### Guidelines for Claiming Transportation and Transportation Related Services

<table>
<thead>
<tr>
<th>Type of program a student attends</th>
<th>Who are you paying for transportation and transportation related services?</th>
<th>How to claim transportation and transportation related services</th>
</tr>
</thead>
</table>
| Transportation (bus, van, etc.)¹ | Contracted Transportation Provider (for example, Van Pool, NRT, etc.) Students should be identified on invoices or other supporting documentation. | Claim amount on **row 66** *(Placement Type – Trans Only)*:  
• Annual Rate and Daily Rate of transportation costs  
• Number of days.  
*Except:* Collaboratives housed in the member’s schools (those pupils are considered in-district for transportation purposes). |
| Out of District Programs *       | In-House Transportation (District’s bus)                               | Use **prior year EOYR Sch 7** appropriate program cost divided by riders and claim on **row 66** *(Placement Type – Trans Only)*. |
| In District Public Programs      | • Contracted Transportation Provider  
• In-House Transportation                                                   | **Cannot Claim**                                               |

### Monitor on the Bus¹

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| Out of District Programs *       | Contracted Transportation Provider (for example, Van Pool, NRT, etc.) Students should be identified on invoices or other supporting documentation. | Claim amount on **row 66** *(Placement Type – Other Services)* as a separate placement:  
• Annual Rate and Daily Rate of a monitor costs  
• Number of days. |
| In-House Transportation (District’s bus) | • Contracted Transportation Provider  
• In-House Transportation                                                   | Use **prior year EOYR Sch 7** appropriate program cost divided by riders and claim on **row 66** *(Placement Type – Trans Only)*. |
| In District Public Programs      | • Contracted Transportation Provider  
• In-House Transportation                                                   | **Cannot Claim**                                               |

1. We do not have a separate program code for transportation. Please use the same program code for transportation claims as you used for tuition claims. For example, if a student attended Lighthouse School, use program code 54988 for transportation claim on row 66.
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| Nurse, ABA Aide or Aide on the Bus (must be on student’s IEP) | District’s Staff or Third-Party Provider (for example, nursing agency) Students should be identified on invoices or other supporting documentation. | In District (Program Type – **Trans. Related Services**:  
• **Row 30** for Nurse on the Bus  
• **Row 41** for ABA Aide on the Bus  
• **Row 49** for Aide on the Bus |
| In District Public Programs | **Cannot Claim** | Use prior year EOYR Sch 7 appropriate program cost divided by riders and claim on **row 66** (**Placement Type – Trans Only**)  
• Contracted Transportation Provider  
• In-House Transportation |