

7/8/2018

Items Eligible for Reimbursement

As a reminder, the total amount of reimbursements available under this program is subject to a funding cap. As such, we are working hard to reimburse costs but there is the possibility we will not have sufficient funding to reimburse all eligible costs. In the event that the level of funding may not be sufficient to reimburse for all allowable expenses for participating schools the program, we will allocate the funds available on an equitable basis, until such apportionment is exhausted.

The following items are allowable transportation expenses and do not require pre-approval (predicated that amount of the expense is reasonable and necessary):

1. Contracting transportation services;
Note: See Competitive Bidding Process for requirements and paperwork.
2. Computerized bus routing services;
3. Cost of a regional or joint transportation system;
4. Salaries and retirement benefits related to transportation;
Note: For driver salaries - up to \$5,000/month and \$50,000/annually
5. Employers' contribution or taxes on:
 - a. Social security Contribution;
 - b. Medicare tax;
 - c. Unemployment insurance (UI);
 - d. Re-employment insurance (NYS-45); and
 - e. Disability Insurance / Contribution / Tax.
6. Health, life and worker's compensation for transportation personnel excluding summer (July and August);
7. Premiums for collision and other insurance coverage for school buses up to \$3700/annually on vehicle-insurance per eligible vehicle;
8. Cost incurred on certification, training and employment check as mandated by state or federal law;
9. Cost incurred on vehicle and plate registrations / renewals;
10. Fuel, oil, tires, chains, maintenance and repairs for school bus;
11. Parking lot expenses;

12. Allowable transportation equipment expenses on:

- a. Two-way radios;
- b. School bus stop-arms;
- c. Seat safety belts (in accordance with §3635-a);
- d. School bus back up beepers;
- e. School bus front crossing arms;
- f. School bus safety sensor devices; and
- g. Purchase and installation of exterior reflective marking on a school bus.

13. Professional accounting fees incurred on audit / review for the Semi-Annual Cost Review only;

14. Supplies related to pupil transportation such as bus booklets, pins and name tags;

15. Uniforms for related transportation personnel;

16. Air Conditioner, GPS and Camera (subject to funding availability); and

17. Depreciation on the purchase and lease of school buses as approved by state or federal law

Note1: Number of available school bus seats may not be more than twice the number of eligible students - reimbursed based on depreciation schedule

Note2: Number of spare vehicle may not exceeded 15% of daily operated vehicles (including all rental / lease vehicles)

Note3: To calculation depreciation credit for each vehicle, please see the OPT FAQs.

If you have questions or concerns about items appearing on this list, or not on this list, please refer to the appropriate sections of the NY State Education Law (NY EDCU §3627, §3602 and §3623-a). Any questions regarding reimbursable / not reimbursable expenses should be submitted to our office in writing (OPTAFTER4@SCHOOLS.NYC.GOV).

Requests to expend funds for items which require pre-approvals should be made on school letterhead along with the following information:

1. A description of the items or services;
2. The quantity and cost of the items or services; and
3. An explanation of why such items or services are needed.

All questions and requests for pre-approval should be sent to OPTAfter4@Schools.nyc.gov.