



Department: Transportation  
Policy Number: TRN-A013  
Effective Date: 6/30/08

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

TRANSPORTATION SERVICES BILLING RATES

The Clarksville Montgomery County School System provides priority II and III transportation services to our schools and to local community organizations, ref. [TRN-A003](#). All Priority II and III transportation services are billed from the bus parking location, to the report location, to the destination, to all directed stops, and return to the bus parking location.

When a request is made for a special education bus with wheelchair lift to accommodate students in wheelchairs, the transportation department will provide a transportation aide to assist with proper loading and securing all students in wheelchairs. If no students require wheelchairs the school will provide the classroom aide to assist the students during transportation.

The billing for these transportation services is as follows:

- Regular Education Bus: \$19.00 per hour and \$1.60 per mile.
- Special Education Bus: \$19.00 per hour and \$1.60 per mile.
- Special Education Bus with wheelchair lift and transportation aide: \$30.00 per hour and \$1.60 per mile.
- Seven passenger van including driver: \$19.00 per hour and \$.80 per mile.
- The billing rate for priority III non-sponsored school events and private organizations will be the following rate: \$30.00 per hour for the driver and \$2.00 per mile.
- The billing rate for cleaning a bus or a van is up to \$50.00, to be determined by the actual cost incurred to clean the vehicle. The cleaning costs will be added to the invoice after the trip if the vehicle is returned without being cleaned.
- Meal reimbursement, as appropriate, relating to the meal reimbursement section of the Request for Field Trips/Excursions Form (INS-F028).

Implementing Procedures: Requesting, Obtaining, and Processing Bus Transportation for Routine Field Trips ([TRN-P008](#)).

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/30/08		Initial Release
11/08/10	A	Add bullet for meal reimbursement
3/18/15		Reviewed, no change (except logo)
10/6/17	B	Added "The billing rate for priority III non-sponsored school events and private organizations will be the following rate: \$20.00 per hour for the driver and \$1.00 per mile." and the billing rate for cleaning a bus or van if applicable.

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2/22/19 Updated hyperlinks, not a revision.

5/4/22 C Revised third paragraph bullet points as follows:  
Bullet point one and two: Changed \$14.00 to \$19.00 and \$.80 to \$1.60  
Bullet point three: Changed \$25.00 to \$30.00 and \$.80 to \$1.60  
Bullet point four: Changed “eight” to “seven”, changed “with” to  
“including”, changed \$14.00 to \$19.00 and \$.40 to \$.80  
Bullet point five: Changed \$20.00 to \$30.00 and \$1.00 to \$2.00.  
*(New billing rates effective July 1, 2022.)*

**\*\*\* End of Policy \*\*\***