

APPENDIX 10: Transportation Plan

Background: Under ESSA (ESEA § 4303 (h)(4)), Charter Schools can apply to use a percentage of CSP subgrant funds to provide for one-time startup costs associated with transporting students.

Requirements involved in the one-time Transportation Purchase

The following will be reviewed by the Colorado League of Charter schools in partnership with CDE's Transportation Office prior to the release of funds.

- Transportation purchases are only for buses/small vehicles that meet Colorado statutory requirements.
- Total one-time expense will not exceed 25 percent of the annual grant. For schools applying in their first year of implementation, the maximum award will not exceed 25 percent of a three-year annual award.
- Before a purchase is permitted, an identified bus must be evaluated by CDE's Transportation Office to determine that it meets state safety requirements pursuant to [1 CCR 301-25](#).
- Schools will be required to provide annual reports on the status of the bus, including evidence of proper record keeping, inventory, serial #, maintenance, annual inspections, required brake inspections, and operator and inspector qualification files pursuant to 1 CCR 301-26.
- School may use CSP subgrant funds to procure a bus service that meets all state requirements for vehicles, vehicle operators, and vehicle inspection requirements (1 CCR 301-25 and [1 CCR 301-26](#)) to transport students as long as the expense is a one-time expense and a budgeted plan is presented to continue paying for the service after the CSP subgrant funding ends.
- A school seeking to use CSP subgrant funds for transportation expenses must include a grant project goal under Section B of their application and include a measure and metric to report on that goal.
- The school must provide a school budget for what reasonable cost assumptions will look like over the next five years and describe how these costs will be incorporated into a long-term, sustainable operational budget for the school.
- *The other grant project goals of the school's CSP subgrant must still be clearly met and not compromised based on expenditures related to transportation costs.*

Instructions: All applicants are required to complete Part A of this Transportation Plan, whether they seek to use Great Schools Colorado CSP subgrant funds to make one-time purchases associated with student transportation. Part B of this Transportation Plan should be completed only by applicants seeking to utilize CSP grant funds for transportation expenditures. Fill in the information below as it applies to the applicant school. Use of bullet points is encouraged. This plan should be limited to two to five pages.

School Name:	
School Transportation Contact: (Name, Phone and Email)	
Effective Dates of Plan:	

Part A (completed by all applicants)

Goals/Objectives

Briefly describe the charter school community in terms of size, population, and student needs, and identify the specific goals of the school's transportation plan, including what types of services will be provided and/or coordinated regarding student transportation to and from the school.

What measures and metrics will be utilized to measure progress toward these goals?

How does the school's approach to student transportation align to the vision for the school?

What funding is the school committing toward supporting the transportation needs of students?

How does the school's transportation plan help the school reach its performance goals (those identified in charter contract and to be placed in Unified Improvement Plan)?

Part B (completed only by applicants seeking to utilize CSP subgrant funds for transportation purchases)

One-time startup costs associated with transporting students to and from a charter school

Identify any transportation costs the school seeks to fund through CSO subgrant funds, and the budgeted amounts for each.

Explain why these costs are one-time, not ongoing in nature, and "necessary and reasonable".

Identify a Grant Project Goal related to these transportation expenditures, along with a measure and metric the school will use to report on this goal. Include this goal and measure/metric in Section B of this CSP grant application.

Please indicate which manner of direct transportation the school will provide in meeting the CSP subgrant funding expectation of transporting students to and from the charter school:

___ Home-to-School ___ School-to-Home ___ School-to-School

Sustainability Plan

Explain how the school will continue to meet the transportation needs of students after the CSP subgrant ends.

Provide a pro forma 5-year transportation budget that estimates reasonable cost assumptions over time and how these costs will be incorporated into a long-term, sustainable operational budget for the school.

Consultation with the CDE Transportation Office

Please be aware that before a school can purchase a bus, as defined in 1 CCR 301-25, Section 2251-R-5.05, they must consult with the CDE Transportation Office about the proposed purchase to ensure that the school is purchasing a vehicle that meets all CDE minimum standards as outlined in 1 CCR 301-25 and can be used in Colorado.

Please provide the name of the CDE employee within the Transportation Office that the school consulted with concerning this proposed project.

Transportation Annual Report for Charters

Any current subgrantee that receives reimbursement from the GSC grant for one-time startup costs associated with transportation **must** complete this report annually and submit it with the school's Annual Financial Report (AFR).

1. Please list the expenditure(s) delegated from the CSP subgrant for one-time startup costs associated with transportation. If the cost was used to purchase a bus, please list the bus type and serial number.
2. Please list the school's Grant Project Goal related to transportation as described in the Appendix F: Transportation Plan, as well as Section B: Grant Project Goals and Budget Narrative included in the school's initial CSP grant application.
3. Explain how this goal was or was not met.
4. Please describe any incidents involving student safety on the buses (whether a purchased bus or bus service), including but not limited to bus accidents, bus breakdowns, and/or student altercations.
 - a. Please describe any actions already taken to remedy these incidents involving student safety.
5. Do the bus(es) or bus service currently meet the 1 CCR 301-25 Colorado Minimum Standards Governing School Transportation Vehicles and 1 CCR 301-26 Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles?
6. Please list the last inspection date for each bus that demonstrates compliance with 1 CCR 301-26, Sections 4204-R-10.00 and 4204-R-11.00.