide After 4 busing through DOE vendors, OPT shall provide reimbursement to schools to provide such service, in accordance with section IV of this memorandum.

4. OPT will provide After 4 funding to support DOE vendors on the new After 4 pm routes until the specified funding is depleted, at which point, routes may revert to their pre-After 4 legislation schedules.

IV. Schools Receiving Reimbursement:

1. If a school elects to receive reimbursement for After 4 busing, it must notify OPT by July 1 of the calendar year in which service is requested.

2. If a school elects to receive reimbursement for the costs incurred by a licensed transportation carrier to provide After 4 busing, OPT shall provide reimbursement for both A.M. and P.M. routes provided that the cost of the reimbursement is less than the cost of the DOE

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vendor provided busing, as determined in accordance with paragraph 2 of section III of this memorandum.

3. All schools participating in the reimbursement program will submit reimbursement applications to the DOE, which will include a provision stating that the licensed transportation carriers providing the After 4 busing will abide by all applicable federal, state, and local laws, rules and regulations.

4. DOE will provide reimbursement to schools that contract with licensed transportation carriers to provide After 4 busing for A.M. pick-ups and P.M. drop-offs for Mondays through Fridays. Such reimbursement shall be limited to transportation provided during days on the regularly scheduled DOE public school calendar year plus any alternate days. Such reimbursement shall be provided on a per student transported basis for all eligible students.

5. The procedure for reimbursement will be as follows:

- a. Schools that have elected to receive reimbursement for After 4 busing (pursuant to section IV of this memorandum) shall enter all their students into NPSIS (The DOE pupil accounting system for nonpublic school children).
- b. DOE will make eligibility determinations for children based on grade and distance, in accordance with the same standards in use by DOE. Schools will only be reimbursed for those children eligible for transportation.
- c. Schools will bill DOE monthly for the trips and DOE will submit payment to the schools based on the number of eligible students and school days. Schools are audited twice per school year and all program costs are reviewed to see if further reimbursement is warranted or if overpayment occurred. Reimbursement is subject to eligibility guidelines and funding availability. Please see the Program Guidelines sent out to participating schools for further information.