

**STUDENT TRANSPORTATION RECORDS AND REPORTS**

The Board of Education shall provide for the proper accounting of student transportation records and reports in the school district. The superintendent or his or her designee shall be responsible for keeping student transportation records and submitting all necessary reports to the Missouri State Board of Education for the apportioning of state transportation aid, and for statistical purposes.

An accurate count of students being transported in the school district shall be made on the second Wednesday of the month for each month, September through May. The count shall be taken for each route on the incoming (a.m.) or outgoing (p.m.) run, and the record shall be signed by the bus driver. If the district's schools are not in session a full day on the second Wednesday of the months specified, the count of the students being transported shall be taken within the next three (3) days that the district is in session for a full day. If the school term is completed prior to the second Wednesday in May, the count shall be taken on the last Wednesday in May that the district's schools are in session a full day.

Adopted: April 22, 1992

Cross Refs: JEE, Student Accounting

Legal Refs: 304.060, RSMo.  
5 CSR 40-261.010, (98 MoReg 968, 969, 1446, 1447)

The School District of Springfield R-XII, Springfield, Missouri