

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Study Session
4. Pledge of Allegiance
5. Student Fee Hearing
6. Presentations, Special Recognition, Focus on Students
 - 6.1. Focus on the Students
7. Public Comments & Communication
8. Information and Discussion Items
 - 8.1. Finance & Facilities Report
 - 8.2. Lunchtime Solutions / Nutrition Program Audit Results
 - 8.3. Teaching & Learning Report
 - 8.4. Student Programs Report
 - 8.5. Student Services Report
 - 8.6. Human Resources & Accreditation Report
 - 8.7. Superintendent's Report
9. Committee Reports
 - 9.1. Facilities & Finance Committee Report
 - 9.2. Policy Committee Report
 - 9.3. Government Relations Committee Report
 - 9.4. Activities Committee Report
 - 9.5. Norfolk Public Schools Foundation Committee Report
10. Approve Consent Agenda
 - 10.1. Minutes of Previous Meetings
 - 10.2. Personnel
 - 10.2.1. Contract Approval
 - 10.2.2. Resignations
 - 10.3. Claims
11. Action Items
 - 11.1. Discuss, consider and take action to approve Student Fees for 2023-2024
 - 11.2. Discuss, consider and take action to approve the 2023 Strategic Action Plan for Safety
 - 11.3. Discuss, consider and take action to approve the resignation of Katrina Murdock pending the hiring of a suitable replacement
 - 11.4. Discuss, consider and take action to approve the resignation of Kaitlyn Young pending the hiring of a suitable replacement

- 11.5. Discuss, consider and take action to approve the resignation of Jaci Kumm pending the hiring of a suitable replacement
- 11.6. Discuss, consider and take action to approve the 2023-2024 Activity Transportation Strategy
- 11.7. Discuss, consider and take action to approve the first reading of Board Policies 7000-7052 related to Major Construction
- 11.8. Discuss, consider and approve Jason Settles as SH principal
12. Future Meetings
13. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 - 13.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
 - 13.2. Reconvene Meeting from Executive Session
 - 13.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
14. Adjournment

MADISON COUNTY SCHOOL DISTRICT NO. 2
NORFOLK PUBLIC SCHOOLS

BUDGETARY COMPARISON SCHEDULE - STUDENT FEE FUND
MODIFIED CASH BASIS

FOR THE FISCAL YEAR ENDED AUGUST 31, 2022

UNAUDITED

	Balance 8/31/2021	Receipts	Disbursements	Transfers In (Out)	Balance 8/31/2022
Instrument Rental & Repair Fees	\$ 1,902	\$ 7,702	\$ 10,530	\$ -	\$ (926)
Instrument Rental Fee	325	-	-	-	325
Boys Golf Shirt 9-12	-	902	462	-	440
Act Prep Book Fee	1,998	-	1,657	-	341
Baseball Hats, Belts, & Socks	-	1,190	1,437	-	(247)
Soccer Shin Guards 9-12	-	370	-	-	370
Boys' Tennis Fee	1,386	1,561	1,567	-	1,380
Cheerleading Uniform Fee	-	152	-	-	152
Choir Robe Cleaning Fee	493	1,005	-	-	1,498
Fund Balance	300	100	400	-	-
Boys Soccer Socks Fee	47	270	410	-	(93)
Girls Tennis Fee	-	950	637	-	313
Pink Panther Silver & Black Fee	822	-	-	-	822
Swimming Fee 9-12	-	130	-	-	130
FBLA	24	-	-	-	24
Pottery Project Fee	519	-	-	-	519
Activity Cards 9-12	21,035	33,000	30,800	-	23,235
Graduation Fees	369	-	-	-	369
Industrial Arts Lab-Safety Glasses	1,575	-	-	-	1,575
Chemistry Goggles Fee	146	-	-	-	146
21st Century Grant Fee	3,276	15,915	8,888	-	10,303
Business Services	16,187	309	-	-	16,496
Participation Fee	7,915	16,060	12,565	-	11,410
Technology Fee 7-12	256,371	43,433	2,107	-	297,697
21st Century Living Project Fee	350	-	-	-	350
7/8 Challenge Fee	16	-	-	-	16
Art 7 Fee	15	-	-	-	15
Industrial Tech 7 Fee	150	-	-	-	150
Wellness Workbook Fee 7-8	24	-	-	-	24
Art 8 Fee	150	-	-	-	150
Industrial Tech 8 Fee	310	-	-	-	310
Show Choir Shirt Fee	266	-	-	-	266
Activity Card Fee 7-8	980	5,175	2,555	-	3,600
Art Class Fee	1,546	-	1,124	-	422
Band Shoes 9-12	737	417	-	-	1,154
Band Uniform Cleaning Fee	1,839	713	-	-	2,552
Choraleer Performance Outfit	102	5,438	5,759	-	(219)
Flags/Color Guard	-	1,857	3,836	-	(1,979)
Activity Cards K-6	26,069	4,025	-	-	30,094
Summer School	52,542	8,260	200	-	60,602
Girls Soccer Socks Fee	1	-	1	-	-
Totals	<u>\$ 399,787</u>	<u>\$ 148,934</u>	<u>\$ 84,935</u>	<u>\$ -</u>	<u>\$ 463,786</u>

Original/Final Budget

\$ 160,000 \$ 499,597

THE ACCOMPANYING NOTES ARE AN INTEGRAL
PART OF THE FINANCIAL STATEMENTS

**Appendix "1" to 2022-2023 Student Fees Policy of
Norfolk Public Schools**

Additional Specification of Required Materials and Fees¹

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 st Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 st Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/year
Band Black Dress Pants			\$20.00/year	
Band Shoes				\$37.00/year
Band Uniform Cleaning				\$15.00/year
Baseball Hats				\$25.00/year
Cheerleading Uniform: (Shell, Skirt, Pom's Shoes)				\$125.00/year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit				\$100 to \$250.00/year
Flags/Color Guard				Up to \$300.00/year
Golf Shirt				\$60.00/year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/year	\$12.00/year	\$12.00/year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/year	\$25.00/year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				Up to \$125.00/year Uniform
Soccer Shin Guards & Socks				\$30.00/year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00 per session
Swimming				\$10.00 Cap / \$20.00 goggles \$100.00 Swimsuit
Technology Fee			\$35.00/year	\$35.00/year
Tennis (Boys)				\$60.00 Top and bottom
Tennis (Girls)				\$80.00 Top and bottom
Volleyball			\$20.00 Black Spandex	\$40.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the 2022-2023 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

StudentsStudent Fees Policy

The Board of Education of Norfolk Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

National Trip Policy

Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota).

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in

nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a “non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
 Neb. Constitution, Article VII, section 1.
 Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
 Neb. Rev. Stat. §79-2104 (student files or records)
 Neb. Rev. Stat. §79-715 (eye-protective devices)
 Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 9, 2015
 Date of Reaffirmation: September 14, 2015
 Date of Revision: March 14, 2016
 Date of Revision: April 11, 2016
 Date of Revision: April 10, 2017
 Date of Reaffirmation: June 8, 2020

**Appendix "1" to 2023-2024 Student Fees Policy of
Norfolk Public Schools**

Additional Specification of Required Materials and Fees¹

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 st Century After School Participation Fee (Aftershock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 st Century After School Participation Fee (Aftershock)		3 or more days- \$50.00/per quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band / Choir " Black Dress Pants"			\$20.00/year	
Band Shoes				\$37.00/year
Band Uniform Cleaning				\$15.00/per year
Baseball Hats and Socks				\$60.00/per year
Cheerleading Uniform: (Shell, Skirt, Pom's Shoes)				\$75 Uniform/per year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit			\$75/year	\$100 to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				\$140/per year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/per year	\$25.00/per year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				\$75.00 Uniform/per year
Softball Visor and stirrups				\$55/per year
Soccer Shin Guards & Socks				\$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				\$10.00 Cap / \$20.00 goggles \$100.00 Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
Tennis Uniform (Boys)				\$100.00 /per year
Tennis Uniform (Girls)				\$115.00 /per year
Volleyball			Fee removed for 23-24	\$55.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the 2023-2024 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending March 31, 2023

Fund/Account	2022-2023 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,650,439.06	\$31,347.82	\$16,555.00	\$1,665,231.88	
SPECIAL BUILDING FUND (3)	\$7,667,315.52	\$62,845.50	\$122,519.00	\$7,607,642.02	
DEPRECIATION RESERVE FUND (3)	\$6,571,283.69	\$12,578.40	\$0.00	\$6,583,862.09	
ACTIVITIES ACCOUNT (2)	\$694,366.67	\$108,669.20	\$105,379.54	\$697,656.33	
SUBSIDIARY ACCOUNT (2)	\$392,933.99	\$152,622.76	\$166,894.85	\$378,661.90	
GENERAL FUND (1)	\$10,324,959.75	\$5,306,419.12	4,702,400.17	\$10,928,978.70	
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,901,325.28	\$3,901,278.11	\$5,752.95	
SCHOOL LUNCH FUND (2)	\$1,463,960.37	\$377,222.39	\$277,652.10	\$1,563,530.66	
BOND FUND (3)	\$1,098,245.20	\$2,777.39	\$0.00	\$1,101,022.59	
COOPERATIVE FUND (2)	\$342,847.13	\$4,766.39	\$6,487.77	\$341,125.75	
EMPLOYEE BENEFIT FUND (2)	\$3,878.70	\$8.68	\$0.00	\$3,887.38	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$465,949.56	\$259.44	\$0.00	\$466,209.00	
CONVENIENCE FEE FUND (2)	\$12,187.03	\$346.78	\$4.22	\$12,529.59	
STUDENT FEE FUND (2)	\$477,454.40	\$9,217.07	\$2,450.70	\$484,220.77	
TOTAL ALL FUNDS	\$31,171,526.85	\$9,970,406.22	\$9,301,621.46	\$31,840,311.61	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$10,928,978.70	
(2) ELKHORN VALLEY BANK				\$5,618,806.21	
(3) MIDWEST BANK				\$15,292,526.70	
TOTAL BALANCES				\$31,840,311.61	

MARCH 2023 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	ALDRICH, HEATH	4/1 OFFICIAL	13 2900 610 2 533 001	\$200.00
2	ALDRICH, HEATH Total			\$200.00
3	ANDERSON ANIMAL MEDICINE	ANIMAL MEDICINE	13 2900 610 2 628 001	\$221.47
4	ANDERSON ANIMAL MEDICINE Total			\$221.47
5	BEACH, HANNAH	3/24 OFFICIAL	13 2900 610 2 540 001	\$0.00
6	BEACH, HANNAH Total			\$0.00
7	BELLEVUE EAST HIGH SCHOOL	3/18 ENTRY FEE	13 2900 610 2 533 001	\$150.00
8	BELLEVUE EAST HIGH SCHOOL Total			\$150.00
9	BELTRAN, DEREK	3/24 OFFICIAL	13 2900 610 2 540 001	\$120.00
10		4/1 OFFICIAL	13 2900 610 2 540 001	\$180.00
11	BELTRAN, DEREK Total			\$300.00
12	BIG RED PRINTING	PROM TICKETS	13 2900 610 2 582 001	\$338.26
13	BIG RED PRINTING Total			\$338.26
14	BOONE CENTRAL SCHOOLS	3/30 ENTRY FEE	13 2900 610 2 535 001	\$75.00
15			13 2900 610 2 542 001	\$75.00
16	BOONE CENTRAL SCHOOLS Total			\$150.00
17	BRTEK, LOGAN	2/17 SPEECH JUDGE	13 2900 610 2 522 001	\$70.00
18	BRTEK, LOGAN Total			\$70.00
19	BSN SPORTS,	SHOT PUT	13 2900 610 2 651 001	\$94.31
20		YOUTH JERSEYS	13 2900 610 2 513 001	\$578.81
21	BSN SPORTS, Total			\$673.12
22	CALLAM SPORTS PHOTOGRAPHY,	STATE PICTURES	13 2900 610 2 556 001	\$330.00
23	CALLAM SPORTS PHOTOGRAPHY, Total			\$330.00
24	CARD SERVICES	AMAZON-CARDSTOCK PAPER	13 2900 610 2 597 001	\$42.87
25		AMAZON-CHEESE CUPS	13 2900 610 2 502 001	\$79.95
26		AMAZON-GLOVE STRINGS	13 2900 610 2 512 001	\$47.98
27		AMAZON-MUSICAL COSTUMES	13 2900 610 2 523 001	\$200.74
28		AMAZON-MUSICAL SUPPLIES	13 2900 610 2 523 001	\$93.39
29		AMAZON-PENCILS	13 2900 610 2 586 001	\$28.10
30		AMAZON-POP UP CHAIR	13 2900 610 2 552 001	\$56.39
31		ANGUS BURGERS-SUPERVISION MEAL	13 2900 610 2 546 001	\$27.19
32		ARBY'S-SUPERVISION MEAL	13 2900 610 2 652 001	\$23.86
33		BRIDGEPORT LODGING	13 2900 610 2 650 001	\$1,584.00

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CENTRAL CITY SCALE-SCALE	13 2900 610 2 546 001	\$150.00
CHAMPION BRIEFS-MAR/APR	13 2900 610 2 553 001	\$29.99
CHICK-FIL-A-STATE MEAL	13 2900 610 2 652 001	\$84.85
CHICK-FIL-A-TEAM MEAL	13 2900 610 2 513 001	\$563.91
	13 2900 610 2 547 001	\$246.99
COUNTRY INN-STATE LODGING FOR	13 2900 610 2 544 001	\$74.00
DISTRICT MEALS	13 2900 610 2 538 001	\$365.74
DOMINOS-DISTRICT MEAL	13 2900 610 2 531 001	\$175.61
DUBIA ROACHES-SUPPLIES	13 2900 610 2 563 001	\$106.52
EMBASSY SUITES-AD STATE	13 2900 610 2 546 001	\$383.24
FIREHOUSE SUBS-SUPERVISION	13 2900 610 2 538 001	\$16.34
FREDDYS-TEAM MEAL	13 2900 610 2 547 001	\$118.48
GO FAN-STATE BOWLING TICKETS	13 2900 610 2 653 001	\$31.30
HOG WILD BBQ-SUPERVISION MEAL	13 2900 610 2 652 001	\$34.08
HYVEE-BUNS	13 2900 610 2 502 001	\$68.70
HYVEE-HOSPITALITY SUPPLIES	13 2900 610 2 546 001	\$95.29
HYVEE-MTG SUPPLIES	13 2900 610 2 624 001	\$20.48
JIMMY JOHNS-TEAM MEAL	13 2900 610 2 547 001	\$267.50
	13 2900 610 2 560 001	\$220.48
MENARDS-MUSICAL SET SUPPLIES	13 2900 610 2 523 001	\$368.10
NSAA-COACH STATE WRISTBANDS	13 2900 610 2 546 001	\$182.50
NSAA-COACHING PASSES	13 2900 610 2 562 001	\$52.50
PANDA EXPRESS-TEAM MEAL	13 2900 610 2 547 001	\$175.55
PAPA JOHNS-TEAM MEAL	13 2900 610 2 560 001	\$207.29
QUIZZZ-SUBSCRIPTION	13 2900 610 2 280 001	\$144.00
RAISING CANE'S-TEAM MEAL	13 2900 610 2 512 001	\$43.16
	13 2900 610 2 517 001	\$71.66
	13 2900 610 2 556 001	\$87.43
RAMADA-STATE DUALS LODGING	13 2900 610 2 546 001	\$943.00
ROXI'S/ODDZEND-MUSICAL	13 2900 610 2 523 001	\$331.79
RUBY TUESDAY-SUPERVISION MEAL	13 2900 610 2 538 001	\$40.78
RUNZA-SUPERVISION MEAL	13 2900 610 2 538 001	\$11.61
SAM'S/LOU'S--P/T CONFERENCE	13 2900 610 2 503 001	\$180.95
SCOOTER'S-MEDICAL REP	13 2900 610 2 597 001	\$20.00

68	STATE DUAL MEALS	13 2900 610 2 562 001	\$772.72
69	STATE MEALS	13 2900 610 2 544 001	\$864.78
70		13 2900 610 2 546 001	\$880.00
71		13 2900 610 2 562 001	\$727.54
72		13 2900 610 2 650 001	\$652.70
73	STATE SUPERVISION MEALS	13 2900 610 2 544 001	\$57.38
74	STATE TEAM MEAL	13 2900 610 2 652 001	\$150.38
75	STATE TICKETS-MISSED FROM	13 2900 610 2 562 001	\$137.50
76	STATE WRESTLING LODGING	13 2900 610 2 546 001	\$3,322.20
77		13 2900 610 2 650 001	\$1,758.08
78	SUBWAY-STATE MEAL	13 2900 610 2 556 001	\$186.79
79	TEXAS ROADHOUSE-STATE MEAL	13 2900 610 2 652 001	\$78.23
80	TOWN PLACE SUITES-STATE	13 2900 610 2 652 001	\$452.00
81	UDA-NATIONALS EXTRA NIGHT	13 2900 610 2 556 001	\$1,229.99
82	VARIOUS-DISTRICT MEALS	13 2900 610 2 650 001	\$717.50
83	VARIOUS-STATE SUPERVISION	13 2900 610 2 546 001	\$45.62
84	VILLA AMORE-SUPERVISION MEAL	13 2900 610 2 652 001	\$25.60
85	WALMART/HOBBY LOBBY-MUSICAL	13 2900 610 2 523 001	\$82.07
86	WALMART-BUNS	13 2900 610 2 502 001	\$31.48
87	WALMART-CUPS	13 2900 610 2 513 001	\$8.52
88	WALMART-P/T CONFERENCE	13 2900 610 2 503 001	\$56.72
89	WALMART-SPEECH SUPPLIES	13 2900 610 2 553 001	\$52.70
90	WALMART-TEAM BLDG SUPPLIES	13 2900 610 2 547 001	\$12.00
91	CARD SERVICES Total		\$20,400.79
92	CARICATURES BY CASEY	CARICATUREST	13 2900 610 2 588 001
93	CARICATURES BY CASEY Total		\$300.00
94	CASH	3/12 3 ON 3 CONCESSION	13 2900 610 2 501 001
95		3/16 B/G SOCCER CONCESSION	13 2900 610 2 501 001
96		3/16 B/G SOCCER GATES	13 2900 610 2 501 001
97		3/16 BASEBALL GATE	13 2900 610 2 501 001
98		3/17 BASEBALL GATE	13 2900 610 2 501 001
99		3/17 MUSICAL GATE	13 2900 610 2 501 001
100		3/18 MUSICAL GATE-MATINEE	13 2900 610 2 501 001
101		3/18 MUSICAL GATE-PM	13 2900 610 2 501 001

102		3/19 MUSICAL GATE	13 2900 610 2 501 001	\$1,000.00
103		3/21 BASEBALL GATE	13 2900 610 2 501 001	\$600.00
104		3/21 POST PROM TICKET SALES	13 2900 610 2 501 001	\$400.00
105		3/23 B.SOCCER GATE	13 2900 610 2 501 001	\$600.00
106		3/24 G. SOCCER GATE	13 2900 610 2 501 001	\$600.00
107		3/27 B.SOCCER/BASEBALL GATE	13 2900 610 2 501 001	\$800.00
108		3/28 G. SOCCER GATE	13 2900 610 2 501 001	\$600.00
109		3/29 PROM TICKET SALES	13 2900 610 2 501 001	\$500.00
110		3/30 BASEBALL GATE-TAHA	13 2900 610 2 501 001	\$400.00
111		3/30 G.SOCCER/BASEBALL GATE	13 2900 610 2 501 001	\$800.00
112		4/1 B/G SOCCER CONCESSION	13 2900 610 2 501 001	\$450.00
113		4/1 B/G SOCCER GATES-MS	13 2900 610 2 501 001	\$1,000.00
114	CASH Total			\$13,650.00
115	CASH-WA DISTRIBUTING	SUPPLIES	13 2900 610 2 502 001	\$633.04
116	CASH-WA DISTRIBUTING Total			\$633.04
117	CHARTWELLS DINING SERVICES	UNMC-NORFOLK CAMPUS VISIT MEAL	13 2900 610 2 266 001	\$124.07
118	CHARTWELLS DINING SERVICES Total			\$124.07
119	COUNTRY INN & SUITES	SUPERVISION LODGING	13 2900 610 2 588 001	\$89.00
120	COUNTRY INN & SUITES Total			\$89.00
121	CREIGHTON PREPARATORY	4/17 ENTRY FEE	13 2900 610 2 532 001	\$150.00
122	CREIGHTON PREPARATORY Total			\$150.00
123	CROWN TROPHY & AWARDS	TROPHY	13 2900 610 2 556 001	\$127.70
124	CROWN TROPHY & AWARDS Total			\$127.70
125	CUSTOM SPORTS	T-SHIRTS	13 2900 610 2 514 001	\$1,124.00
126	CUSTOM SPORTS Total			\$1,124.00
127	DAYS INN & SUITES	SPEECH TEAM LODGING	13 2900 610 2 553 001	\$604.00
128	DAYS INN & SUITES Total			\$604.00
129	EIKMEIER, GARRETT	3/30 OFFICIAL	13 2900 610 2 530 001	\$160.00
130	EIKMEIER, GARRETT Total			\$160.00
131	EL RODEO MEXICAN	TEAM MEAL	13 2900 610 2 514 001	\$228.45
132	EL RODEO MEXICAN Total			\$228.45
133	ELKHORN FEED CENTER	ANIMAL FEED	13 2900 610 2 628 001	\$75.43
134		ANIMAL FEED RETURNED	13 2900 610 2 628 001	-\$27.60
135	ELKHORN FEED CENTER Total			\$47.83

136	FAIRFIELD INN & SUITES	STUDENT LODGING FOR LEADERSHIP	13 2900 610 2 276 001	\$259.90
137	FAIRFIELD INN & SUITES Total			\$259.90
138	FLEER, MICHAEL	3/21 OFFICIAL	13 2900 610 2 530 001	\$145.00
139	FLEER, MICHAEL Total			\$145.00
140	FROMUTH	APPAREL	13 2900 610 2 550 001	\$331.25
141	FROMUTH Total			\$331.25
142	FRONTIER BAG INC	TRASH BAG FUNDRAISER	13 2900 610 2 231 001	\$5,996.50
143	FRONTIER BAG INC Total			\$5,996.50
144	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$828.00
145	GODFATHERS PIZZA NORFOLK Total			\$828.00
146	GRAND ISLAND HIGH SCHOOL	4/6 ENTRY FEE	13 2900 610 2 535 001	\$125.00
147			13 2900 610 2 542 001	\$125.00
148	GRAND ISLAND HIGH SCHOOL Total			\$250.00
149	HASSAN, ISMAIL	4/1 OFFICIAL	13 2900 610 2 540 001	\$180.00
150	HASSAN, ISMAIL Total			\$180.00
151	HASTREITER FARMS	EGGS	13 2900 610 2 276 001	\$7.00
152	HASTREITER FARMS Total			\$7.00
153	HEADLEY, MATTHEW	3/30 OFFICIAL	13 2900 610 2 540 001	\$140.00
154	HEADLEY, MATTHEW Total			\$140.00
155	HEARTLAND VETERINARY	ANIMAL SUPPLIES	13 2900 610 2 628 001	\$20.78
156	HEARTLAND VETERINARY Total			\$20.78
157	HERRERA, CAMILO	3/24 OFFICIAL	13 2900 610 2 540 001	\$120.00
158	HERRERA, CAMILO Total			\$120.00
159	HOFFMANN, ALISSA	WALMART SUPPLIES REIMB	13 2900 610 2 266 001	\$54.67
160	HOFFMANN, ALISSA Total			\$54.67
161	HYVEE	PIE/PIZZA FUNDRAISER	13 2900 610 2 588 001	\$6,850.00
162	HYVEE Total			\$6,850.00
163	KEARNEY HIGH SCHOOL	4/6 ENTRY FEE	13 2900 610 2 532 001	\$130.00
164		5/13 ENTRY FEE	13 2900 610 2 541 001	\$80.00
165		5/8 ENTRY FEE	13 2900 610 2 541 001	\$35.00
166	KEARNEY HIGH SCHOOL Total			\$245.00
167	KIRBY, BRANDON	3/21 OFFICIAL	13 2900 610 2 530 001	\$145.00
168		3/30 OFFICIAL	13 2900 610 2 530 001	\$130.00
169	KIRBY, BRANDON Total			\$275.00

170	LINE DRIVE INC.	COOKIE DOUGH FUNDRAISER	13 2900 610 2 512 001	\$7,352.00
171	LINE DRIVE INC. Total			\$7,352.00
172	MARATHON PRESS INC	MUSICAL POSTERS	13 2900 610 2 523 001	\$151.00
173	MARATHON PRESS INC Total			\$151.00
174	MAROTZ, HEATHER	WALMART SUPPLIES REIMB	13 2900 610 2 266 001	\$151.06
175	MAROTZ, HEATHER Total			\$151.06
176	MARSDEN, KJELL	3/23 OFFICIAL	13 2900 610 2 533 001	\$160.00
177		3/27 OFFICIAL	13 2900 610 2 533 001	\$140.00
178		3/28 OFFICIAL	13 2900 610 2 540 001	\$140.00
179		4/1 OFFICIAL	13 2900 610 2 533 001	\$200.00
180	MARSDEN, KJELL Total			\$640.00
181	NATIONAL FFA ORGANIZATION	MILLIKAN JACKET	13 2900 610 2 276 001	\$66.00
182	NATIONAL FFA ORGANIZATION Total			\$66.00
183	NE NSDA	3/25 ENTRY FEE	13 2900 610 2 522 001	\$125.00
184		DEBATE ENTRY FEE	13 2900 610 2 522 001	\$50.00
185	NE NSDA Total			\$175.00
186	NEBRASKA FFA ASSOCIATION	DUES	13 2900 610 2 276 001	\$18.00
187	NEBRASKA FFA ASSOCIATION Total			\$18.00
188	NORTHEAST COMMUNITY	AP TEST RESERVATION	13 2900 610 2 503 001	\$280.00
189	NORTHEAST COMMUNITY Total			\$280.00
190	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 522 001	\$246.74
191			13 2900 610 2 531 001	\$2,496.19
192			13 2900 610 2 538 001	\$3,335.96
193			13 2900 610 2 544 001	\$2,414.53
194			13 2900 610 2 546 001	\$1,669.92
195			13 2900 610 2 650 001	\$1,669.91
196			13 2900 610 2 652 001	\$121.18
197	NPS GENERAL FUND Total			\$11,954.43
198	NPS STUDENT FEES ACCOUNT	FEES PAID BY BOOSTERS &	13 2900 610 2 598 001	\$2,603.36
199	NPS STUDENT FEES ACCOUNT Total			\$2,603.36
200	NPS-JUNIOR HIGH SCHOOL	SUPPLIES FROM JH CONCESSION	13 2900 610 2 502 001	\$19.33
201	NPS-JUNIOR HIGH SCHOOL Total			\$19.33
202	NSCTA	DEBATE ENTRY FEE	13 2900 610 2 522 001	\$150.00
203	NSCTA Total			\$150.00

204	PAULYN'S DANCE STUDIO	HIP HOP PANTS	13 2900 610 2 556 001	\$680.00
205	PAULYN'S DANCE STUDIO Total			\$680.00
206	PROGRESSIVE NUTRITION	ANIMAL SUPPLIES	13 2900 610 2 628 001	\$173.98
207	PROGRESSIVE NUTRITION Total			\$173.98
208	PROTZMAN, ROGER	3/20 OFFICIAL	13 2900 610 2 533 001	\$120.00
209		3/23 OFFICIAL	13 2900 610 2 533 001	\$120.00
210		3/28 OFFICIAL	13 2900 610 2 540 001	\$120.00
211		3/30 OFFICIAL	13 2900 610 2 540 001	\$120.00
212	PROTZMAN, ROGER Total			\$480.00
213	RALSTON HIGH SCHOOL	4/1 ENTRY FEE	13 2900 610 2 535 001	\$150.00
214			13 2900 610 2 542 001	\$150.00
215	RALSTON HIGH SCHOOL Total			\$300.00
216	REESTMAN, KORY	3/20 OFFICIAL	13 2900 610 2 533 001	\$140.00
217		3/24 OFFICIAL	13 2900 610 2 540 001	\$160.00
218		3/28 OFFICIAL	13 2900 610 2 540 001	\$140.00
219	REESTMAN, KORY Total			\$440.00
220	REIS, CLARA	3/24 OFFICIAL	13 2900 610 2 540 001	\$0.00
221	REIS, CLARA Total			\$0.00
222	RENEGADE	POLO SHIRTS	13 2900 610 2 276 001	\$179.97
223	RENEGADE Total			\$179.97
224	RIECK, COREY	3/27 OFFICIAL	13 2900 610 2 533 001	\$140.00
225		4/1 OFFICIAL	13 2900 610 2 533 001	\$220.00
226	RIECK, COREY Total			\$360.00
227	RIECK, ROSS	3/27 OFFICIAL	13 2900 610 2 533 001	\$120.00
228		4/1 OFFICIAL	13 2900 610 2 533 001	\$180.00
229	RIECK, ROSS Total			\$300.00
230	RUNZA RESTAURANTS	RUNZAS	13 2900 610 2 588 001	\$134.50
231	RUNZA RESTAURANTS Total			\$134.50
232	SCHMIDT, AMY	FUNDRAISER OVERPAYMENT	13 2900 610 2 512 001	\$50.00
233	SCHMIDT, AMY Total			\$50.00
234	SCHULZ, DIAMOND	3/11 DEBATE JUDGE	13 2900 610 2 522 001	\$35.00
235	SCHULZ, DIAMOND Total			\$35.00
236	SHERER, CHARLES	22/23 WR OFFICIAL SCHEDULER	13 2900 610 2 546 001	\$50.00
237			13 2900 610 2 650 001	\$50.00

238	SHERER, CHARLES Total			\$100.00
239	SILVER HAWKS SPEECH &	3/4 NSAA DISTRICT SPEECH ENTRY	13 2900 610 2 522 001	\$311.00
240	SILVER HAWKS SPEECH & Total			\$311.00
241	SIMONSEN, STEVE	3/30 OFFICIAL	13 2900 610 2 530 001	\$130.00
242	SIMONSEN, STEVE Total			\$130.00
243	SOUND WORKS, INC	POST PROM INCENTIVE	13 2900 610 2 588 001	\$600.00
244	SOUND WORKS, INC Total			\$600.00
245	STADIUM SPORTS	ALUMNI SHIRTS	13 2900 610 2 556 001	\$184.00
246		APPAREL	13 2900 610 2 550 001	\$1,003.00
247		TEAM SHIRTS	13 2900 610 2 549 001	\$560.00
248	STADIUM SPORTS Total			\$1,747.00
249	TEECO INC	WATER COOLER	13 2900 610 2 505 001	\$319.50
250	TEECO INC Total			\$319.50
251	THORSON, MORGAN	3/23 OFFICIAL	13 2900 610 2 533 001	\$120.00
252	THORSON, MORGAN Total			\$120.00
253	TRIHAX ATHLETIC APPAREL	WARMUPS	13 2900 610 2 546 001	\$680.25
254			13 2900 610 2 650 001	\$680.25
255	TRIHAX ATHLETIC APPAREL Total			\$1,360.50
256	TYSON FRESH MEATS INC	HAMS	13 2900 610 2 588 001	\$5,881.95
257	TYSON FRESH MEATS INC Total			\$5,881.95
258	UNIVERSITY OF SOUTH DAKOTA	3/27 ENTRY FEE	13 2900 610 2 535 001	\$150.00
259	UNIVERSITY OF SOUTH DAKOTA Total			\$150.00
260	USD DEPT OF MUSIC	SHOW CHOIR & JAZZ BAND ETNRY	13 2900 610 2 598 001	\$350.00
261	USD DEPT OF MUSIC Total			\$350.00
262	VALADEZ, HAYLEY	UNIFORM REIMB	13 2900 610 2 541 001	\$97.32
263	VALADEZ, HAYLEY Total			\$97.32
264	VELASCO, JOSE	4/1 OFFICIAL	13 2900 610 2 540 001	\$220.00
265	VELASCO, JOSE Total			\$220.00
266	WESTBY, JACOB	2/17 SPEECH JUDGE	13 2900 610 2 522 001	\$70.00
267	WESTBY, JACOB Total			\$70.00
268	WESTCOTT, WILLIAM	3/20 OFFICIAL	13 2900 610 2 533 001	\$140.00
269		3/30 OFFICIAL	13 2900 610 2 540 001	\$140.00
270		4/1 OFFICIAL	13 2900 610 2 540 001	\$220.00
271	WESTCOTT, WILLIAM Total			\$500.00

272	WINNERS CIRCLE	AWARDS	13 2900 610 2 532 001	\$96.73
273			13 2900 610 2 533 001	\$31.00
274			13 2900 610 2 540 001	\$31.00
275			13 2900 610 2 547 001	\$40.00
276			13 2900 610 2 549 001	\$155.68
277			13 2900 610 2 560 001	\$114.46
278	WINNERS CIRCLE Total			\$468.87
279	Grand Total			\$94,894.60

MARCH 2023 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	ASBURY, KELLY	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$30.00
2	ASBURY, KELLY Total			\$30.00
3	BARR, JILL	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
4	BARR, JILL Total			\$15.00
5	BASSETT, STEFANIE	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$30.00
6	BASSETT, STEFANIE Total			\$30.00
7	BENDA, TRICIA	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
8	BENDA, TRICIA Total			\$15.00
9	BLAIR COMMUNITY SCHOOLS	HONOR BAND PARTICIPATION FEES	14 2900 610 2 861 002	\$150.00
10	BLAIR COMMUNITY SCHOOLS Total			\$150.00
11	BOONE CENTRAL SCHOOLS	SPEECH MEET 3/31/23	14 2900 610 2 834 002	\$100.00
12	BOONE CENTRAL SCHOOLS Total			\$100.00
13	BROWN, ROB	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
14	BROWN, ROB Total			\$15.00
15	BSN SPORTS,	INTRAMURAL VOLLEYBALL JERSEYS	14 2900 610 2 847 002	\$1,451.88
16			14 2900 610 2 872 002	\$2,300.00
17	BSN SPORTS, Total			\$3,751.88
18	BUETTNER, TRACEY	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
19	BUETTNER, TRACEY Total			\$15.00
20	BURKE, KAREN	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
21	BURKE, KAREN Total			\$15.00
22	CALKIN, JOSHUA	JUDGING FEES	14 2900 610 2 861 002	\$150.00
23	CALKIN, JOSHUA Total			\$150.00
24	CARD SERVICES	INTERVIEW SUPPLIES #11	14 2900 610 2 840 002	\$75.28
25		PHILANTHROPY PROJECTS #24	14 2900 610 2 838 002	\$126.27
26		PT CONFERENCES #11	14 2900 610 2 832 002	\$150.00
27			14 2900 610 2 840 002	\$45.89
28		PT CONFERENCES SUPPLIES #24	14 2900 610 2 832 002	\$166.43
29		RESTOCK CONCESSIONS #24	14 2900 610 2 835 002	\$37.44
30		SHOW CHOIR SUPPLIES #24	14 2900 610 2 875 002	\$347.88
31		SPEECH SCRIPT #24	14 2900 610 2 834 002	\$19.50
32		STUDENT COUNCIL ACTIVITIES #24	14 2900 610 2 867 002	\$31.93
33		STUDENT COUNCIL SUPPLIES #24	14 2900 610 2 867 002	\$28.78

34		STUDENT LEARNING SUPPLIES #24	14 2900 610 2 838 002	\$84.95
35		STUDENT SPEECH SUPPLIES #24	14 2900 610 2 834 002	\$58.19
36		STUDENT SUPPLIES #24	14 2900 610 2 838 002	\$29.93
37		SUPPLIES FOR PT CONFERENCES	14 2900 610 2 832 002	\$240.85
38			14 2900 610 2 840 002	\$236.97
39	CARD SERVICES Total			\$1,680.29
40	CHESTERMAN COMPANY	RESTOCK CONCESSIONS	14 2900 610 2 835 002	\$78.76
41	CHESTERMAN COMPANY Total			\$78.76
42	CLEVELAND, RENEE	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
43	CLEVELAND, RENEE Total			\$15.00
44	DATA MANAGEMENT INC	VISITOR STICKER BADGES	14 2900 610 2 840 002	\$138.24
45	DATA MANAGEMENT INC Total			\$138.24
46	DENTERTAINMENT	STUDENT ACTIVITY	14 2900 610 2 867 002	\$450.00
47	DENTERTAINMENT Total			\$450.00
48	GODFATHERS PIZZA NORFOLK	PIZZA FOR CONCESSIONS	14 2900 610 2 835 002	\$33.50
49		RESTOCK CONCESSIONS	14 2900 610 2 835 002	\$183.50
50	GODFATHERS PIZZA NORFOLK Total			\$217.00
51	HAHN, SAMANTHA	JUDGING FEES	14 2900 610 2 861 002	\$150.00
52	HAHN, SAMANTHA Total			\$150.00
53	IRLMEIER, JORDYN	JUDGING FEES	14 2900 610 2 861 002	\$150.00
54	IRLMEIER, JORDYN Total			\$150.00
55	JANKE, ANNA	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
56	JANKE, ANNA Total			\$15.00
57	JAYMAR BUSINESS FORMS, INC	CHECKS FOR JH ACCT	14 2900 610 2 840 002	\$186.76
58	JAYMAR BUSINESS FORMS, INC Total			\$186.76
59	JENSEN, CARRIE	8TH GRADE ALL STATE BAND	14 2900 610 2 831 002	\$218.84
60	JENSEN, CARRIE Total			\$218.84
61	JOHNSON, KRISTI	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
62	JOHNSON, KRISTI Total			\$15.00
63	KLASSEN, BECKY	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
64	KLASSEN, BECKY Total			\$15.00
65	KOLM, ALLEN	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
66	KOLM, ALLEN Total			\$15.00
67	MATTEO, MORGAN	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00

68	MATTEO, MORGAN Total			\$15.00
69	MCLOUTH, KEVIN	JUDGING FEES	14 2900 610 2 861 002	\$150.00
70	MCLOUTH, KEVIN Total			\$150.00
71	MOORE, CHER	EXTRA CASH FOR DANCE	14 2900 610 2 835 002	\$400.00
72	MOORE, CHER Total			\$400.00
73	NEUHARTH, RANDY	JUDGING FEES	14 2900 610 2 861 002	\$150.00
74	NEUHARTH, RANDY Total			\$150.00
75	NPS GENERAL FUND	PAYROLL FOR WORKERS	14 2900 610 2 835 002	\$22.83
76			14 2900 610 2 849 002	\$36.39
77		PAYROLL FOR WORKERS 1/22-	14 2900 610 2 849 002	\$724.95
78	NPS GENERAL FUND Total			\$784.17
79	SOLORIO, MANUEL	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
80	SOLORIO, MANUEL Total			\$15.00
81	SPRINGER, JESSICA	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
82	SPRINGER, JESSICA Total			\$15.00
83	STADIUM SPORTS	TRACK JACKET	14 2900 610 2 873 002	\$67.00
84		TRACK JACKETS	14 2900 610 2 873 002	\$1,151.00
85	STADIUM SPORTS Total			\$1,218.00
86	STICKMAN, ANGELA	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
87	STICKMAN, ANGELA Total			\$15.00
88	TEECO INC	LEASE RO WATER COLLER	14 2900 610 2 840 002	\$38.00
89		MONTHLY LEASE AND WATER	14 2900 610 2 840 002	\$38.00
90	TEECO INC Total			\$76.00
91	WHITMAN, HEATHER	WSC HONOR BAND CANCELLED	14 2900 610 2 861 002	\$15.00
92	WHITMAN, HEATHER Total			\$15.00
93	Grand Total			\$10,484.94

MARCH 2023 SUBSIDIARY EXPENDITURES

1	BARNHILL ENTERPRISES LLC	GYM SOUND SYSTEM	05 2900 610 0 069 000	\$3,260.00
2	BARNHILL ENTERPRISES LLC Total			\$3,260.00
3	CARD SERVICES	BIG RED KENO GRANT 3RD GR #2	05 2900 610 0 081 000	\$421.33
4		BIG RED KENO GRANT JH #2	05 2900 610 0 081 000	\$2,302.09
5		BIG RED KENO GRANT MS #2	05 2900 610 0 081 000	\$727.76
6		BIG RED KENO GRANT SH #2	05 2900 610 0 081 000	\$435.75
7		BRK GRANT-3RD GRADE #2	05 2900 610 0 081 000	\$32.00
8		CLASSROOM SUPPLIES #6	05 2900 610 0 058 000	\$281.61
9		CURRICULUM SUPPLIES #12	05 2900 610 0 073 000	\$101.26
10		DAYCOS 4 GOOD PROJECT GRANT #9	05 2900 610 0 063 000	\$639.78
11		GNSA MEAL	05 2900 610 0 050 000	\$13.32
12		INTERVIEW TEAM SUPPLIES #13	05 2900 610 0 040 000	\$22.47
13			05 2900 610 0 043 000	\$85.00
14		JAN CHALLENGE WINNER PRIZE #3	05 2900 610 0 060 000	\$20.00
15		LUNCH FOR INTERVIEW COMMITTEE	05 2900 610 0 069 000	\$59.79
16		LUNCH FOR SCIENCE DAY GUESTS	05 2900 610 0 063 000	\$56.67
17		LUNCHEN SUPPLIES #13	05 2900 610 0 040 000	\$324.94
18		MEAL #4	05 2900 610 0 050 000	\$9.68
19		NASBO-STATE CONVENTION #4	05 2900 610 0 050 000	\$180.00
20		OFFICE SUPPLIES #20	05 2900 610 0 050 000	\$113.99
21		P/T CONFERENCES SUPPLIES #9	05 2900 610 0 063 000	\$63.59
22		POWICKI DAYCOS GRANT #16	05 2900 610 0 071 000	\$25.92
23		PSYCH FIRST AID TRAINING LUNCH	05 2900 610 0 095 000	\$172.00
24		READ ALOUD GRANT #15	05 2900 610 0 061 000	\$190.05
25		REFUND OF ITEM # 13	05 2900 610 0 044 000	-\$35.99
26		STATS MEALS #12	05 2900 610 0 073 000	\$56.18
27		STUDENT SUPPLIES #12	05 2900 610 0 073 000	\$54.97
28		TEACHER/CLASSROOM SUPPLIES #12	05 2900 610 0 073 000	\$67.37
29		WELLNESS SUPPLIES FOR	05 2900 610 0 060 000	\$140.00
30	CARD SERVICES Total			\$6,561.53
31	EDGERTON EXPLORIT CENTER	SCIENCE DAY ACTIVITIES	05 2900 610 0 076 000	\$1,920.09
32	EDGERTON EXPLORIT CENTER Total			\$1,920.09
33	GOPHER	PATCH GRANT-DODGE BALLS	05 2900 610 0 061 000	\$156.48

34	GOPHER Total			\$156.48
35	JA FOODSERVICE CORP	BACKPACK MEALS	05 2900 610 0 095 000	\$5,641.36
36	JA FOODSERVICE CORP Total			\$5,641.36
37	LOVE SIGNS, INC	NPS LOGO DOOR VINYL,	05 2900 610 0 050 000	\$195.00
38	LOVE SIGNS, INC Total			\$195.00
39	MADISON NATIONAL LIFE	MAR23 LIFE INSUR. RETIREES	05 2900 610 0 090 000	\$487.68
40	MADISON NATIONAL LIFE Total			\$487.68
41	MAHASKA	POPCORN AND OIL	05 2900 610 0 061 000	\$57.00
42	MAHASKA Total			\$57.00
43	NELSON, BETH	MILEAGE TO NACIA	05 2900 610 0 081 000	\$151.96
44	NELSON, BETH Total			\$151.96
45	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION TO SH	05 2900 610 0 057 000	\$56.60
46	NORFOLK SENIOR HIGH SCHOOL Total			\$56.60
47	NPS GENERAL FUND	BEYOND SCHOOL BELLS STAFF M.	05 2900 610 0 038 000	\$1,078.33
48	NPS GENERAL FUND Total			\$1,078.33
49	NPS-FOUNDATION	DUAL CREDIT FROM NECC	05 2900 610 0 064 000	\$107,118.77
50	NPS-FOUNDATION Total			\$107,118.77
51	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION TO JH	05 2900 610 0 057 000	\$21.83
52	NPS-JUNIOR HIGH SCHOOL Total			\$21.83
53	SCHOLASTIC BOOK FAIRS - 8	BOOK FAIR	05 2900 610 0 044 000	\$1,096.76
54	SCHOLASTIC BOOK FAIRS - 8 Total			\$1,096.76
55	TEECO INC	LEASE AND MONTHLY RENTAL WATER	05 2900 610 0 050 000	\$49.00
56		WATER JUGS	05 2900 610 0 050 000	\$20.50
57		WATER/MONTHLY LEASE ADMIN	05 2900 610 0 050 000	\$82.00
58	TEECO INC Total			\$151.50
59	UNIV OF NEBRASKA-LINCOLN	UNL STATE MUSEUM TRIP	05 2900 610 0 073 000	\$250.87
60	UNIV OF NEBRASKA-LINCOLN Total			\$250.87
61	Grand Total			\$128,205.76

Board of Education Regular Meeting

Monday, March 13, 2023

5:30 PM: Study Session

6:30 PM: Regular Business Meeting

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Teri Bauer: Present

Cindy Booth: Present

Brenda Carhart: Present

Lindsay Dixon: Present

Beth Shashikant: Present

Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: March 4, 2023
2. Call to Order
The Norfolk Public School District's board of education meeting is called to order at 5:30 PM.
 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting
The meeting was declared legal.
3. Study Session
 - A. Mary Luhr Director of Student Programs provided the Board with information and background related to district special education services.
 - B. Board members shared details of their Board Building Visits.

President Sandy Wolfe called a recess at 6:18 PM. The meeting resumed at 6:30 PM.
4. Pledge of Allegiance
5. Presentations, Special Recognition, Focus on Students
 - 5.1. Focus on the Students
Bruce Strong, Principal at Woodland Park, introduced Mrs. Rugg and her 3rd and 4th grade students. They discussed the benefits of dance and performed a traditional Irish dance.
 - 5.2. Award for Excellence
Stephanie Anderson, Special Education Teacher at Woodland Park Elementary received the Award for Excellence.
6. Public Comments & Communication
Two community members spoke during the Public Comment section. One provided praise for our special education programs and one expressed her concerns about the economy and the need to be fiscally responsible when choosing a bus.
7. Information and Discussion Items
 - 7.1. Finance & Facilities Report
 - A. The total amount of claims to be approved on the consent agenda for the month of March, 2023 by specific fund are listed below:
 - General Fund =\$803,644.65
 - Nutrition Services Fund =\$277,652.10

- Cooperative Fund =\$5,946.16
 - Special Building Fund =\$122,519
 - QCPUF = \$16,555
 - Student Fee Fund = \$2,450.70
- B. The total amount of claims for the month of February, 2023 in the Activities Fund is listed below:
- Activity Fund =\$127,069.78
- C. All of these claims were reviewed earlier today by the Finance and Facility Committee.

7.2 Teaching & Learning Report

Curriculum, Instruction and Assessment

- It's ramping up to the busy portion of the year. We are diligently preparing for the required statewide assessment window. There are a lot of moving parts in the background that have to be tediously accurate to ensure all of the requirements are met. Security of testing, training of proctors, scheduling and electronic rostering, just to name a few.
- Curriculum teams continue to meet, which is of course, an ever-evolving process. And it should be. Districts must continue to grow and update their pedagogy and practice to match the demands of student learning. I'm pleased with the progress we've been able to make this year. We are seeing the benefits of the continuous and steady curriculum work. A highly reliable school includes consistency in processes, dedication to excellence and perseverance to strive for the best for our students. Our commitment to the focus of targeted instruction with the supplement of proficiency scales for grading has created a system where teachers are able to move together with a shared focus and meaningful data to monitor student progress and make adjustments as needed to meet the needs of all students. While it is still in progress and no district or process is perfect, we are on the right track. Our newly adopted strategic goal for systems of support would be less attainable if we did not already have a guaranteed and viable curriculum process in place. These last eight years have been steady and slow, yet meaningful and impactful.
- Since we have some classroom materials on the agenda for approval to purchase, I want to remind everyone of the textbook and classroom materials selection process. At Norfolk Public Schools we follow a predictable pattern for updating materials. It is actually a 5-8 year process that includes multiple factors. As shown on the NPS Curriculum Framework (found on the website), we refer to the state and/or national standards, whichever is applicable or appropriate to update curriculum. Updates can range anywhere from 5-8 years depending upon the subject matter. We are continually monitoring our internal and external data to analyze instruction and program needs. We are also in a continual process of reviewing updated research regarding student learning, brain development and teaching practices. In addition, before we begin a discussion about new textbook program adoptions, a source called, Ed Reports, is also referenced for material quality. Ed Reports serves as an unbiased review for educational program quality. All these steps occur before we begin discussing the change of classroom resources. The entire textbook

selection process is completed by our teachers under the organization of the Teaching and Learning Department. Teachers contribute to the process by reviewing the materials and using a matrix to help rank and sort out the compatibility of textbooks. After a qualitative tabulation of the materials is collected from the matrices, a quantitative discussion determines which programs are worthy of the piloting process. The piloting process is important as we've found that as teachers use the product, they learn even more about its effectiveness. By the time we present the recommendation for purchase from teachers, we feel we are confident in that decision.

7.3. Student Programs Report

- This month we will conclude the state required special education parent survey. We have shared the link to the survey with our parents through email, at conferences and IEP meetings. We will receive the results in September 2023.
- Nebraska Department of Education (NDE) has required all schools to participate in a pilot by completing a file review of randomly selected files targeting post high school transition plans from the 2021-2022 school year. Norfolk Public had 9 files to review. The pilot collection closes on April 15th. Norfolk Public submitted on February 27. NDE will review the Self Assessments from April 15th - July 1st and share feedback with districts around August 1st.
- The English language proficiency assessment summative window will conclude this month. We will receive results in the first weeks of May.

7.4. Student Services Report

- A. Reminder that Kindergarten enrollment for the 2023/2024 school year is in full swing. Registration is being held at neighborhood schools. Parents must have a birth certificate and a copy of immunizations to begin the enrollment process. Kindergarten Round Up will be held Wednesday, April 19th at your neighborhood elementary school. We are encouraging families to start the registration process early to avoid complications.
- B. Parent/Teacher conferences were held last month. Our attendance with our elementary and middle school is historically very high because those are scheduled meetings. Information about those conferences is posted below.

	Attendance			
	at P/T Conferences including Zoom	Total School Enrollment	% attended 2023	% attended 2022
Little Panther Preschool	231	234	99%	98%
Bel Air	349	354	99%	98%
Jefferson	233	236	99%	100%
Grant	217	225	96%	98%
Lincoln	194	194	100%	100%
Washington	228	234	97%	100%

Westside	211	215	98%	100%
Woodland Park	205	212	97%	99%
Middle School	578	603	96%	94%
Junior High	424	658	64%	48%
Senior High	325	1341	24%	26%
District Results	2771	4506	70.91%	68.74%

7.5. Human Resources & Accreditation Report

- A. Letter of Intent were sent out to all NPS certified staff on March 1 and are due back on March 15. At that time, we should know all positions that need to be filled. Quite a few teachers have been hired for the 2023-2024 school year and we continue to advertise and search for the best teachers for Norfolk Public Schools.
- B. I have started receiving student teacher placement requests for the 2023-2024 school year and am starting to begin with placements at the appropriate grade levels.

7.6. Superintendent's Report

Board Orientation and Education Process:

The orientation process for new board members is nearly complete. We need to schedule one additional meeting with an individual board member to discuss curriculum, instruction and assessment. It is also recommended that we consider scheduling a longer Board Retreat this summer for all Board members to include a more comprehensive study of student achievement, systems of support, and assessment and grading practices.

Senior High Principal Interview Process:

- A. We are currently in the process of advertising and accepting applications for our 2023-2024 High School Principal position. I am planning to include three groups in the interview process:
 - Senior High Staff
 - Senior High Students and Parents
 - Senior High and Central Office Administrators
- B. I will not be able to create those teams until I have a date set for the interviews, but I will let senior high staff know who will be representing them. This will allow staff to reach out to those team members to provide their input and ideas prior to the interviews. I am also providing a [survey](#) for students, staff and parents to share their thoughts and ideas directly to me.
- C. Due to space constraints at the Senior High, the interviews will take place at Central Office. However, each candidate will be given a tour of the High School as part of the interview process.
- D. Once I have reviewed all of the feedback from the interview teams and the constituent survey and I have completed thorough reference checks, I will offer the position to the best candidate. That candidate will be presented to the Board for approval at our April 17th Board meeting.

Class Sizes:

- A. We continually monitor class sizes in order to ensure acceptable student to staff ratios. This is particularly important in the Spring as we plan the number of sections we will have in kindergarten.
- B. Board Policy 6113 indicates that "the Superintendent shall implement methods (as outlined in Administrative Rule) when necessary to maintain appropriate class sizes. This may include the reassignment of staff to maximize efficiency and/or effectiveness."
- C. AR 6113 sets kindergarten classroom capacities at 25 students and grade 1-4 capacities at 30 students, and it outlines the process to be used if those capacities are exceeded. Those processes include (in order of priority/preference):
 - Voluntary student transfers to another building with classroom space
 - Combination classrooms to meet enrollment requirements
 - Involuntary student transfers to another building with classroom space
 - Hiring additional staff
- D. The Director of Student Services, building principals, and I implement these procedures annually, as necessary. If it is determined that additional staffing is necessary in order to meet class size requirements, I bring a formal request to the Board for that additional staff. It is too soon for us to know if that will be necessary for 2023-2024, but I wanted you to be aware of the procedures that we use in order to make this determination.

8 Committee Reports

8.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 today. The claims for the month of March and activity claims for February were reviewed. Other items reviewed and discussed:
 - JEO provided an overview of the JH track replacement
 - Softball update
 - Updates on current district projects
 - Review of action items for JH track, Vehicles and Activity Bus, Middle School project
- B. The next meeting will be Monday, April 17th, at 12:00 noon.

8.2. Government Relations Committee Report

- A. Due to time constraints surrounding hearings and floor debate, it has not been possible for the Government Relations Committee to recommend official Board action on any legislation. However, individual members have contacted Senators and submitted testimony regarding bills that would have a strong impact on Norfolk Public Schools. This testimony has not been issued on behalf of the Norfolk Public Schools Board of Education, but rather on behalf of those individuals.
- B. The Government Relations Committee met several times within the last month.
- C. On February 27, 2023 we discussed the Governor's School Finance and Property Tax Relief Package, which includes LB 583 introduced by Sanders, LB 589 introduced by Briese, and LB 681 introduced by Clements.

- D. This school finance and property tax relief package would be financially advantageous for both Norfolk property owners and schools - as they are currently written with Amendment 212 and Amendment 193. Dr. Thompson wrote a letter to Senator Dover indicating:
- Support for LB 583 as long as the 30% increase in special education reimbursement stays outside of the TEEOSA formula as introduced by the Governor and Senator Sanders
 - Support for LB 589 as written with AM 212 which provides some exceptions to the revenue cap
 - Support for LB 681 as written with AM 193 which includes TEEOSA as a funding priority.
- E. The Committee also discussed several bills that were scheduled for hearings. Beth Shashikant and Dr. Thompson wrote letters to the Education Committee and Senator Dover regarding concerns with LB 550, LB 528, and LB 811.
- F. LB 550 would provide students unlimited option enrollments (as opposed to the current limit of one). It would also eliminate a school's ability to reject an option enrollment due to capacity limitations. This would be very problematic for Norfolk Public Schools, because we have several grade levels that are at capacity and cannot accommodate option enrollment students.
- G. LB 528 would provide funding for a student to attend a private school if their option enrollment request to a public school was not approved. This could very easily be manipulated by parents seeking free tuition to private schools.
- H. LB 811 would amend the Student Discipline Act to provide for the use of physical contact and restraint, as well as the removal of students from classes. Norfolk Public Schools already has strong policies covering these topics, which are much better addressed via local School Boards who understand their schools, students, staff and communities.
- I. On March 5th we discussed LB 690, LR 24CA, LR 28CA, LR 29 CA, and LB 429. Beth Shashikant, Cindy Booth, Sandy Wolfe and Dr. Thompson all submitted comments opposing LB 690, LR 24 CA, and LR 28 CA. These bills each attempt to limit or eliminate the powers of the State Board of Education and the Commissioner of Education.
- LR 24CA is a constitutional amendment that would completely eliminate the State Board of Education and the Commissioner of Education. Instead, the Governor would appoint a chief education official that would work under his direction. We would no longer have an elected State School Board representing Nebraska constituents.
 - LR28CA is a constitutional amendment that would eliminate the existing 8-member State Board of Education that is elected by voters and replace it with a 7 member board that would be appointed by the Governor with advice and consent of the Legislature.
 - LB 690 limits the power of the State Board of Education and Commissioner by placing them under the direction of the Legislature.
 - Beth Shashikant sent comments opposing LR 29CA which would place term limits on the members of the State Board of Education. This bill

would only allow State Board members 2 four-year terms...when our State Senators are trying to increase their own term limits to 3 four-year terms.

- Dr. Thompson and Beth Shashikant sent comments supporting LB 429 which would return unclaimed property tax credits back to TEEOSA.

- J. On March 10th we discussed bills that will have hearings this week.
- K. Bill Robinson submitted comments opposing LB 475 which would increase funding for public education, but place unrealistic class size requirements on them.
- L. Erik Wilson testified in person supporting LB 516 today. It would provide funding for public schools for security-related infrastructure projects and mental health practitioners. It would create regional school security directors to help schools address safety and security concerns.
- M. Beth Shashikant is also planning to contact Senators regarding LB 673 which would provide income tax credits for private school donations. This diverts public dollars to private schools which are not held to the same accountability standards, rules or expectations as public schools. They are not even required to accept students who qualify for special education services, ELL services, or who have behavior issues.
- N. Members of this Committee also attended the Chamber's Government Affairs meetings and the Greater Nebraska Association of Schools meeting.

8.3. Activities Committee Report

- A. The Activities Committee met at noon on February 21, 2023.
- B. Mr. Erwin and Mrs. Lenton provided an update on winter activities and uniform purchases.
- C. The Committee discussed our need for improvements to the softball facilities at Ta Ha Zouka Park in order to provide comparable experiences for our girls and boys. We also discussed the need for a new activity bus and developed a survey to determine which features are most important to coaches.
- D. The Committee discussed the possible addition of two pilot programs: mental health club and poetry club. The committee is recommending the addition of Poetry Club as a school-sponsored activity, but not the Mental Health Club.
- E. The Committee discussed the addition of several coaching positions and is recommending the Board add the following:
 - Assistant Senior High Girls Wrestling
 - Assistant Boys Soccer
 - Assistant Girls Soccer
 - Head Junior High Girls Wrestling
 - 2 Assistant Junior High Girls Wrestling
- F. The Committee also discussed flipping Junior High Boys and Girls Basketball schedules in order to allow boys and girls to participate in both basketball and wrestling at the Junior High level and to facilitate the addition of more competitions.
- G. The Committee discussed Norfolk Catholic's request to terminate our co-op for Boys Tennis. (Norfolk Catholic has not had a participant in approximately

10 years and does not wish to continue paying this fee to the NSAA). The Committee is recommending this termination.

H. Our next meeting is scheduled for noon on April 12, 2023.

8.4. Curriculum Committee Report

Date: 3-9-2023

Time: 1:30 PM

Location: NPS Central Office Administration Building

Members Present:

Beth Shashikant

Jared Oswald

Teri Bauer

Nancy Probasco

Cindy Booth

Sharie Thelen

Dr. Jami Jo Thompson

Mickie Mueller

Beth Nelson

- A. The curriculum portion of the meeting was opened by Beth Nelson with a report about the in-depth process that is used when selecting classroom materials, resources and textbooks. She also mentioned that it is important to recognize that teachers teach the class curriculum. Curriculum materials, resources and textbooks are used as a tool for teachers to use to meet the curriculum. The textbook in and of itself does not make up the class.
- B. Mickie Mueller reported to the group about career academies and the programs of study that exist within academies. She stated that Career and Technical Education standards are updated every five years because the industry, particularly business, changes so quickly. In response to the updated Nebraska CTE standards, NPS will offer a Web Design course as a capstone to the Digital Design program of study and Culinary Arts II is also being added at the senior high as a capstone to the Culinary Arts program of study. Textbooks in both areas have been vetted using the textbook matrix and chosen by the business and family consumer science teachers. A motion for those textbooks is found later in the agenda.
- C. A large portion of the meeting consisted of the Teaching and Learning Team giving an explanation of the steps completed to select Math textbooks. This has been an ongoing process for almost two years. It began with the exploration of the K-6 Zearn Math program in June 2021. While many teachers that tried the program liked the program, it wasn't a great fit for all teachers in all classrooms due to its lack of supportive resources and alignment to Nebraska standards. What teachers liked the most was the problem-solving methods and online practice component that complimented the lesson.
- D. In May of 2022, teachers K-12 came into research and review programs. The goal was to find a program that contained resources for teachers to teach in a problem-solving way while also having a complimentary online component. After completing compatibility matrices and hearing from company presentations, the K-6 teachers decided to pilot the iReady Math Curriculum and the 7th through 12th grade decided to pilot Illustrative Math and Amplify Math.

- E. During 2022-2023, piloting began. After several months of usage, training, reviewing, observing and gaining feedback from teachers, it has been recommended by teachers and the Teaching and Learning Department to purchase Amplify Math in 7th, 8th, Algebra I and Algebra II this year and Amplify Geometry next year. A motion will appear later in the agenda.
- F. After reviewing the iReady Math for K-6, it is the recommendation that we continue the pilot of the program in 2023-2024. Pilot teachers will help design the onboarding process for all teachers in the upcoming school year.
- G. Lastly, the teachers of Environmental Science have been reviewing textbooks using the textbook matrix. This will be discussed more indepthly in the near future.
- H. The Curriculum Committee portion of the meeting concluded at 3:10 p.m.

8.5. American Civics Committee Report

Date: 3-9-2023

Time: 1:30 PM

Location: NPS Central Office Administration Building

Members Present:

Beth Shashikant

Jared Oswald

Teri Bauer

Nancy Probasco

Cindy Booth

Sharie Thelen

Dr. Jami Jo Thompson

Mickie Mueller

Beth Nelson

- A. The Board of Education Civics Committee met at 1:30 on March 9th at the NPS Central Office Administrative building. Discussion began with a brief overview of the purpose of the committee and most recent activities regarding Social Studies curriculum work. Committee members were reminded that the updated Nebraska state standards in social studies created a change in the senior high course offerings which affected junior high courses. That work is complete and in action. Kindergarten through 3rd grade work will begin next fall. Textbook and classroom resources will be examined at that time.
- B. End of the year American Civics reports will be submitted to the Director of Teaching and Learning and reported to the board of education during the June or July board meeting. The next American Civics Committee meeting will be held next fall. A public notice will be posted of this meeting in the Norfolk Daily News.

C. It was 1:50 at the conclusion of the civics portion of the meeting.

8.6. Norfolk Public Schools Foundation Committee Report

- A. The Norfolk Public Schools Foundation Board of Directors met on February 20, 2023 at 4:30 p.m. at the NPS Administration Building. Twelve board members and 2 guests were present. Board Vice President, Jason Busch, called the meeting to order.
- B. During the Executive Director's Report, Callan Collins shared with board members that the traditional scholarship application for the NHS Class of

2023 is now open and students are currently applying. There are 66 scholarships available totaling almost \$78,000. She has been actively promoting the scholarships through social media, NPS website, in signage at NHS, and via the NHS Counseling Office. Collins also shared that she had given a presentation at "College Club," a specifically designed time at NHS for high school seniors to come learn more about all things college related and ask their questions. She reminded the board that the deadline for scholarship application submission is 3/23/2023.

9. Approve Consent Agenda

Motion to approve the consent agenda at 7:40 PM passed with a motion by Brenda Carhart and a second by Teri Bauer.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

9.1. Minutes of Previous Meetings

Minutes of the February 13, 2023 meeting were reviewed.

9.2. Personnel

9.2.1. Contract Approval

~ Emma Colsden

- 2023-2024 Teacher, Building TBD
- Bachelor of Science, Elementary Ed. and K-8 Special Education, Wayne State College, Wayne, NE
- 8/2022-Present, 6th Grade Teacher, USD 331, Norwich, KS

~ Allyson Flynn

- 2023-2024 School Psychologist, Location is To Be Determined
- PhD in Psychology, Temple University, Philadelphia, PA
- 2021-Present, Northwest Area Education Agency, Psychologist/Special Education Strategist, Sioux City, IA

~ Traceton Halley

- 2023-2024 Physical Education Teacher, Norfolk Junior High
- Bachelor of Science, K-12 Physical Education, Wayne State College, Wayne, NE, December 2022
- Jan.-May 24, 2023, Physical Education Teacher, Norfolk Junior High School
- (One semester contract)

~ Sara Hake

- 2023-2024 Educational Diagnostician, Norfolk Public School District
- Master of Science, Communication Disorders/Speech Pathology, University of Nebraska, Lincoln
- 11/2020-Present, Speech-Language Pathologist, ESU #8, Neligh, NE

~ Shane Hoadley

- 2023-2024, 7-8 Science Teacher, Norfolk Junior High

- Bachelor of Arts, Elementary Education, Wayne State College, Wayne, NE
- Jan. 2023-May 2023, Student Teacher, Language Arts and Math, Norfolk Middle School

~ Tyrone Hubbard

- 2023-2024 Special Education (ED-High Needs) Teacher, Norfolk Middle School
- Bachelor of Arts, Physical Education, Midland University, Fremont, NE
- 1/2023-Present, Physical Education Teacher, Christ Lutheran School, Norfolk, NE

~ Alexa Moreno

- 2023-2024 ELL Teacher, Norfolk Junior High
- Bachelor of Arts, Physical Education K-12, York University, York, NE; to be conferred May 2023
- Spring 2023 - Student Teacher at Norfolk Middle School and Norfolk Senior High

~Alexis Phillips

- 2023-2024 Family and Consumer Sciences Teacher, Norfolk Senior High
- Bachelor of Science, Middle Level Education, Concordia University, Seward, NE
- 2022-2023, Family and Consumer Sciences Teacher, Norfolk Senior High (one year contract)

~ Julie Schenkelberg

- 2023-2024 Art Teacher K-4, Lincoln, Washington, Westside Elementary Schools
- Master of Science, Curriculum & Instruction, Wayne State College, Wayne, NE
- 8/2022-Present, Elementary Art Teacher, Papillon-LaVista Community Schools, Papillon, NE

~ Shannon Shuck

- 2023-2024 Special Education Teacher, Norfolk Middle School
- Master of Science, Curriculum & Instruction, Peru State College, Peru, NE (to be conferred 5/2023)
- 2019-Present, 6th Grade Math Teacher, Barr Middle School, Grand Island, NE

~ Ryan Surber

- 2023-2024 Art Teacher, Norfolk Senior High
- Master of Arts, Education; University of Nebraska-Kearney, Kearney, NE
- 2019-Present, Art Teacher, Randolph Public Schools, Randolph, NE

~Reba Waskowiak

- 2023-2024 6th Grade Teacher, Norfolk Middle School

- Bachelor of Science, Elementary Education, Wayne State College, Wayne, NE, to be conferred in May, 2023
- Spring 2023 - Student Teacher, Westside Elementary School, Norfolk, NE

9.2.2. Resignations

- Tara Padilla--Junior High English/Language Arts Teacher--resigned
- Mike Sunderman--Senior High Business Teacher, FBLA Sponsor, Ass't. 9th grade boys track and JH intramural football and girls basketball coach-resigned
- Diana Kuehler--Junior High Special Education LIFE Teacher--resigned
- Whitney Porn--Junior High 8th grade Science Teacher--resigned to accept a position at the Norfolk Public Library
- Julie Morgan--Grant Elementary 1st grade Teacher--retired
- Carissa Moes--Bel Air Air Elementary Kindergarten Teacher-resigned
- Diamond Moraga--Little Panthers Preschool Special Education Teacher
- Melissa Dinkel--Middle School 6th grade Teacher--resigned to stay home with children
- Amy Berner--Woodland Park 1st grader Teacher--resigned
- Dr. Derek Ippensen--Senior High Principal -- resigned
- Ashley Woitaszewski, Middle School Special Education -- resigned
- Monica Pickinpaugh--Little Panthers Preschool Special Education - Retired
- Alexis Gothier--Little Panthers Preschool Special Education Teacher - resigned
- Keri Severson - Middle School 6th Grade - resigned

9.3. Claims

Attached are the claims for the month of March, 2023. These claims were reviewed earlier today by our Finance and Facility Committee. There are conflict statements for this month that will need to be read before voting.

10. Action Items

10.1. Discuss, consider and take action to approve the purchase of 350 chromebooks
 Motion to approve the purchase of 350 chromebooks from Archangel for \$76,930 at 7:42 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.2. Discuss, consider and take action to approve the 2023-2024 Option Enrollment Resolution

See the attached file.

A. According to State Statute, public schools must adopt an Option Enrollment Resolution annually, setting grade and program capacities and indicating which grade levels and programs are open for option enrollment students, based upon those capacities and projected enrollments.

- B. For the 2023-2024 school year, we are at capacity in the following grades and programs: Kindergarten, 5th, 9th, 11th, 12th, Level 1 Special Education and Level II Special Education.
- C. The grades that we will be accepting option enrollment students in next year are 1st-4th, 6th-8th, and 10th.

Motion to approve the 2023-2024 Option Enrollment Resolution at 7:45 PM passed with a motion by Teri Bauer and a second by Lindsay Dixon.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

- 10.3. Discuss, consider and take action to approve the release of bid documents and specs created by JEO for reconstruction of the 6th Street track

Motion to approve the release of bid documents and specs created by JEO for reconstruction of the 6th Street track at 7:46 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

- 10.4. Discuss, consider and take action to approve CMBA to write official specs and bid documents for the Middle School addition and renovation

Motion to approve CMBA to write official specs and bid documents for the Middle School addition and renovation at 7:51 PM passed with a motion by Brenda Carhart and a second by Lindsay Dixon.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

- 10.5. Discuss, consider and take action to approve the purchase of two SUVs

Motion to approve the bid from Courtesy Ford for two Ford Expeditions at the price of \$114,284 at 7:58 PM passed with a motion by Beth Shashikant and a second by Brenda Carhart.

Teri Bauer:	Nay	Brenda Carhart:	Yea
Lindsay Dixon:	Nay	Beth Shashikant:	Yea
Cindy Booth:	Yea	Sandy Wolfe:	Yea

- 10.6. Discuss, consider and take action to approve the 2023-2024 Activity Transportation Strategy

Motion to approve option # 1 for the class C style coach bus that does not include a lavatory for \$344,900 in 2023-2024 at 8:11 PM failed with a motion by Brenda Carhart and a second by Beth Shashikant.

Cindy Booth:	Abstain	Brenda Carhart:	Yea
Teri Bauer:	Nay	Beth Shashikant:	Yea
Lindsay Dixon:	Nay	Sandy Wolfe:	Yea

Motion to postpone the motion to buy a bus to a later date so more information can be received from administration at 8:19 PM passed with a motion by Teri Bauer and a second by Cindy Booth.

Brenda Carhart:	Nay	Beth Shashikant:	Nay
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Teri Bauer: Yea Lindsay Dixon: Yea
Cindy Booth: Yea Sandy Wolfe: Yea

10.7. Discuss, consider and take action to approve the addition of a Poetry Club at the senior high on a pilot basis.

To provide an opportunity for students to express their creative voice in writing and to learn the craft of creative writing. In addition they will also be learning and studying performance poetry.

- Budget -- Including equipment, supplies, uniform costs, transportation, coach(es), and any other expenses associated with this activity/sport
- There is a \$400 entry fee for our school to compete with the other schools. This money is paid to The Nebraska Writers Collective who plans the events and coordinates the venues and provides each team with a coach who works for and is paid by NWC.
- Personnel -- Including how it will be staffed and proposed placement on Extra Duty Schedule #10 -- \$1,545

Motion to approve the addition of a Poetry Club at the senior high on a pilot basis at 8:28 PM passed with a motion by Beth Shashikant and a second by Lindsay Dixon.

Cindy Booth: Nay Lindsay Dixon: Yea
Teri Bauer: Yea Beth Shashikant: Yea
Brenda Carhart: Yea Sandy Wolfe: Yea

10.8. Discuss, consider and take action to approve the addition of 1 Senior High Assistant Girls Wrestling Coach

Due to the number of girls that are going out for wrestling we need to add an additional assistant girls wrestling coach. This would give us one head and two assistant girls wrestling coaches. This is necessary because of the increase in girls participating in wrestling. This increase would allow for more coaching to take place and help with supervision and safety. It would also be necessary at meets if there are multiple girls wrestling at the same time. As the numbers increase this becomes more of a concern.

Numbers:

2021-2022 - 11 girls

2022-2023 - 25 girls

Junior High - 40 girls

Cost Increase: \$5,408

Motion to approve the addition of 1 Senior High Assistant Girls Wrestling Coach at 8:35 PM passed with a motion by Teri Bauer and a second by Beth Shashikant.

Teri Bauer: Yea Lindsay Dixon: Yea
Cindy Booth: Yea Beth Shashikant: Yea
Brenda Carhart: Yea Sandy Wolfe: Yea

10.9. Discuss, consider and approve the addition of 1 Senior High Assistant Boys Soccer Coach

Due to the number of boys that are going out for soccer and the various positions it is necessary that we add another coach to help with this inadequacy. The boys team will have anywhere from 30-45 boys on the soccer team.

Currently there are two coaches. If one coach is to train the goalies during practice it leaves the other coach with around 40 athletes. This is not very productive and could lead to possible safety concerns. John Erwin asked the other class A AD's how many paid assistant coaches they had and only one (Columbus) had two. The remaining were anywhere from three to five. The average was 3.2.

Cost Increase: \$4,635

Motion to approve the addition of 1 Senior High Assistant Boys Soccer Coach at 8:36 PM passed with a motion by Teri Bauer and a second by Beth Shashikant.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.10. Discuss, consider and approve the addition of 1 Senior High Assistant Girls Soccer Coach

Due to the number of girls that are going out for soccer and the various positions it is necessary that we add another coach to help with this inadequacy. The girls team will have anywhere from 30-40 girls on the soccer team. Currently there are two coaches. If one coach is to train the goalies during practice it leaves the other coach with around 35 athletes. This is not very productive and could lead to possible safety concerns. I asked the other class A AD's how many paid assistant coaches they had and only one (Columbus) had two. The remaining were anywhere from three to five. The average was 3.2.

Cost Increase: \$4,635

Motion to approve the addition of 1 Senior High Assistant Girls Soccer Coach at 8:41 PM passed with a motion by Beth Shashikant and a second by Lindsay Dixon.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.11. Discuss, consider and approve the addition of 1 Junior High Head Girls Wrestling Coach and 2 Junior High Assistant Girls Wrestling Coaches

Junior High is ecstatic to submit this proposal to provide every wrestler the opportunity to be coached in practice and tournaments for the 2022-2023 season and beyond. Norfolk Jr High wrestling has been steadily growing over the past 10 years in becoming one of the largest Jr high programs in the area. 10 years ago we had 39 boys try out and this year we are at 59. For the girls we had 2 girls try out and this year we had 52. Current numbers are at 45 boys and 45 girls. Currently our coaching situation is one Head Boys Coach, two paid assistants, and one volunteer coach. After this year we will lose our volunteer coach. We have zero girls coaches. Our current coach to athlete ratio is 1:23 with the volunteer coach, without is 1:30.

Purpose:

1. To provide coaches to athletes ratios that will provide all boys and girls participating in the sport of wrestling an opportunity to be coached in practice and at tournaments. We currently do not have enough coaches

to coach athletes in practice and in tournaments where 3-4 athletes may be competing at one time. Current ratio is 1:23.

2. To provide male/female coaches to be able to help supervise/coach the boys/girls locker rooms, injuries, practice supervision, travel supervision, tournament supervision, and demonstrate proper technique and form in practice.
3. To provide the boys and girls wrestling teams with an appropriate number of coaches to student athletes in comparison to other Norfolk Jr High boys/girls sports.

Recommendation for number of coaches to athletes for the Junior High: 1-10 ratio

Motion to approve the addition of 1 Junior High Head Girls Wrestling Coach and 2 Junior High Assistant Girls Wrestling Coaches at 8:45 PM passed with a motion by Teri Bauer and a second by Lindsay Dixon.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.12. Discuss, consider and approve the termination of the Boys Tennis Co-op Agreement with Norfolk Catholic Schools

Motion to approve the termination of the Boys Tennis Co-op Agreement with Norfolk Catholic Schools at 8:46 PM passed with a motion by Lindsay Dixon and a second by Cindy Booth.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.13. Discuss, consider and take action to approve the purchase of the Amplify Math Program for Junior High and Senior High

The Secondary Math Department and the Teaching and Learning Team have put significant time into reviewing math programs since the summer of 2021. After reviewing 5 programs and piloting two, the teachers have chosen Amplify Math as the program to best meet the needs of students. The programs must rank as meeting expectations in EdReports before even being considered for review. A comprehensive matrix was completed by our teachers and the TnL team. The funds for this purchase will come from ESSRS III funds. This purchase includes both online access and textbook materials for students and teachers for eight years as well as formal onboarding and follow up training. The average cost per pupil is \$24.83/year. I am confident in the research and pilot process that has been done and recommend purchasing this program.

Motion to approve the purchase of Amplify Math for 7th, 8th, Algebra I and Algebra II for the amount of \$275,145.56 at 8:47 PM passed with a motion by Beth Shashikant and a second by Teri Bauer.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.14. Discuss, consider and take action to approve the purchase of the Culinary Arts Program for the Senior High

The Secondary Family and Consumer Science department has researched textbook options to supplement the Culinary Arts II course. This course serves as a capstone course in the Culinary Arts Career Academy program of study. The purchase includes a six-year subscription of both online access and textbook materials for students and teachers. The funds for this purchase will come from the curriculum budget. I recommend purchasing this program.

Motion to approve the purchase of the Culinary Arts textbooks for the Culinary Arts II class for \$4,217.17 at 8:53 PM passed with a motion by Lindsay Dixon and a second by Beth Shashikant.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.15. Discuss, consider and take action to approve the purchase of the Web Design Program for the Senior High

The Secondary Business Department has researched textbook options for the Web Design course. This course is the capstone course of the Digital Design Career Academy Program of Study. The purchase includes a six-year subscription of both online access and textbook materials for students and teachers. The funds for this purchase will come from the curriculum budget. I recommend the purchase of the program.

Motion to approve the purchase of the Web Design textbooks for the Web Design class for \$4,630.50 at 8:55 PM passed with a motion by Teri Bauer and a second by Cindy Booth.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.16. Discuss, consider and approve the second and final reading of Board Policies 1400-1470 related to Community Relations

Motion to approve the second and final readings of Board Policies 1400-1470 related to Community Relations at 8:56 PM passed with a motion by Brenda Carhart and a second by Beth Shashikant.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

10.17. Discuss, consider and take action to approve the second and final reading of Board Policy 5101 related to Student Discipline

Motion to approve the second and final reading of Board policy 5101 related to Student Discipline at 8:57 PM passed with a motion by Brenda Carhart and a second by Teri Bauer.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

11. Future Meetings

A. The 2nd monthly meeting of the Board of Education is scheduled for noon on Thursday, March 23, 2023.

B. The next regular meeting of the Board of Education will be held on April 17, 2023. This meeting date is a week later than usual. The Study Session will begin at 5:30 PM. The regular business meeting will start at 6:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

12. Executive Session -- To Discuss Litigation--As Needed to Protect the Interest of the District

12.1. Convene Executive Session -- To Discuss Litigation--As Needed to Protect the Interest of the District

Motion to Convene Executive Session -- To Discuss Litigation--As Needed to Protect the Interest of the District at 8:58 PM passed with a motion by Brenda Carhart and a second by Lindsay Dixon.

Teri Bauer:	Yea	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Yea

12.2. Reconvene Meeting from Executive Session

The meeting reconvened from the Executive Session at 9:56 PM.

12.3. Approval of Any Action Deemed Necessary as a Result of Executive Session

No action was deemed necessary.

13. Adjournment

The meeting adjourned at 9:56 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, March 23, 2023

Business Meeting: 12:00 PM

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Teri Bauer: Absent
 Cindy Booth: Present
 Brenda Carhart: Present
 Lindsay Dixon: Present
 Beth Shashikant: Present
 Sandy Wolfe: Absent

1. Date Public Notice Appeared in the Norfolk Daily News: March 17, 2023

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 12:00 PM.

2.1. Roll Call—See attendance above.

Motion to excuse the absences of Teri Bauer and Sandy Wolfe at 12:00 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

Teri Bauer:	Absent	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

2.2. Declaration of a Legal Meeting

The meeting was declared legal.

3. Action Items

3.1. Personnel

3.1.1. Contract Approvals

Motion to approve the contracts of H. Rose, L. Embley, T. Beltz, S. McBride, J. Henrich and M. Hart at 12:02 PM passed with a motion by Beth Shashikant and a second by Lindsay Dixon.

Teri Bauer:	Absent	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

3.1.2. Resignations

Motion to approve the resignations of A. Clark, T. Clausen, C. Schmit, R. Klassen-Anderson, A. Stueckrath and K. Thelen at 12:05 PM passed with a motion by Lindsay Dixon and a second by Cindy Booth.

Teri Bauer:	Absent	Lindsay Dixon:	Yea
Cindy Booth:	Yea	Beth Shashikant:	Yea
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

4. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, April 17, 2023. This meeting date is a week later than the normal meeting. The Study Session will begin at 5:30 PM. The regular business meeting will start at 6:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

5. Adjournment

The meeting adjourned at 12:06 PM.

Chairperson

Superintendent

APRIL 17, 2023

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	4IMPRINT	ADVERTISING MERCHANDISE	01 3541 610 1 004 000	\$4,632.63
2	4IMPRINT Total			\$4,632.63
3	ADVANCE AUTO PARTS	BRAKE PADS	01 2650 610 1 001 000	\$67.99
4			01 2650 610 2 001 000	\$67.98
5		CREDIT-VEHICLE #2	01 2710 610 1 001 000	-\$92.38
6		MAINT SUPPLIES	01 2620 610 1 001 000	\$62.90
7			01 2620 610 2 001 000	\$62.89
8		MICRO-V BELTS	01 2710 610 1 001 000	\$49.49
9			01 2710 610 2 001 000	\$49.49
10		THERMOSTAT VEHICLE #20H	01 2712 610 1 001 000	\$20.63
11		VEHICLE #2 SUPPLIES/PARTS	01 2710 610 1 001 000	\$80.22
12			01 2710 610 2 001 000	\$80.21
13		VEHICLE #34 SUPPLIES	01 2650 610 1 001 000	\$51.30
14			01 2650 610 2 001 000	\$51.29
15		VEHICLE SUPPLIES	01 2650 610 1 001 000	\$91.41
16			01 2650 610 2 001 000	\$91.40
17	ADVANCE AUTO PARTS Total			\$734.82
18	AGIREPAIR, INC	IPAD REPAIR SUPPLIES	01 1200 610 2 004 001	\$89.00
19	AGIREPAIR, INC Total			\$89.00
20	ALISON'S MONTESSORI	NEW CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$45.20
21	ALISON'S MONTESSORI Total			\$45.20
22	ALPHA WORKFORCE HEALTH	DOT PHYSICALS	01 2570 340 1 901 000	\$37.50
23			01 2570 340 2 901 000	\$37.50
24	ALPHA WORKFORCE HEALTH Total			\$75.00
25	APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$62.32
26			01 2410 340 2 209 001	\$209.50
27		MONTHLY RUG CLEANING	01 2410 340 2 141 002	\$88.50

28		MOPS	01 2610 431 1 001 000	\$226.50
29			01 2610 431 2 001 000	\$226.45
30		WORK SHIRTS	01 2610 431 1 001 000	\$338.30
31			01 2610 431 2 001 000	\$338.30
32			01 2620 431 1 001 000	\$84.60
33			01 2620 431 2 001 000	\$84.60
34	APPEARA Total			\$1,659.07
35	ARKFELD LOCK & SECURITY	CENTRAL OFFICE SUPPLIES	01 2620 610 1 001 000	\$9.47
36			01 2620 610 2 001 000	\$9.47
37	ARKFELD LOCK & SECURITY Total			\$18.94
38	ARKFELD, KAREN	STAFF MILEAGE	01 1200 333 1 004 000	\$21.22
39			01 1200 333 2 004 000	\$21.22
40	ARKFELD, KAREN Total			\$42.44
41	BAUER, RACHEL	SIXPENCE MILEAGE FEB-MAR2023	01 3541 333 1 004 000	\$70.94
42	BAUER, RACHEL Total			\$70.94
43	BECKMAN, LEAH	PARENT MILEAGE	01 2713 332 1 004 021	\$81.74
44	BECKMAN, LEAH Total			\$81.74
45	BIXENMANN, MELISSA	PARENT MILEAGE	01 2712 332 2 004 000	\$69.43
46	BIXENMANN, MELISSA Total			\$69.43
47	BOMGAARS SUPPLY	BOLTS	01 2620 610 2 001 001	\$1.19
48		CHAIN, CHAINSAW BAR	01 2630 610 1 001 000	\$41.49
49			01 2630 610 2 001 000	\$41.49
50		ELECTRIC PUMPS	01 2610 610 1 001 000	\$59.97
51			01 2610 610 2 001 000	\$59.97
52		JOHN DEER #6 SUPPLIES	01 2630 610 1 001 000	\$20.17
53			01 2630 610 2 001 000	\$20.16
54		SNAPS	01 2620 610 2 001 001	\$18.44
55		SOLAR SALT	01 2620 610 1 001 005	\$149.75
56			01 2620 610 1 001 014	\$89.85
57			01 2620 610 1 001 021	\$71.88
58		STRAINER	01 2620 610 1 001 000	\$4.25
59			01 2620 610 2 001 000	\$4.24
60	BOMGAARS SUPPLY Total			\$582.85
61	BRYANT, MEGAN	STAFF MILEAGE	01 6200 333 1 028 003	\$30.07

62			01 6200 333 1 028 008	\$30.07
63	BRYANT, MEGAN Total			\$60.14
64	BSN SPORTS,	TUFF BALL SET OF 6	01 1100 610 1 104 010	\$99.99
65	BSN SPORTS, Total			\$99.99
66	CAPITAL BUSINESS SYSTEMS,	COPIER/PRINTER	01 2530 340 1 001 000	\$12.37
67			01 2630 340 2 001 000	\$12.36
68		LEASE/COPIES/PRINTERS	01 1100 340 1 104 010	\$374.33
69			01 1100 340 1 201 003	\$233.91
70			01 1100 340 1 302 004	\$211.77
71			01 1100 340 1 430 014	\$573.71
72			01 1100 340 1 602 005	\$259.78
73			01 1100 340 1 705 008	\$199.71
74			01 1100 340 1 819 009	\$187.50
75			01 1100 340 1 904 012	\$148.74
76			01 1100 340 2 016 001	\$15.32
77			01 1100 340 2 141 002	\$462.67
78			01 1100 340 2 209 001	\$974.74
79			01 1190 610 1 163 021	\$132.36
80			01 1200 610 1 004 000	\$324.75
81			01 1200 610 2 004 000	\$324.74
82			01 1291 610 1 017 000	\$38.47
83			01 1292 610 1 017 000	\$38.47
84			01 2530 340 1 001 000	\$2,215.95
85			01 2530 340 2 001 000	\$2,215.94
86			01 2620 431 0 001 000	\$11.00
87		PRINTER COPIES	01 1100 340 2 209 001	\$8.33
88		RM 611 COPIES	01 1100 340 2 209 001	\$2.99
89	CAPITAL BUSINESS SYSTEMS, Total			\$8,979.91
90	CENGAGE LEARNING	K12 BUNDLE: WEB DESIGN	01 1100 640 2 028 000	\$4,630.50
91	CENGAGE LEARNING Total			\$4,630.50
92	CENTURY LUMBER CO	SCREWS	01 2620 610 1 001 000	\$5.99
93			01 2620 610 2 001 000	\$5.99
94	CENTURY LUMBER CO Total			\$11.98
95	CITY OF NORFOLK	POLE ATTACHMENT FEE	01 1100 340 1 005 000	\$2,024.75

96			01 1100 340 2 005 000	\$2,024.75
97		RESIDENTIAL WASTE	01 2630 420 1 001 000	\$6.00
98			01 2630 420 2 001 000	\$6.00
99		TREE WASTE	01 2630 420 1 001 000	\$27.06
100			01 2630 420 2 001 000	\$27.05
101		TREE WASTE	01 2630 420 1 001 014	\$3.00
102		WATER/SEWER	01 2610 410 1 001 000	\$214.72
103			01 2610 410 1 001 003	\$374.35
104			01 2610 410 1 001 004	\$399.95
105			01 2610 410 1 001 005	\$283.65
106			01 2610 410 1 001 008	\$393.80
107			01 2610 410 1 001 009	\$673.88
108			01 2610 410 2 001 000	\$214.72
109			01 2610 410 2 001 002	\$1,132.73
110	CITY OF NORFOLK Total			\$7,806.41
111	COLLINS, NICHOLAS	BA FIELD TRIP TO LINCOLN	01 2190 580 1 001 000	\$11.87
112		BAND @ KEARNEY	01 2190 580 2 001 000	\$25.07
113		BASEBALL @PAPILLION	01 2190 580 2 001 000	\$13.49
114		CHEERLEADERS/PINK PANTHERS	01 2190 580 2 001 000	\$13.89
115		GIRLS SOCCER @ LN NORTHWEST	01 2190 580 2 001 000	\$18.58
116		SHOW CHOIR @ LINCOLN NE	01 2190 580 2 001 000	\$25.16
117		SHOW CHOIR @ USD	01 2190 580 2 001 000	\$10.74
118		TRACK @ ALBION	01 2190 580 2 001 000	\$21.15
119		TRACK @ RALSTON	01 2190 580 2 001 000	\$13.00
120		TRACK @YANKTON	01 2190 580 2 001 000	\$12.89
121	COLLINS, NICHOLAS Total			\$165.84
122	CONCEPTUAL LEARNING	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$315.00
123	CONCEPTUAL LEARNING Total			\$315.00
124	CONTRERAS, JURITHZY	PARENT MILEAGE	01 2713 332 1 004 021	\$81.74
125	CONTRERAS, JURITHZY Total			\$81.74
126	COR THERAPEUTIC SERVICES,	CONTRACTED DAY REPORTING	01 1200 340 2 004 001	\$1,074.00
127		DAY REPORTING SERVICES	01 1200 340 2 004 001	\$1,253.00
128	COR THERAPEUTIC SERVICES, Total			\$2,327.00
129	CORNERSTONE MONTESSORI	NEW CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$2,168.00

130	CORNERSTONE MONTESSORI Total			\$2,168.00
131	CORNHUSKER INTERNATIONAL	VEHICLE SUPPLIES	01 2710 610 1 001 000	\$135.02
132			01 2710 610 2 001 000	\$135.01
133	CORNHUSKER INTERNATIONAL Total			\$270.03
134	COURTESY FORD	VEHICLE #13 SUPPLIES	01 2650 610 1 001 000	\$53.02
135			01 2650 610 2 001 000	\$53.01
136	COURTESY FORD Total			\$106.03
137	CRAM, KALEY	STAFF MILEAGE	01 2161 333 1 004 000	\$46.64
138	CRAM, KALEY Total			\$46.64
139	CRAVEN, SHEILA	CONTRACTED OT SCHOOL AGE	01 2161 320 1 004 000	\$10,605.75
140			01 2161 320 2 004 000	\$513.50
141		SCHOOL AGE OT MILEAGE	01 2161 334 1 004 000	\$99.43
142			01 2161 334 2 004 000	\$7.86
143	CRAVEN, SHEILA Total			\$11,226.54
144	CUSTOM SPORTS	SHIRTS	01 2211 610 1 901 000	\$42.00
145			01 2211 610 2 901 000	\$42.00
146	CUSTOM SPORTS Total			\$84.00
147	DE LA ROSA, CARLA	PARENT MILEAGE	01 2713 332 1 004 021	\$113.18
148	DE LA ROSA, CARLA Total			\$113.18
149	DIDIER, ADRIANNE	NETA CONFERENCE	01 6310 330 1 028 000	\$254.00
150			01 6310 333 1 028 000	\$155.89
151			01 6310 580 1 028 000	\$448.77
152	DIDIER, ADRIANNE Total			\$858.66
153	DITTER, KERSTIN	SIXPENCE MILEAGE JAN-MAR23	01 3541 333 1 004 000	\$75.13
154	DITTER, KERSTIN Total			\$75.13
155	EAKES OFFICE PLUS	FOAM SOAP	01 2610 610 1 001 000	\$212.50
156			01 2610 610 2 001 000	\$212.50
157		STORAGE BOXES/CALCULATOR	01 2320 890 1 033 000	\$17.47
158			01 2320 890 2 033 000	\$17.47
159	EAKES OFFICE PLUS Total			\$459.94
160	ECHO GROUP INC	BULBS	01 2620 610 1 001 000	\$10.58
161			01 2620 610 1 001 003	\$42.32
162			01 2620 610 2 001 000	\$10.58
163			01 2620 610 2 001 001	\$125.50

164	ECHO GROUP INC Total			\$188.98
165	EGAN SUPPLY COMPANY	AQUA CLEAN SYSTEM	01 2620 610 1 001 000	\$3,535.20
166			01 2620 610 2 001 000	\$3,535.20
167	EGAN SUPPLY COMPANY Total			\$7,070.40
168	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$465.39
169			01 2510 340 2 001 000	\$465.38
170	ESSENTIAL SCREEN Total			\$930.77
171	ESU 8	FEB 23 PRE-SCHOOL SPEECH	01 1291 591 1 004 021	\$118.80
172		FEB 23 SPEECH THERAPY	01 2151 591 2 004 000	\$146.30
173		FEB23 SPED LEVELIII	01 1200 591 2 004 000	\$8,600.00
174		LICENSED MENTAL HEALTH	01 6998 591 1 945 014	\$9,504.00
175			01 6998 591 2 945 002	\$9,504.00
176		LMHP FEB23	01 2141 591 2 014 000	\$9,504.00
177		N PROBASCO TRAINING	01 6310 330 1 028 000	\$20.00
178		NETWORK NE 1ST HALF	01 2230 350 1 005 000	\$714.39
179			01 2230 350 2 005 000	\$714.39
180	ESU 8 Total			\$38,825.88
181	ETC MONTESSORI	NEW CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$1,900.80
182	ETC MONTESSORI Total			\$1,900.80
183	EVERYDAY SPEECH LLC	SUBSCRIPTION RENEWAL	01 2151 610 2 296 001	\$200.00
184			01 2410 610 2 209 001	\$99.99
185	EVERYDAY SPEECH LLC Total			\$299.99
186	FAIRFIELD INN & SUITES	LEADERSHIP CONFERENCE LODGING	01 1100 580 2 208 001	\$129.95
187		LODGING A BAUMANN	01 2211 580 1 901 000	\$79.50
188			01 2211 580 2 901 000	\$79.50
189		LODGING M LUHR	01 1200 580 1 004 000	\$79.50
190			01 1200 580 2 004 000	\$79.50
191	FAIRFIELD INN & SUITES Total			\$447.95
192	FAMILY PHYSICAL THERAPY	BIRTH TO 5 OT SERVICES	01 2162 320 1 004 000	\$3,585.00
193			01 2163 320 1 004 000	\$3,585.00
194		BIRTH TO 5 OT SERVICES MILEAGE	01 2162 334 1 004 000	\$28.75
195			01 2163 334 1 004 000	\$28.75
196	FAMILY PHYSICAL THERAPY Total			\$7,227.50
197	FASTENAL INDUSTRIAL	DRILL ADPTR.	01 2620 610 1 001 000	\$119.54

198			01 2620 610 2 001 000	\$119.54
199	FASTENAL INDUSTRIAL Total			\$239.08
200	FATHER FLANAGAN'S BOYS	FEB 23 SPED SERVICES AT DUNCAN	01 1200 561 2 004 000	\$3,841.38
201		GENERAL SUPPLIES	01 2120 610 1 816 009	\$20.95
202		JAN 23 CONTRACTED SPED	01 1200 561 2 004 000	\$3,627.97
203	FATHER FLANAGAN'S BOYS Total			\$7,490.30
204	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$49.52
205			01 1292 333 1 004 000	\$2.10
206	FERNAU, JESSICA Total			\$51.62
207	FINKRAL, TIFFANY	PARENT MILEAGE	01 2713 332 1 004 021	\$54.50
208	FINKRAL, TIFFANY Total			\$54.50
209	FLOOR MAINTENANCE	NITRILE GLOVES	01 2610 610 1 001 000	\$59.20
210			01 2610 610 2 001 000	\$59.20
211	FLOOR MAINTENANCE Total			\$118.40
212	FP MAILING SOLUTIONS	POSTBASE METER RENTAL	01 2510 531 1 001 000	\$115.50
213			01 2510 531 2 001 000	\$115.50
214	FP MAILING SOLUTIONS Total			\$231.00
215	FREUDENBURG, BRIDGETT	ELL TEACHER MILEAGE JAN-MAR23	01 1150 333 1 004 000	\$86.85
216	FREUDENBURG, BRIDGETT Total			\$86.85
217	FROWICK, KIM	STAFF MILEAGE	01 2151 333 1 004 000	\$8.65
218			01 2151 333 2 004 000	\$8.64
219	FROWICK, KIM Total			\$17.29
220	GARCIA, RAQUEL	TRANSLATING AT MS	01 1150 350 1 004 014	\$35.62
221	GARCIA, RAQUEL Total			\$35.62
222	GATEWAY EDUCATION HOLDINGS	INTRO TO CULINARY ARTS	01 1100 640 2 028 000	\$4,125.38
223	GATEWAY EDUCATION HOLDINGS Total			\$4,125.38
224	GILSDORF, RENEE	NETA CONFERENCE	01 6310 330 1 028 000	\$189.00
225			01 6310 333 1 028 000	\$170.30
226			01 6310 580 1 028 000	\$311.24
227	GILSDORF, RENEE Total			\$670.54
228	GLASS EDGE INC, THE	ALUMINUM	01 2620 610 1 001 000	\$213.00
229			01 2620 610 1 001 005	\$531.00
230			01 2620 610 2 001 000	\$213.00
231			01 2620 610 2 001 001	\$426.00

232		CLOSERS	01 2620 610 1 001 000	\$426.00
233			01 2620 610 2 001 000	\$426.00
234	GLASS EDGE INC, THE Total			\$2,235.00
235	GONZALEZ, CRISTAL	PARENT MILEAGE	01 2713 332 1 004 021	\$74.93
236	GONZALEZ, CRISTAL Total			\$74.93
237	GREENE, CHELSEY	NETA CONFERENCE	01 2213 333 1 201 003	\$35.54
238			01 2213 333 1 601 005	\$35.54
239			01 2213 333 1 705 008	\$35.53
240			01 2213 333 1 802 009	\$35.53
241			01 2213 580 1 201 003	\$11.36
242			01 2213 580 1 601 005	\$11.36
243			01 2213 580 1 705 008	\$11.37
244			01 2213 580 1 802 009	\$11.36
245	GREENE, CHELSEY Total			\$187.59
246	HENERY, HANNAH	PARENT MILEAGE	01 2713 332 1 004 021	\$252.45
247	HENERY, HANNAH Total			\$252.45
248	HENKEL, KARL	STAFF MILEAGE	01 1100 333 2 001 000	\$47.78
249	HENKEL, KARL Total			\$47.78
250	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$354.93
251	HIRSCH, HEATHER Total			\$354.93
252	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$120.36
253	HOFERER, KIMBERLY Total			\$120.36
254	HOFMANN PLUMBING	REPLACE SEWER PIPE	01 2620 431 2 001 002	\$1,261.55
255	HOFMANN PLUMBING Total			\$1,261.55
256	HOIEN, MARY	BASKETS	01 2320 610 1 033 000	\$7.63
257			01 2320 610 2 033 000	\$7.62
258	HOIEN, MARY Total			\$15.25
259	HOLIDAY INN EXPRESS	HONOR BAND LODGING	01 1100 580 2 202 001	\$971.20
260	HOLIDAY INN EXPRESS Total			\$971.20
261	HOME DEPOT PRO, THE	SMALL ROLL TOWELS	01 2610 610 1 001 000	\$328.80
262			01 2610 610 2 001 000	\$328.80
263		TRI FOLD TOWELS RETURNED	01 2610 610 1 001 021	-\$341.40
264	HOME DEPOT PRO, THE Total			\$316.20
265	HUFF CONSTRUCTION INC.	BEL AIR ADDITION	01 6998 340 1 945 010	\$314,936.90

266	HUFF CONSTRUCTION INC. Total			\$314,936.90
267	HYVEE	INCENTIVES	01 3541 610 1 004 000	\$625.00
268	HYVEE Total			\$625.00
269	IMAGINE LEARNING, LLC	ODESSEYWARE	01 1100 340 2 016 001	\$350.00
270	IMAGINE LEARNING, LLC Total			\$350.00
271	INSTA LEARN BY STEP INC	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$476.47
272	INSTA LEARN BY STEP INC Total			\$476.47
273	J W PEPPER, INC	CONCERT MUSIC	01 1100 610 2 205 001	\$367.99
274			01 1100 610 2 207 001	\$373.09
275		DMC CONTEST MUSIC	01 1100 610 2 202 001	\$60.87
276		HONOR CHOIR MUSIC	01 1100 610 2 207 001	\$39.90
277		MUSIC	01 1100 610 2 117 002	\$125.00
278			01 1100 610 2 202 001	\$436.94
279		MUSIC FOR CONTEST	01 1100 610 2 117 002	\$242.38
280	J W PEPPER, INC Total			\$1,646.17
281	J.H.HESPE COMPANY INC	CLOUD REPAIR CARSON THEATER	01 2620 431 2 715 001	\$2,030.00
282	J.H.HESPE COMPANY INC Total			\$2,030.00
283	JAYMAR BUSINESS FORMS, INC	CHECKS	01 2510 610 1 001 000	\$359.31
284			01 2510 610 2 001 000	\$359.31
285	JAYMAR BUSINESS FORMS, INC Total			\$718.62
286	JEO CONSULTING GROUP, INC	JH TRACK REPLACEMENT	01 2620 431 2 001 002	\$5,200.00
287	JEO CONSULTING GROUP, INC Total			\$5,200.00
288	JM HOSPITALITY - CROWNE	ASD NETWORK LODGING	01 1200 580 1 004 000	\$129.95
289			01 1200 580 2 004 000	\$129.95
290	JM HOSPITALITY - CROWNE Total			\$259.90
291	JOHNSON, MATTHEW	PARENT MILEAGE	01 2710 332 1 001 000	\$1,472.15
292	JOHNSON, MATTHEW Total			\$1,472.15
293	JOSTENS	DIPLOMA REPRINT, SIGNATURE	01 2490 610 2 209 001	\$26.80
294		DIPLOMAS	01 2490 610 2 209 001	\$1,561.70
295	JOSTENS Total			\$1,588.50
296	KELLY SUPPLY COMPANY	TRACK AND FIELD SUPPLIES	01 2620 610 2 001 001	\$328.43
297	KELLY SUPPLY COMPANY Total			\$328.43
298	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 1 004 000	\$37.04
299			01 2151 333 2 004 000	\$37.04

300			01 2152 333 1 004 021	\$37.04
301			01 2153 333 1 004 000	\$37.04
302	KNIGHT, KARLA Total			\$148.16
303	KOCK, TONYA	PARENT MILEAGE	01 2713 332 1 004 021	\$95.37
304	KOCK, TONYA Total			\$95.37
305	KONERT, NICOLE	PARENT MILEAGE	01 1200 333 1 004 000	\$39.17
306			01 1200 333 2 004 000	\$39.17
307	KONERT, NICOLE Total			\$78.34
308	KONICEK, JASON	NETA CONFERENCE	01 6310 333 2 028 000	\$157.20
309			01 6310 580 2 028 000	\$99.73
310	KONICEK, JASON Total			\$256.93
311	KOOPMAN, REBECCA	PROFESSIONAL DEVELOPEMENT	01 6310 330 2 028 000	\$279.00
312	KOOPMAN, REBECCA Total			\$279.00
313	KORTH, JESSIE	CONTRACTED BIRTH TO 5 PT	01 2172 320 1 004 000	\$3,834.26
314			01 2172 334 1 004 000	\$132.86
315			01 2173 320 1 004 000	\$3,834.27
316			01 2173 334 1 004 000	\$132.87
317	KORTH, JESSIE Total			\$7,934.26
318	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$416.28
319			01 2620 610 2 001 000	\$416.29
320	KURITA AMERICA, INC. Total			\$832.57
321	KUSTOM PEST CONTROL	MARCH 2023 PEST CONTROL	01 2630 340 1 001 000	\$73.50
322			01 2630 340 1 001 003	\$49.00
323			01 2630 340 1 001 004	\$49.00
324			01 2630 340 1 001 005	\$49.00
325			01 2630 340 1 001 008	\$49.00
326			01 2630 340 1 001 009	\$49.00
327			01 2630 340 1 001 010	\$49.00
328			01 2630 340 1 001 012	\$49.00
329			01 2630 340 1 001 014	\$49.00
330			01 2630 340 1 001 021	\$49.00
331			01 2630 340 2 001 000	\$73.50
332			01 2630 340 2 001 001	\$98.00
333			01 2630 340 2 001 002	\$49.00

334		PEST CONTROL FEB23	01 2630 340 1 001 000	\$73.50
335			01 2630 340 1 001 003	\$49.00
336			01 2630 340 1 001 004	\$49.00
337			01 2630 340 1 001 005	\$49.00
338			01 2630 340 1 001 008	\$49.00
339			01 2630 340 1 001 009	\$49.00
340			01 2630 340 1 001 010	\$49.00
341			01 2630 340 1 001 012	\$49.00
342			01 2630 340 1 001 014	\$49.00
343			01 2630 340 1 001 021	\$49.00
344			01 2630 340 2 001 000	\$73.50
345			01 2630 340 2 001 001	\$98.00
346			01 2630 340 2 001 002	\$49.00
347	KUSTOM PEST CONTROL Total			\$1,470.00
348	LAFLEUR, BILL	CURRICULUM WORKSHOP	01 6310 333 1 028 000	\$161.92
349			01 6310 580 1 028 000	\$15.00
350	LAFLEUR, BILL Total			\$176.92
351	LAKESHORE LEARNING	GENERAL SUPPLIES	01 1100 610 1 803 009	\$100.02
352	LAKESHORE LEARNING Total			\$100.02
353	LAMINATOR.COM	LAMINATING FILM	01 1100 610 1 201 003	\$68.48
354	LAMINATOR.COM Total			\$68.48
355	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 1 001 000	\$7,878.00
356			01 2630 420 2 001 000	\$7,877.98
357	LAWNCO Total			\$15,755.98
358	LAWSON PRODUCTS, INC	CABLE TIES	01 2620 610 2 001 001	\$179.00
359		MAINT SUPPLIES	01 2620 610 1 001 000	\$256.12
360			01 2620 610 2 001 000	\$256.11
361	LAWSON PRODUCTS, INC Total			\$691.23
362	LIBRARY STORE, THE	SUPPLIES	01 2220 610 1 423 014	\$233.09
363	LIBRARY STORE, THE Total			\$233.09
364	LITERACY RESOURCES, LLC	BOOKS	01 1190 640 1 028 021	\$1,975.20
365		INTERVENTION USE FOR STUDENTS	01 1200 610 1 254 003	\$158.76
366	LITERACY RESOURCES, LLC Total			\$2,133.96
367	LOVE SIGNS, INC	KINDERGARTEN ROUND UP BANNERS	01 2670 540 1 035 000	\$300.00

368	LOVE SIGNS, INC Total			\$300.00
369	MAJOR REFRIGERATION	CHECKED FOR LEAKS-COOLER	01 2620 431 1 001 000	\$109.50
370			01 2620 431 2 001 000	\$109.50
371		ICE MACHINE REPAIR	01 1100 340 2 141 002	\$209.00
372	MAJOR REFRIGERATION Total			\$428.00
373	MARATHON PRESS INC	PRINTED ANNUAL REPORTS 21-22	01 2310 540 1 010 000	\$189.50
374			01 2310 540 2 010 000	\$189.50
375	MARATHON PRESS INC Total			\$379.00
376	MATHESON TRI-GAS INC.	CLASSROOM SUPPLIES	01 1100 610 2 211 001	\$91.01
377		GENERAL SUPPLIES	01 1100 610 2 211 001	\$498.95
378		MONTHLY MATERIALS	01 2620 610 1 001 000	\$93.07
379			01 2620 610 2 001 000	\$93.06
380	MATHESON TRI-GAS INC. Total			\$776.09
381	MCGRAW-HILL SCHOOL	READING LABORATORY	01 1100 640 1 028 005	\$1,140.03
382	MCGRAW-HILL SCHOOL Total			\$1,140.03
383	MCNALLY, JILL	RBI COACHING	01 6416 340 1 017 000	\$2,750.50
384	MCNALLY, JILL Total			\$2,750.50
385	MEISINGER OIL CO	EXHAUST FLUID AND OIL	01 2650 610 1 001 000	\$547.98
386			01 2650 610 2 001 000	\$547.97
387	MEISINGER OIL CO Total			\$1,095.95
388	MENARDS	PLUGS	01 2610 610 2 001 000	-\$16.95
389		3" COUPLER	01 2610 610 1 001 000	\$34.47
390			01 2610 610 2 001 000	\$34.47
391		6TH ST TRACK SUPPLIES	01 2620 610 2 001 002	\$108.19
392		BOARDS	01 2620 610 1 001 000	\$11.22
393			01 2620 610 1 001 005	\$21.21
394			01 2620 610 2 001 000	\$11.22
395		BUILDING SUPPLIES	01 2620 610 1 001 000	\$8.64
396			01 2620 610 1 001 009	\$17.28
397			01 2620 610 2 001 000	\$8.64
398		BUNGEEES, SEWER CAP	01 2620 610 1 001 000	\$21.45
399			01 2620 610 2 001 000	\$21.44
400		CONCRETE MIX	01 2620 610 1 001 000	\$2.08
401			01 2620 610 2 001 000	\$2.07

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CORD PLUGS	01 2610 610 1 001 000	\$46.04
	01 2610 610 2 001 000	\$46.03
EXENSION CORD AND PAINT	01 2620 610 1 001 000	\$39.74
	01 2620 610 2 001 000	\$39.74
EXTENSION CORDS, PLUGS	01 2610 610 1 001 000	\$55.22
	01 2610 610 2 001 000	\$55.22
FOOTBALL FIELD SUPPLY	01 2620 610 1 001 000	\$44.99
	01 2620 610 2 001 000	\$44.98
GRID DRAIN	01 2620 610 1 001 003	\$24.99
KITCHEN SINK STRAINER	01 2620 610 1 001 012	\$3.49
MAINT. SUPPLIES	01 2620 610 1 001 000	\$20.56
	01 2620 610 2 001 000	\$20.55
MS SUPPLIES	01 2620 610 1 001 014	\$65.21
PLUGS	01 2610 610 1 001 000	-\$16.95
PLUMBING SUPPLIES	01 2620 610 1 001 000	\$1.00
	01 2620 610 1 001 008	\$31.57
	01 2620 610 1 001 014	\$39.97
	01 2620 610 2 001 000	\$0.99
PLUNGER	01 2620 610 1 001 000	\$1.75
	01 2620 610 2 001 000	\$1.74
PRO MARKING PAINT	01 2620 610 1 001 000	\$69.43
	01 2620 610 2 001 000	\$69.43
PVC CAP FOR TRACK AND FIELD	01 2620 610 2 001 001	\$15.99
PVC PIPES AND CAPS	01 2620 610 2 001 001	\$233.37
QUARTER ROUND PINE	01 2620 610 1 001 000	\$23.52
	01 2620 610 2 001 000	\$23.52
RETURN OF TRANSITION HOUSE	01 2620 610 2 001 001	-\$51.99
SAFETY GLASSES, PLUNGERS	01 2610 610 1 001 000	\$9.49
	01 2610 610 2 001 000	\$9.48
SAND IN A TUBE	01 2620 610 2 001 001	\$95.60
SEWER CAP RETURNED	01 2620 610 1 001 000	-\$17.95
	01 2620 610 2 001 000	-\$17.95
STEEL POLES	01 2620 610 1 001 000	\$163.98
	01 2620 610 2 001 000	\$163.98

436		SUPPLIES	01 2620 610 1 001 000	\$7.43
437			01 2620 610 1 001 004	\$32.16
438			01 2620 610 2 001 000	\$7.44
439		SUPPLIES RETURNED	01 2620 610 2 001 001	-\$2.68
440		TRACK AND FIELD SUPPLIES	01 2620 610 2 001 001	\$114.29
441		TRANSITION HOUSE SUPPLY	01 2620 610 2 001 001	\$51.99
442		TUBE	01 2620 610 1 001 003	\$9.99
443	MENARDS Total			\$1,862.78
444	METAL DOORS & HARDWARE CO.	CORE	01 2620 610 1 001 000	\$109.00
445			01 2620 610 2 001 000	\$109.00
446	METAL DOORS & HARDWARE CO. Total			\$218.00
447	MILLER, AMY	SCHOOL AGE CONTRACTED PT	01 2171 320 1 004 000	\$5,826.25
448			01 2171 334 1 004 000	\$85.74
449	MILLER, AMY Total			\$5,911.99
450	MILLER, TIM	BOYS TRACK @ RALSTEN	01 2190 580 2 001 000	\$15.00
451		TRAVEL EXPENSES	01 2190 580 2 001 000	\$19.98
452	MILLER, TIM Total			\$34.98
453	MODEL ELECTRIC INC	CHANGED OUTLET AT LINCOLN	01 2620 431 1 001 005	\$94.30
454		DOOR 1 ENTRY BUTTON FIXED WIRE	01 2620 431 2 001 001	\$87.00
455		NEW OFFICE LIGHTS	01 2620 431 1 001 000	\$172.61
456			01 2620 431 2 001 000	\$172.60
457		REPAIR TO HEATER IN CUSTODIAL	01 2620 431 2 001 001	\$472.51
458	MODEL ELECTRIC INC Total			\$999.02
459	MONTESSORI MATH CARDS	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$1,069.50
460	MONTESSORI MATH CARDS Total			\$1,069.50
461	MONTESSORI RESEARCH	NEW CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$1,000.45
462	MONTESSORI RESEARCH Total			\$1,000.45
463	MUELLER, JULIE	STAFF MILEAGE	01 2152 333 1 004 021	\$42.71
464			01 2153 333 1 004 000	\$88.16
465	MUELLER, JULIE Total			\$130.87
466	NAPA OF NORFOLK	OIL FILTER	01 2650 610 1 001 000	\$22.16
467			01 2650 610 2 001 000	\$22.15
468		VACUUM TUBING FOR VEHICLE	01 2650 610 1 001 000	\$2.97
469			01 2650 610 2 001 000	\$2.97

470		VEHICLE #15H BATTERY	01 2712 610 1 001 000	\$332.98
471		WIPER BLADES	01 2650 610 1 001 000	\$21.99
472			01 2650 610 2 001 000	\$21.99
473	NAPA OF NORFOLK Total			\$427.21
474	NASPA	NASPA SUMMER RETREAT	01 2211 330 1 901 000	\$150.00
475	NASPA Total			\$150.00
476	NCS PEARSON	TESTING SUPPLIES	01 2141 610 1 014 000	\$230.04
477			01 2141 610 2 014 000	\$230.04
478			01 2142 610 1 014 000	\$51.12
479	NCS PEARSON Total			\$511.20
480	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$3,017.95
481			01 2610 621 1 001 003	\$3,005.66
482			01 2610 621 1 001 004	\$2,728.74
483			01 2610 621 1 001 005	\$2,427.74
484			01 2610 621 1 001 008	\$2,027.84
485			01 2610 621 1 001 009	\$1,696.15
486			01 2610 621 1 001 010	\$1,795.80
487			01 2610 621 1 001 014	\$7,453.67
488			01 2610 621 1 001 021	\$1,395.82
489			01 2610 621 2 001 000	\$3,017.95
490			01 2610 621 2 001 001	\$32,521.39
491			01 2610 621 2 001 002	\$9,237.50
492	NEBRASKA PUBLIC POWER Total			\$70,326.21
493	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$547.50
494			01 2570 890 2 001 000	\$547.50
495	NEBRASKA SAFETY CENTER Total			\$1,095.00
496	NEGRETE, SARAI	INTERPRETER	01 1150 350 1 004 012	\$20.16
497	NEGRETE, SARAI Total			\$20.16
498	NEW VICTORIAN INN & SUITES	FFA STATE CONV LODGING	01 1100 580 2 208 001	\$959.88
499	NEW VICTORIAN INN & SUITES Total			\$959.88
500	NIENHUIS MONTESSORI USA	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$775.08
501	NIENHUIS MONTESSORI USA Total			\$775.08
502	NMG LLC DBA NORFOLK WORKS	DOT PHYSICAL	01 2570 340 1 901 000	\$112.50
503			01 2570 340 2 901 000	\$112.50

504	NMG LLC DBA NORFOLK WORKS Total			\$225.00
505	NORFOLK AREA CHAMBER	BUSINESS AFTER HOURS CS	01 2310 810 1 010 000	\$5.00
506			01 2310 810 2 010 000	\$5.00
507		BUSINESS AFTER HOURS JJT	01 2320 810 1 033 000	\$4.00
508			01 2320 810 2 033 000	\$4.00
509		LUNCHEON-WORKPLACE LAW	01 2210 330 1 901 000	\$12.50
510			01 2210 330 2 901 000	\$12.50
511	NORFOLK AREA CHAMBER Total			\$43.00
512	NORFOLK AUTO SUPPLY	AIR FILTERS	01 2620 610 1 001 000	\$37.51
513			01 2620 610 2 001 000	\$37.51
514		FULL-FLOW LUBE SPIN	01 2650 610 1 001 000	\$6.29
515			01 2650 610 2 001 000	\$6.29
516		MAINT. SUPPLIES	01 2650 610 1 001 000	\$169.94
517			01 2650 610 2 001 000	\$169.94
518		VEHICLE #26 SUPPLIES	01 2650 610 1 001 000	\$112.70
519			01 2650 610 2 001 000	\$112.69
520	NORFOLK AUTO SUPPLY Total			\$652.87
521	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$6.04
522			01 2310 540 2 001 000	\$6.03
523			01 2510 540 1 001 000	\$97.04
524			01 2510 540 1 005 000	\$12.62
525			01 2510 540 1 901 000	\$409.90
526			01 2510 540 2 001 000	\$97.04
527			01 2510 540 2 005 000	\$12.61
528			01 2510 540 2 901 000	\$409.90
529			ANNUAL REPORTS ADS/WEBSITE	01 2310 540 1 010 000
530		01 2310 540 2 010 000		\$907.50
531	NORFOLK DAILY NEWS Total			\$2,866.18
532	NORFOLK GM AUTO CENTER	INDICATOR VEHICLE #8H	01 2712 610 1 001 000	\$36.13
533		SENSORS	01 2710 610 1 001 000	\$141.42
534	NORFOLK GM AUTO CENTER Total			\$177.55
535	NORFOLK MUSIC BOOSTERS	NSAA DISTRICT MUSIC	01 1100 810 2 202 001	\$210.00
536			01 1100 810 2 205 001	\$430.00
537			01 1100 810 2 207 001	\$360.00

538	NORFOLK MUSIC BOOSTERS Total			\$1,000.00
539	NORFOLK NOW MAGAZINE	NORFOLK NOW ADVERTISEMENT	01 2310 540 1 010 000	\$325.75
540			01 2310 540 2 010 000	\$325.75
541	NORFOLK NOW MAGAZINE Total			\$651.50
542	NORFOLK SENIOR HIGH SCHOOL	USD ENTRY FEE REIMB	01 1100 810 2 202 001	\$175.00
543			01 1100 810 2 207 001	\$175.00
544	NORFOLK SENIOR HIGH SCHOOL Total			\$350.00
545	NORFOLK WINSUPPLY	DRAIN CLEANER	01 2620 610 1 001 000	\$23.71
546			01 2620 610 2 001 000	\$23.71
547		ELASTOMER GASKET	01 2620 610 2 001 001	\$16.02
548		FAUCET	01 2620 610 1 001 014	\$424.68
549			01 2620 610 2 001 001	\$119.02
550		MAINT. SUPPLIES	01 2620 610 1 001 000	\$40.34
551			01 2620 610 2 001 000	\$40.34
552		REPAIR KIT	01 2620 610 2 001 001	\$160.18
553		REPAIR KITS	01 2620 610 1 001 000	\$44.31
554			01 2620 610 1 001 014	\$141.63
555			01 2620 610 2 001 000	\$44.31
556			01 2620 610 2 001 001	\$290.78
557		SLIP PVC 40 CAP	01 2620 610 1 001 000	\$18.00
558			01 2620 610 2 001 000	\$18.00
559		SUPPLIES	01 2620 610 1 001 000	\$42.38
560			01 2620 610 2 001 000	\$42.38
561			01 2620 610 2 001 001	\$268.16
562			01 2620 610 2 001 002	\$337.53
563		TANK-BOWL GASKET	01 2620 610 2 001 001	\$11.00
564		TRACK SUPPLIES	01 2620 610 2 001 000	\$26.36
565	NORFOLK WINSUPPLY Total			\$2,132.84
566	NPS SUBSIDIARY	ACTIVITIES MEETING LUNCH #1	01 2190 890 2 001 000	\$92.34
567		ALBUTEROL #17	01 2130 610 1 004 000	\$12.15
568			01 2130 610 2 004 000	\$12.14
569		AMAZON SUPPLY #10	01 1190 610 1 163 021	\$14.99
570		ASCD MEMBERSHIP #2	01 6310 810 1 028 000	\$133.50
571			01 6310 810 2 028 000	\$133.50

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ASD NETWORK CONF #17	01 1200 330 1 004 000	\$115.00
	01 1200 330 2 004 000	\$115.00
BACKGROUND CHECKS #7	01 2510 340 1 001 000	\$5.00
	01 2510 340 2 001 000	\$5.00
BAKING LAB SUPPLIES #24	01 1100 610 2 111 002	\$156.60
BALSA WOOD STICKS #24	01 1100 610 2 112 002	\$136.30
BATTERIES #17	01 2151 610 1 004 000	\$16.99
BATTERIES #29	01 2410 610 2 209 001	\$6.49
BINDERS #19	01 2670 610 1 035 000	\$16.32
	01 2670 610 2 035 000	\$16.32
BOE MEAL #20	01 2510 890 1 001 000	\$27.52
	01 2510 890 2 001 000	\$27.52
BOLTS	01 2712 610 1 001 000	\$53.44
BOOKS FOR FAN #10	01 3541 610 1 004 000	\$96.00
BUCKET STOOLS #6	01 1100 610 1 126 010	\$149.91
BULBS #6	01 1100 650 1 104 010	\$223.74
CABLE BOXES	01 2410 340 2 209 001	\$11.89
	01 2510 340 1 001 000	\$2.77
	01 2510 340 2 001 000	\$2.76
	01 2670 340 1 035 000	\$2.76
	01 2670 340 2 035 000	\$2.76
CANDY FOR PAWZCAST #24	01 1100 610 2 114 002	\$15.00
CAPACITOR DISCHARGE RESISTORS	01 2620 610 1 001 000	\$29.61
	01 2620 610 2 001 000	\$29.61
CELL PHONES	01 2670 382 1 035 000	\$163.57
	01 2670 382 2 035 000	\$163.57
	01 2710 382 1 001 000	\$163.57
	01 2710 382 2 001 000	\$163.57
	01 3541 382 1 004 000	\$160.65
	01 6910 382 1 004 000	\$53.55
	01 6968 382 1 001 014	\$11.09
	01 6968 382 2 001 002	\$11.09
CHALLENGE LODGING #16	01 3535 580 1 027 000	\$327.98
CHOIR MUSIC #24	01 1100 610 2 116 002	\$77.97

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CIRCUIT FINDER #8	01 2620 610 1 001 000	\$214.28
	01 2620 610 2 001 000	\$214.28
CLASSROOM SUPPLIES #10	01 1190 610 1 163 021	\$294.46
CLASSROOM SUPPLIES #10	01 1190 610 1 163 021	\$472.49
	01 3541 610 1 004 000	\$1,223.29
CLASSROOM SUPPLIES #16	01 1100 610 1 709 008	\$18.60
CLASSROOM SUPPLIES #27	01 1100 610 2 204 001	\$200.46
	01 1100 610 2 206 001	\$79.00
CLASSROOM SUPPLIES #29	01 1200 610 2 258 001	\$69.53
	01 1200 610 2 293 001	\$102.45
CLASSROOM SUPPLIES #6	01 1100 610 1 124 010	\$208.26
	01 1100 610 1 126 010	\$150.00
CLEAR SHEET PROTECTORS #3	01 1150 610 1 955 012	\$9.19
CONF LODGING #16	01 3535 580 1 027 000	\$163.99
CONF MEAL #16	01 3535 580 1 027 000	\$90.28
CRAYOLA MODEL MAGIC #2	01 1100 610 1 011 000	\$67.41
CULINARY SUPPLIES #22	01 1100 610 2 204 001	\$36.04
CUSTODIAL SUPPLIES #11	01 1100 610 2 141 002	\$22.41
DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$240.13
	01 2510 340 2 001 000	\$240.12
DESKTOP SLANT BOARDS #10	01 1291 610 1 017 021	\$24.56
DRUM SANDER #24	01 2620 610 2 001 002	\$74.87
DRY ERASE BOARDS #10	01 1291 610 1 017 021	\$70.74
DRY ERASE BOARDS #16	01 1100 610 1 709 008	\$148.21
DRY ERASE MARKERS #17	01 1200 610 1 004 000	\$4.22
	01 1200 610 2 004 000	\$4.22
ED ROOM STORE ITEMS #24	01 1200 610 2 022 002	\$178.69
EDN FILES SHIPPED #10	01 6416 610 1 017 000	\$16.29
EDN PAMPHLETS #10	01 6416 610 1 017 000	\$354.81
EDPUZZLE #21	01 1150 610 2 299 001	\$12.50
ELECTRICITY	01 2610 621 1 001 012	\$1,477.29
FAN SUPPLIES #10	01 3541 610 1 004 000	\$183.08
FIDGETS #12	01 1200 610 1 853 009	\$20.69
FOOD FOR FAN #10	01 3541 610 1 004 000	\$631.14

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FORMATIVE ASSESSMENT &	01 6310 640 2 028 000	\$24.65
GAMES #3	01 2151 610 1 953 012	\$28.78
GENERAL SUPPLIES #10	01 1190 610 1 163 021	\$317.86
	01 3540 610 1 017 021	\$5,059.88
GENERAL SUPPLIES #12	01 1100 610 1 805 009	\$169.01
	01 1100 610 1 806 009	\$67.42
	01 1100 610 1 808 009	\$202.98
	01 1100 610 1 809 009	\$191.18
	01 1100 610 1 810 009	\$189.41
	01 1100 610 1 812 009	\$150.65
GENERAL SUPPLIES #16	01 1100 610 1 708 008	\$277.79
GENERAL SUPPLIES #3	01 2151 610 1 953 012	\$34.90
GENERAL SUPPLIES #6	01 1100 610 1 128 010	\$150.00
HANDS ON STANDARDS #6	01 1200 610 1 155 010	\$269.97
HEADPHONES #9	01 1100 650 1 302 004	\$18.81
HUMIDIFIER AND FILTERS #13	01 1100 610 1 430 014	\$218.98
HVAC MOTOR BLOWER FOR COACH	01 2710 610 1 001 000	\$1,297.41
	01 2710 610 2 001 000	\$1,297.41
INCENTIVES #10	01 3541 610 1 004 000	\$225.00
JUMBO TISSUE DISPENSER #3	01 2410 610 1 904 012	\$28.48
KLEENEXES #23	01 2410 610 2 209 001	\$194.16
LAB SUPPLIES #5	01 1100 610 2 206 001	\$10.05
LABOR LAW POSTERS #7	01 2214 610 1 901 000	\$209.30
	01 2214 610 2 901 000	\$209.30
LAPTOP SCREEN #25	01 2230 650 2 005 000	\$95.90
LEGISLATIVE SESSION #4	01 2310 580 1 033 000	\$5.80
	01 2310 580 2 033 000	\$5.79
	01 2310 890 1 001 000	\$1.25
	01 2310 890 2 001 000	\$1.25
LIFEVAC SCHOOL KIT #17	01 2130 610 1 004 000	\$107.00
	01 2130 610 2 004 000	\$106.99
LIGHT SWITCH #8	01 2620 610 1 001 000	\$17.73
	01 2620 610 2 001 000	\$17.73
LINCOLN JOURNAL STAR #1	01 2310 643 1 010 000	\$0.50

674		01 2310 643 2 010 000	\$0.50
675	LOBBY PICTURE #1	01 2310 890 1 033 000	\$0.21
676		01 2310 890 2 033 000	\$0.20
677	LODGING FOR MSLBD #17	01 1200 580 1 004 003	\$244.40
678		01 1200 580 1 004 009	\$488.80
679		01 1200 580 1 004 014	\$244.40
680		01 1200 580 2 004 001	\$244.40
681		01 1200 580 2 004 002	\$244.40
682	MARCH FAN #10	01 3541 610 1 004 000	\$50.00
683	MEALS AT MSLBD CONF #24	01 1200 580 2 004 002	\$118.71
684	MUNDERLOH/AFE #13	01 2310 610 1 001 000	\$228.00
685		01 2310 610 2 001 000	\$228.00
686	NASES #17	01 1200 580 1 004 000	\$7.50
687		01 1200 580 2 004 000	\$7.50
688	NETA CONF REGISTRATION/J	01 6310 330 2 028 000	\$189.00
689	NSBA DUES #27	01 1100 810 2 202 001	\$207.00
690	OFFICE SUPPLIES #29	01 2410 610 2 209 001	\$50.11
691	OFFICE SUPPLIES #3	01 1100 610 1 904 012	\$55.96
692	OSEP ADMIN TRAINING #10	01 6416 330 1 017 000	\$20.35
693	PARKING #17	01 1200 580 1 004 000	\$25.00
694		01 1200 580 2 004 000	\$25.00
695	PARKING/MEAL AT CAREER FAIR #7	01 2210 580 1 901 000	\$14.38
696		01 2210 580 2 901 000	\$14.37
697	PBIS REWARDS #6	01 1100 610 1 104 010	\$49.93
698	POLYPROPYLENE TOTES #10	01 1190 610 1 163 021	\$340.98
699	POST ITS #2	01 6200 610 1 028 004	\$84.99
700	POSTER BOARD #16	01 1100 610 1 705 008	\$17.10
701	PROJECTOR SCREEN AND MOUNT #12	01 2410 650 1 802 009	\$91.84
702	PROTECTIVE MAT #24	01 1100 610 2 141 002	\$49.99
703	RAMP #10	01 1190 610 1 163 021	\$80.49
704	SB GRADING IN THE SCIENCE	01 6310 330 1 028 000	\$225.00
705	SEAT BELT BRACKET	01 2712 610 1 001 000	\$41.80
706	SEL CURRICULUM #12	01 1200 610 1 020 009	\$219.50
707	SHEETGO #25	01 2230 643 1 005 000	\$96.00

708		01 2230 643 2 005 000	\$96.00
709	SPEAKERS #3	01 1100 650 1 904 012	\$33.34
710	STORAGE CART #2	01 6200 610 1 028 009	\$32.00
711	STUDENT FIDGET SUPPLIES #13	01 1200 610 1 493 014	\$49.66
712	STUDENT INCENTIVES #13	01 1200 610 1 492 014	\$204.48
713	STUDENT INCENTIVES #29	01 1200 610 2 290 001	\$235.52
714	STUDENT LAB SUPPLIES #24	01 1100 610 2 111 002	\$220.34
715	STUDENT PROJECT SUPPLIES #24	01 1100 610 2 113 002	\$111.95
716		01 1100 610 2 138 002	\$64.46
717	STUDENT SUPPLY #17	01 2171 610 1 004 008	\$36.80
718	SUPPLIES #10	01 1190 610 1 163 021	\$130.19
719		01 3541 610 1 004 000	\$565.91
720	SUPPLIES #11	01 1100 610 2 141 002	\$44.52
721	SUPPLIES #12	01 1100 610 1 821 009	\$29.99
722		01 1100 610 1 824 009	\$198.65
723	SUPPLIES #14	01 1100 610 1 602 005	\$67.93
724		01 1100 610 1 610 005	\$102.68
725		01 1100 610 1 643 005	\$14.32
726		01 1100 610 1 664 005	\$10.50
727	SUPPLIES #15	01 1100 610 1 201 003	\$9.88
728		01 1100 610 1 216 003	\$182.96
729		01 1200 610 1 254 003	\$128.14
730	SUPPLIES #16	01 1100 610 1 701 008	\$105.77
731		01 1100 610 1 702 008	\$246.90
732		01 1100 610 1 705 008	\$95.00
733		01 1100 610 1 708 008	\$19.98
734		01 1150 610 1 755 008	\$119.00
735	SUPPLIES #2	01 2220 610 1 030 000	\$44.74
736	SUPPLIES #20	01 2310 610 1 033 000	\$44.80
737		01 2310 610 2 033 000	\$44.80
738	SUPPLIES #24	01 1100 610 2 110 002	\$24.75
739		01 1100 610 2 111 002	\$102.57
740		01 1100 610 2 141 002	\$26.86
741	SUPPLIES #3	01 1100 610 1 903 012	\$93.20

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	01 1100 610 1 908 012	\$198.28
	01 1100 610 1 909 012	\$74.45
SUPPLIES #6	01 1100 610 1 104 010	\$56.02
	01 1100 610 1 125 010	\$175.00
	01 1100 610 1 127 010	\$144.94
SUPPLIES #8	01 2710 610 1 001 000	\$295.40
	01 2710 610 2 001 000	\$295.39
SUPPLIES #9	01 1100 610 1 305 004	\$87.61
	01 1100 610 1 307 004	\$196.88
	01 1100 610 1 311 004	\$91.89
	01 1100 610 1 313 004	\$64.26
	01 1100 610 1 315 004	\$165.65
	01 1100 610 1 320 004	\$25.19
	01 2151 610 1 354 004	\$193.78
SUPPLIES FOR STUDENT LEARNING	01 1200 610 2 194 002	\$74.83
SWITCH, ADJUSTABLE DPST	01 2712 610 1 001 000	\$38.46
TABLE #6	01 1100 610 1 104 010	\$330.81
TABLET HOLDER #17	01 1291 610 1 004 021	\$107.00
TELEPHONE	01 2510 382 1 001 000	\$188.32
	01 2510 382 1 001 003	\$94.60
	01 2510 382 1 001 004	\$94.24
	01 2510 382 1 001 005	\$94.60
	01 2510 382 1 001 008	\$94.60
	01 2510 382 1 001 009	\$94.60
	01 2510 382 1 001 010	\$94.60
	01 2510 382 1 001 012	\$92.08
	01 2510 382 1 001 014	\$189.55
	01 2510 382 1 001 021	\$94.24
	01 2510 382 2 001 000	\$188.31
	01 2510 382 2 001 001	\$380.39
	01 2510 382 2 001 002	\$192.11
TENSIONER #8	01 2710 610 1 001 000	\$72.85
	01 2710 610 2 001 000	\$72.85
THERMOSTAT	01 2712 610 1 001 000	\$31.81

776		TITLE READING NIGHT #3	01 1100 610 1 902 012	\$57.41
777		TRAVEL EXPENSES #15	01 1200 580 1 004 003	\$94.92
778		WATER AND SEWER	01 2610 410 1 001 012	\$98.34
779		WATERCOLOR PAPER #16	01 3535 610 2 027 000	\$78.72
780		WORKING LUNCH #17	01 1291 610 1 004 021	\$44.88
781	NPS SUBSIDIARY Total			\$34,085.10
782	NPS-EMPLOYEE BENEFIT FUND	WORKERS COMP AUDIT	01 2510 271 1 001 000	\$913.50
783			01 2510 271 2 001 000	\$913.50
784	NPS-EMPLOYEE BENEFIT FUND Total			\$1,827.00
785	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$16.87
786			01 2142 333 1 014 000	\$16.86
787	OHL, CASSIE Total			\$33.73
788	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$2.99
789			01 2620 431 2 001 000	\$2.99
790	ONE CALL CONCEPTS, INC Total			\$5.98
791	ONE OFFICE SOLUTION	PAPER CUTTER/RECEIPT BOOK	01 1100 610 2 141 002	\$122.88
792		TRANSITION HOUSE FURNITURE	01 2510 610 2 001 000	\$2,180.10
793	ONE OFFICE SOLUTION Total			\$2,302.98
794	OTERO, JOSLYNN	PARENT MILEAGE	01 2713 332 1 004 021	\$78.60
795	OTERO, JOSLYNN Total			\$78.60
796	OVERHEAD DOOR COMPANY	DOOR REMOTES	01 2620 610 1 001 003	\$86.00
797			01 2620 610 2 001 000	\$86.00
798	OVERHEAD DOOR COMPANY Total			\$172.00
799	PERMA BOUND	BOOK ORDER	01 2220 640 1 030 000	\$789.55
800	PERMA BOUND Total			\$789.55
801	PETERSON, DAVE	BUS TRIP	01 2190 580 2 001 000	\$15.00
802	PETERSON, DAVE Total			\$15.00
803	PETTY, LEAH	ACTIVITY WORKER	01 2190 120 2 001 000	\$23.30
804	PETTY, LEAH Total			\$23.30
805	POLLARD PUMPING	JET LINE	01 2620 431 1 001 000	\$122.50
806			01 2620 431 2 001 000	\$122.50
807		JET LINE, PUMP OUTSIDE TANK	01 2620 431 2 001 001	\$570.00
808	POLLARD PUMPING Total			\$815.00
809	PRESENCE LEARNING, INC	JAN CONTRACTED PSYCHOLOGIST	01 1100 340 2 991 001	\$5,753.00

810			01 1100 340 2 991 002	\$5,753.00
811	PRESENCE LEARNING, INC Total			\$11,506.00
812	PRIMARY CONCEPTS	STENCIL MILL AND ACTIVITY	01 1100 610 1 612 005	\$36.98
813	PRIMARY CONCEPTS Total			\$36.98
814	PRIME SANITATION SERVICE	MARCH 2023 SERVICE W/	01 2610 420 1 001 000	\$2,275.00
815			01 2610 420 2 001 000	\$2,275.00
816	PRIME SANITATION SERVICE Total			\$4,550.00
817	PRIME SECURED	ARUBA SUPPORT 2/23-1/24	01 2230 340 1 005 000	\$5,988.00
818			01 2230 340 2 005 000	\$5,988.00
819	PRIME SECURED Total			\$11,976.00
820	PRO-ED	LPP EVALUATIONS/PROTOCOLS	01 1291 610 1 004 021	\$268.40
821			01 1292 610 1 004 021	\$268.40
822	PRO-ED Total			\$536.80
823	QUILL CORPORATION	OFFICE SUPPLIES	01 2510 610 1 001 000	\$33.22
824			01 2510 610 2 001 000	\$33.22
825	QUILL CORPORATION Total			\$66.44
826	RADARS REPAIR LLC	GAS RANGE REPAIR	01 2410 340 2 209 001	\$130.00
827	RADARS REPAIR LLC Total			\$130.00
828	RAINBOW ARTISTIC GLASS	SHEETS OF GLASS	01 1100 610 2 142 002	\$226.40
829	RAINBOW ARTISTIC GLASS Total			\$226.40
830	RASMUSSEN MECHANICAL	DDC STATS AND END SWITCHES	01 2620 431 2 001 001	\$17,774.00
831		INSTALLED NEW BOARD CONTROL	01 2620 431 1 001 008	\$2,557.56
832		LABOR TO OUTSIDE CONDENSOR	01 2620 431 1 001 005	\$2,004.00
833		LABOR-RM 205	01 2620 431 2 001 001	\$1,030.47
834	RASMUSSEN MECHANICAL Total			\$23,366.03
835	REALLY GOOD STUFF	MAGNETIC DRY ERASE BOARDS	01 1200 610 1 254 003	\$89.99
836		WRITING JOURNALS	01 1100 640 1 028 000	\$840.71
837	REALLY GOOD STUFF Total			\$930.70
838	ROLFE, ANDREE	SPELLING CURRICULUM MATERIALS	01 1100 610 1 028 005	\$308.00
839	ROLFE, ANDREE Total			\$308.00
840	SAFESIDE SHREDDING	SHREDDING	01 1100 610 1 602 005	\$40.00
841			01 2510 340 1 001 000	\$40.00
842			01 2510 340 2 001 000	\$40.00
843	SAFESIDE SHREDDING Total			\$120.00

844	SAFETY-KLEEN	PARTS WASHER SOLVENT	01 1100 340 2 211 001	\$346.89
845	SAFETY-KLEEN Total			\$346.89
846	SANCHEZ, ADILENE	PARENT MILEAGE	01 2713 332 1 004 021	\$182.35
847	SANCHEZ, ADILENE Total			\$182.35
848	SCHEER'S ACE HARDWARE	MAINT. SUPPLIES	01 2620 610 1 001 000	\$9.99
849			01 2620 610 2 001 000	\$9.99
850		MS SUPPPLIES	01 2620 610 1 001 014	\$40.72
851	SCHEER'S ACE HARDWARE Total			\$60.70
852	SCHMIT, CHELSEY	ELL TEACHER MILEAGE FEB/MAR23	01 1150 333 1 004 000	\$7.34
853			01 1150 333 2 004 000	\$7.33
854	SCHMIT, CHELSEY Total			\$14.67
855	SCHOLASTIC, INC	GRADES 1-4 LIBRARY BOOKS	01 6200 640 1 028 004	\$303.00
856	SCHOLASTIC, INC Total			\$303.00
857	SCHOLASTIC, INC.	BOOKS & PERIODICALS	01 6200 640 1 028 009	\$242.00
858			01 6200 640 1 028 014	\$228.00
859		BOOKS FOR FAN AND HOME VISITS	01 3541 610 1 004 000	\$564.00
860	SCHOLASTIC, INC. Total			\$1,034.00
861	SCHOOL SPECIALTY, LLC	CLASSROOM ACTIVITY TABLE	01 2410 610 1 802 009	\$1,592.52
862		RESOURCE STUDENTS SUPPLIES	01 1200 610 1 254 003	\$160.72
863	SCHOOL SPECIALTY, LLC Total			\$1,753.24
864	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000	\$215.06
865			01 2710 332 2 001 000	\$215.05
866	SCHUMACHER, EMILY Total			\$430.11
867	SCHWARTZER, SHAYLA	PARENT MILEAGE	01 2713 332 1 004 021	\$209.08
868	SCHWARTZER, SHAYLA Total			\$209.08
869	SERVICEMASTER OF NORFOLK	FEB23 CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,748.50
870			01 2610 420 1 001 005	\$2,280.00
871			01 2610 420 1 001 008	\$1,152.00
872			01 2610 420 1 001 012	\$2,736.00
873			01 2610 420 2 001 000	\$1,748.50
874	SERVICEMASTER OF NORFOLK Total			\$9,665.00
875	SHASHIKANT, BETH	GNSA MEETING TRAVEL	01 2320 333 1 033 000	\$79.91
876			01 2320 333 2 033 000	\$79.91
877	SHASHIKANT, BETH Total			\$159.82

878	SIEVERT, DANIEL	NETA CONFERENCE	01 6310 330 2 028 000	\$189.00
879			01 6310 333 2 028 000	\$154.58
880			01 6310 580 2 028 000	\$389.95
881	SIEVERT, DANIEL Total			\$733.53
882	SOCIAL THINKING	SEL RESOURCE	01 1200 610 1 004 005	\$18.60
883			01 1200 610 1 639 005	\$276.00
884	SOCIAL THINKING Total			\$294.60
885	SOLUTION TREE	PROF LEARNING COMMUNITIES	01 6969 330 1 028 000	\$7,115.50
886			01 6969 330 2 028 000	\$7,115.50
887	SOLUTION TREE Total			\$14,231.00
888	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 1 014 000	\$24.34
889			01 2141 333 2 014 000	\$24.33
890	SONGCUAN, ALEXANDRA Total			\$48.67
891	STEPP, JUDY	STAFF MILEAGE	01 1200 333 1 004 000	\$39.34
892			01 1200 333 2 004 000	\$39.33
893	STEPP, JUDY Total			\$78.67
894	SULLIVAN, KATLINN	PARENT MILEAGE	01 2712 332 1 004 000	\$143.84
895	SULLIVAN, KATLINN Total			\$143.84
896	SUPER DUPER PUBLICATIONS	PLAYING CARDS	01 2151 610 1 496 014	\$34.93
897	SUPER DUPER PUBLICATIONS Total			\$34.93
898	TEACHER DIRECT	GENERAL SUPPLIES	01 1100 610 1 821 009	\$55.72
899	TEACHER DIRECT Total			\$55.72
900	TEACHER INNOVATIONS, INC	SUBSCRIPTION TO PLAN BOOK	01 1100 610 1 201 003	\$40.50
901	TEACHER INNOVATIONS, INC Total			\$40.50
902	TEXTBOOK WAREHOUSE	PHYSICS BOOKS	01 1117 640 2 028 000	\$134.25
903	TEXTBOOK WAREHOUSE Total			\$134.25
904	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT. CONTRACT	01 2620 431 1 001 000	\$107.90
905			01 2620 431 1 001 005	\$215.74
906			01 2620 431 1 001 014	\$215.74
907			01 2620 431 2 001 000	\$107.89
908			01 2620 431 2 001 001	\$215.74
909			01 2620 431 2 001 002	\$215.74
910	THYSSENKRUPP ELEVATOR Total			\$1,078.75
911	TIME MANAGEMENT SYSTEMS	SUPPORT SERVICES FOR TIMECLOCK	01 2510 340 1 001 000	\$479.38

912			01 2510 340 2 001 000	\$479.37
913	TIME MANAGEMENT SYSTEMS Total			\$958.75
914	TRUCK CENTER COMPANIES	TENSIONER BELT VEHICLE #4	01 2710 610 1 001 000	\$91.18
915			01 2710 610 2 001 000	\$91.17
916	TRUCK CENTER COMPANIES Total			\$182.35
917	TURNKEY TELECOM SOLUTIONS	FIBER OPTIC LOCATING SERVICES	01 1100 340 1 005 000	\$2,080.00
918			01 1100 340 2 005 000	\$2,080.00
919	TURNKEY TELECOM SOLUTIONS Total			\$4,160.00
920	U S POST OFFICE	BULK MAILING PERMIT	01 2510 531 1 001 000	\$145.00
921			01 2510 531 2 001 000	\$145.00
922	U S POST OFFICE Total			\$290.00
923	UNIVERSITY OF NEBRASKA	REGISTRATION FOR DISTRICT	01 1100 610 2 208 001	\$54.00
924	UNIVERSITY OF NEBRASKA Total			\$54.00
925	VIC'S ENGINE SERVICE, INC	OIL FILTER	01 2620 610 1 001 000	\$9.81
926			01 2620 610 2 001 000	\$9.81
927	VIC'S ENGINE SERVICE, INC Total			\$19.62
928	WAL-MART	GIFT CARD INCENTIVES	01 3541 330 1 004 000	\$3,500.00
929	WAL-MART Total			\$3,500.00
930	WEST MUSIC COMPANY	MUSIC INSTRUMENTS	01 1100 610 1 202 003	\$151.45
931	WEST MUSIC COMPANY Total			\$151.45
932	WINNERS CIRCLE	AFE PLAQUES	01 2310 610 1 001 000	\$27.75
933			01 2310 610 2 001 000	\$27.75
934	WINNERS CIRCLE Total			\$55.50
935	WOLF, PAM	CURRICULUM MEETING LUNCH	01 6310 580 1 028 000	\$13.98
936	WOLF, PAM Total			\$13.98
937	WOLFF, PATRICK	2 CRT'S TV'S	01 2230 650 2 005 000	\$10.00
938	WOLFF, PATRICK Total			\$10.00
939	WOODRIVER ENERGY LLC	NATURAL GAS FEB 2023	01 2610 621 1 001 000	\$2,244.37
940			01 2610 621 1 001 003	\$754.04
941			01 2610 621 1 001 004	\$1,934.70
942			01 2610 621 1 001 005	\$1,793.28
943			01 2610 621 1 001 008	\$5,337.33
944			01 2610 621 1 001 009	\$2,959.93
945			01 2610 621 1 001 010	\$1,960.09

946			01 2610 621 1 001 012	\$2,240.35
947			01 2610 621 1 001 014	\$5,017.55
948			01 2610 621 1 001 021	\$4,186.80
949			01 2610 621 2 001 000	\$2,244.37
950			01 2610 621 2 001 001	\$4,795.11
951			01 2610 621 2 001 002	\$12,353.96
952		NATURAL GAS MAR23	01 2610 621 1 001 000	\$2,019.41
953			01 2610 621 1 001 003	\$696.45
954			01 2610 621 1 001 004	\$1,767.49
955			01 2610 621 1 001 005	\$1,631.27
956			01 2610 621 1 001 008	\$5,129.40
957			01 2610 621 1 001 009	\$2,520.35
958			01 2610 621 1 001 010	\$1,577.45
959			01 2610 621 1 001 012	\$1,580.58
960			01 2610 621 1 001 014	\$3,745.61
961			01 2610 621 1 001 021	\$3,651.47
962			01 2610 621 2 001 000	\$2,019.40
963			01 2610 621 2 001 001	\$4,631.32
964			01 2610 621 2 001 002	\$10,248.86
965	WOODRIVER ENERGY LLC Total			\$89,040.94
966	ZHANG, TAYLOR	STAFF MILEAGE	01 1100 333 1 001 000	\$85.02
967	ZHANG, TAYLOR Total			\$85.02
968	ZONE, THE	M.VARELA PAYROLL MAR23	01 6968 340 2 001 002	\$735.00
969		S.SCHWARTZ PAYROLL MAR23	01 6968 340 1 001 014	\$750.00
970		T.OLSON PAYROLL MAR23	01 6968 340 1 001 014	\$1,002.14
971	ZONE, THE Total			\$2,487.14
972	Grand Total			\$810,129.76
973				
974				
975	<u>NUTRITION FUND</u>			
976	ADVANCE AUTO PARTS	VEHICLE SUPPLIES	02 3100 610 1 001 000	\$265.33
977	ADVANCE AUTO PARTS Total			\$265.33
978	CASH-WA DISTRIBUTING	JI FRAM PALLETS	02 3100 731 2 001 001	\$3,345.00
979	CASH-WA DISTRIBUTING Total			\$3,345.00

980	DAR PRO	ANNUAL SERVICE FEE	02 3100 340 1 001 021	\$100.00
981	DAR PRO Total			\$100.00
982	HACKEROTT, KAMARA	REFUND OF LUNCH ACCOUNT	02 3100 890 0 001 000	\$14.70
983	HACKEROTT, KAMARA Total			\$14.70
984	HOBART SALES & SERVICE	DISHWASHER REMOVAL	02 3100 340 2 001 001	\$864.00
985		WORK ON CONVECTION OVEN	02 3100 340 1 001 021	\$406.60
986		WORK ON DISWASHING MACHINE	02 3100 340 2 001 001	\$1,188.00
987	HOBART SALES & SERVICE Total			\$2,458.60
988	LUNCHTIME SOLUTIONS, INC.	EQUIPMENT REPAIRS REIMB.	02 3100 340 1 001 021	\$833.72
989		MARCH MEALS	02 3100 340 1 001 000	\$153,491.54
990			02 3100 340 2 001 000	\$153,491.53
991	LUNCHTIME SOLUTIONS, INC. Total			\$307,816.79
992	NAPA OF NORFOLK	VEHICLE #43 SUPPLIES	02 3100 610 1 001 000	\$25.47
993		VEHICLE BATTERY	02 3100 610 1 001 000	\$153.17
994		VEHICLE SUPPLY	02 3100 610 1 001 000	\$13.32
995	NAPA OF NORFOLK Total			\$191.96
996	NORFOLK GM AUTO CENTER	VEHICLE #48 SUPPLIES	02 3100 610 1 001 000	\$126.23
997	NORFOLK GM AUTO CENTER Total			\$126.23
998	NORFOLK WINSUPPLY	HOSE REEL WALL CONTROL CABINET	02 3100 610 1 001 010	\$1,950.00
999		KITCHEN FAUCET	02 3100 610 1 001 010	\$110.67
1000	NORFOLK WINSUPPLY Total			\$2,060.67
1001	NPS GENERAL FUND	MAR23 NENCAP PAYMENT	02 5690	\$20,429.00
1002	NPS GENERAL FUND Total			\$20,429.00
1003	NPS SUBSIDIARY	TUTORING SNACKS	02 3100 610 1 001 005	\$70.83
1004	NPS SUBSIDIARY Total			\$70.83
1005	WIGGINS, BRYAN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$46.55
1006	WIGGINS, BRYAN Total			\$46.55
1007	Grand Total			\$336,925.66
1008				
1009				
1010	COOPERATIVE FUND			
1011	CENTRAL INSTITUTE F/T DEAF	SPICE FOR LIFE WORKSHOP FEE	04 1200 330 1 004 000	\$1,000.00
1012	CENTRAL INSTITUTE F/T DEAF Total			\$1,000.00
1013	ESU 8	HOFFART/STAUB 1ST HALF	04 1200 111 1 004 000	\$30,469.88

1014			04 1200 111 2 004 000	\$30,469.87
1015			04 1200 221 1 004 000	\$2,529.68
1016			04 1200 221 2 004 000	\$2,529.67
1017			04 1200 231 1 004 000	\$3,009.75
1018			04 1200 231 2 004 000	\$3,009.75
1019			04 1200 281 1 004 000	\$5,036.80
1020			04 1200 281 2 004 000	\$5,036.80
1021			04 1200 330 1 004 000	\$62.50
1022			04 1200 330 2 004 000	\$62.50
1023			04 1200 580 1 004 000	\$5,678.45
1024			04 1200 580 2 004 000	\$5,678.44
1025	ESU 8 Total			\$93,574.09
1026	EVERYDAY SPEECH LLC	ANNUAL LICENSE	04 1200 643 1 004 000	\$1,503.96
1027	EVERYDAY SPEECH LLC Total			\$1,503.96
1028	HOFFART, JILL	ARTS FESTIVAL MEALS	04 1200 610 1 004 000	\$311.32
1029	HOFFART, JILL Total			\$311.32
1030	JAYMAR BUSINESS FORMS, INC	COOP CHECKS	04 1200 610 1 004 000	\$72.69
1031			04 1200 610 2 004 000	\$72.69
1032	JAYMAR BUSINESS FORMS, INC Total			\$145.38
1033	M AND B QUALITY CONCRETE	CHATTERVOX SOUND SYSTEMS	04 1200 610 1 004 000	\$150.00
1034	M AND B QUALITY CONCRETE Total			\$150.00
1035	NPS GENERAL FUND	INVOICES TO OTHER DISTRICTS	04 1200 531 1 004 000	\$3.00
1036			04 1200 531 2 004 000	\$3.00
1037	NPS GENERAL FUND Total			\$6.00
1038	NPS SUBSIDIARY	ACADEMIC BOWL MAILINGS #26	04 1200 531 2 004 000	\$9.55
1039		PROFESSIONAL ACADEMY	04 1200 643 1 004 000	\$99.50
1040			04 1200 643 2 004 000	\$99.50
1041		SUPPLIES FOR ARTS FEST #26	04 1200 610 1 004 000	\$86.61
1042		SUPPLIES FOR DANCE TRAVEL #26	04 1200 610 1 004 000	\$29.96
1043		WINTER PLAYDATE ACTIVITY #26	04 1200 330 1 004 000	\$16.00
1044			04 1200 610 1 004 000	\$20.14
1045	NPS SUBSIDIARY Total			\$361.26
1046	U. S. CELLULAR	HOT SPOTS	04 1200 610 1 004 000	\$65.24
1047			04 1200 610 2 004 000	\$65.23

1048	U. S. CELLULAR Total			\$130.47
1049	Grand Total			\$97,182.48
1050				
1051				
1052	<u>DEPRECIATION FUND</u>			
1053	NPS SUBSIDIARY	LIBRARY WORKSTATION	06 2900 610 1 904 012	\$1,954.83
1054	NPS SUBSIDIARY Total			\$1,954.83
1055	Grand Total			\$1,954.83
1056				
1057				
1058	<u>SPECIAL BUILDING FUND</u>			
1059	CANNON MOSS BRYGGER	JUNIOR HIGH RENOVATION	08 2620 340 2 001 002	\$10,893.00
1060	CANNON MOSS BRYGGER Total			\$10,893.00
1061	OCC BUILDERS, LLC	JH ADDITION/RENOVATION	08 2620 340 2 001 002	\$244,355.00
1062	OCC BUILDERS, LLC Total			\$244,355.00
1063	Grand Total			\$255,248.00
1064				
1065				
1066	<u>EMPLOYEE BENEFIT FUND</u>			
1067	DAKOTA TRUCK UNDERWRITERS	22/23 AUDIT ADJUSTMENT	11 2900 340 1 001 000	\$1,827.00
1068	DAKOTA TRUCK UNDERWRITERS Total			\$1,827.00
1069	Grand Total			\$1,827.00
1070				
1071				
1072	<u>STUDENT FEE FUND</u>			
1073	KEN'S BAND INSTRUMENT	BARITONE REPAIRS	17 2190 340 2 028 002	\$60.00
1074		TENOR SAXOPHONE REPAIRS	17 2190 340 2 028 002	\$41.00
1075		TROMBONE REPAIR	17 2190 340 2 028 001	\$134.00
1076	KEN'S BAND INSTRUMENT Total			\$235.00
1077	NPS SUBSIDIARY	AFTERSHOCK CLUB SUPPLIES #13	17 2190 610 2 669 002	\$58.26
1078		AFTERSHOCK SUPPLIES #18	17 2190 610 1 669 014	\$251.04
1079			17 2190 610 2 669 002	\$329.77
1080		BUZZSPROUT #18	17 2190 610 2 669 002	\$12.00
1081		DEREMER SPORTSWEAR-HATS #23	17 2190 610 2 512 001	\$1,566.00

1082	NPS SUBSIDIARY Total			\$2,217.07
1083	STADIUM SPORTS	WAIVABLE TENNIS SHIRTS	17 2190 610 2 550 001	\$248.00
1084	STADIUM SPORTS Total			\$248.00
1085	Grand Total			\$2,700.07

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #877 for the month of April in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

Date: _____

Board Member

StudentsStudent Fees Policy

The Board of Education of Norfolk Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

National Trip Policy

Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota).

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in

nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a “non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
 Neb. Constitution, Article VII, section 1.
 Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
 Neb. Rev. Stat. §79-2104 (student files or records)
 Neb. Rev. Stat. §79-715 (eye-protective devices)
 Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 9, 2015
 Date of Reaffirmation: September 14, 2015
 Date of Revision: March 14, 2016
 Date of Revision: April 11, 2016
 Date of Revision: April 10, 2017
 Date of Reaffirmation: June 8, 2020

**Appendix "1" to 2023-2024 Student Fees Policy of
Norfolk Public Schools**

Additional Specification of Required Materials and Fees¹

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 st Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 st Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/per quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band / Choir " Black Dress Pants"			\$20.00/year	
Band Shoes				\$37.00/year
Band Uniform Cleaning				\$15.00/per year
Baseball Hats and Socks				\$60.00/per year
Cheerleading Uniform: (<i>Shell, Skirt, Pom's Shoes</i>)				\$75 Uniform/per year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit			\$75/year	\$100 to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				\$140/per year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/per year	\$25.00/per year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				\$75.00 Uniform/per year
Softball Visor and stirrups				\$55/per year
Soccer Shin Guards & Socks				\$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				\$10.00 Cap / \$20.00 goggles \$100.00 Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
Tennis Uniform (Boys)				\$100.00 /per year
Tennis Uniform (Girls)				\$115.00 /per year
Volleyball				\$55.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the 2023-2024 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.



**Activity Bus Overview, Survey Analysis and
Options**

Survey Results



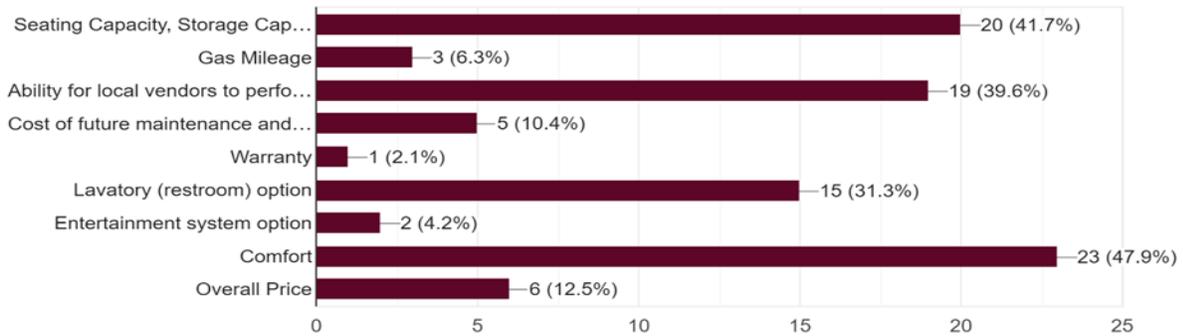
What is the most important factor for you as a coach and sponsor you want the board of education to consider?

48 responses



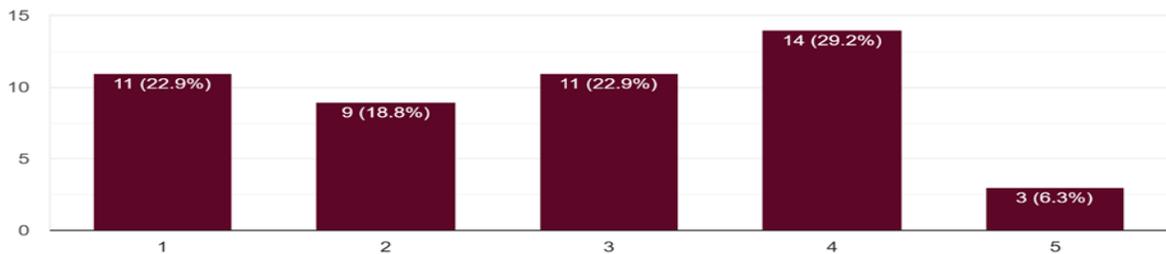
What are two additional factors for you as a coach and sponsor you want the board of education to consider? (Please only choose two)

48 responses



The Class C is substantially (\$250,000) less expensive, but does not come with a lavatory (restroom) that can be used during winter months. On a scale of 1 to 5 how important is it to have a lavatory?

48 responses



Do you have any additional comments you would like to share?

11 responses

Of course maintenance is important but not the top priority for those using it unless you think it would mean we did not have access to transportation. The restroom would be very nice but I coach in the winter so if it is not available that part of the year I guess it does not matter. I am less worried about storage below the bus as we don't haul big equipment. I would like there to be storage in the bus that is accessible while we are traveling.

I do not want us to buy the one with the bathroom. It makes ZERO sense to spend extra money on a bus with a bathroom when it can't be used for the bulk of the school year.

A major concern is having the buses being repaired in a timely manner so teams do not have to take a yellow bus for away games that are 2 hours or further away.

Bathrooms for longer trips are convenient.

n/a

For boys soccer, it needs to seat up to 45 people comfortably.

If there isn't enough storage then you are going to have to send extra vehicles which defeats the purpose of having a new bus because you are going to add to the wear and tear of more vehicles as well as adding to the funds spent on gas.

Get something that doesn't break down.

SAFETY AND RELIABILITY IS THE MOST IMPORTANT FACTOR

As a coach of a female team, bathrooms are very helpful

I know that we encourage our athletes to hydrate and that is an important part of staying healthy. I know we can plan ahead for additional stops but then coaches will be out of the classrooms more. Biggest thing is that I just want us to get reliable transport so as coaches we can count on getting to our destination safely.

48 Responses

Most Important Factor

- (27) 56.3% Seating Capacity, Storage Capacity
- (11) 22.9% Cost of future maintenance and repairs
- (6) 12.5% Lavatory
- (3) 6.3% Ability for local vendors to do maintenance
- (1) 2.1% Price

Additional Factors that were Important but not Most Important

- (23) 47.9% Comfort
- (20) 41.7% Seating Capacity Storage
- (19) 39.6% Ability for local vendors to do maintenance
- (15) 31.3% Lavatory
- (6) 12.5% Price
- (5) 10.4% Cost of future maintenance
- (3) 6.3% Gas Mileage
- (2) 4.2% Entertainment System
- (1) 2.1% Warranty

Lavatory Importance on a 1-5 Scale

- | | |
|--------------|----------------|
| (11) 1 22.9% | (20) 1-2 41.7% |
| (9) 2 18.8% | (11) 3 22.9% |
| (11) 3 22.9% | (17) 4-5 35.5% |
| (14) 4 29.2% | |

Summary of Bid Openings, Review of additional questions and Recommendations



Summary of Bid Opening Meeting on March 1st, 2023 for Activity Bus

Those in attendance were as follows: Dr. Bill Robinson, Amanda Liewer, No vendors or public present.

The bid opening started at 1:02p.m. and the bid amounts were announced

Activity Bus Proposals

MCI Corporation (Des Plaines, IL)

Class A Style Bus: \$599,900.00 w/ \$4,000.00 delivery charge = \$603,900.00

Masters Transportation (Kearney, NE)

Class C Style Bus: \$359,900.00 w/lavatory

Class C Style Bus: \$344,900.00 w/o lavatory

No delivery charges

**[Breakdown of Bids with additional information for contract services
compared to self operating cost](#)**

Questions and Additional Information requested since March 13th board meeting

- 1. What are the seat dimensions and aisle heights on the class A and class C coaches?**

Class A style

Seats are 19" wide, height 28" / Aisle height is 78"

Class C style

Seats are 19" wide, height 28" / Aisle height is 78"

- 2. What is the storage capacity on the class A and class C coaches?**

Class A style

471 cubic feet of storage

Class C style

470 cubic feet of storage

- 3. Can maintenance agreements be purchased on the class A coach?**

MCI does not offer a maintenance agreement. They will help in identifying vendors or mechanics that can help with problems.

[Link to information related to current service and maintenance challenges](#)

[Link to official MCI service centers in US](#)

- 4. What are some prices on used class A coaches and can that be considered as an option?**

[websitehttps://sales.mcicoach.com/preowned/pcoach.nsf/DealMake?openform_for current used coaches](https://sales.mcicoach.com/preowned/pcoach.nsf/DealMake?openform_for current used coaches)

- 5. Coachmasters Inc., shared concerns about the bid qualifications on the Executive Coach bid provided by Masters as well as other districts that are currently using and buying them**

[Link to this discussion with current opinions and information specific to Rule 91 and 92](#)

[Rule 91](#)

[Rule 92](#)

- 6. What kind of safety training do our drivers go through?**

All NPS drivers go through all required state requirements for the appropriate CDL license in order to drive a school bus or large motor coach

- 7. How are other class A schools or similar sized schools handling their activity transportation needs? Do they own or contract? What determines when they use a contracted service?**

[Link to document for school comparisons](#)

- 8. What was the purchase price and source of funding on previous activity bus purchases?**

[Link to details on purchase price information, funding source, mileage and repair cost](#)

Options with rationale for the Board of Education to consider

Upon reviewing bids, the staff survey and previous conversations that occurred in our finance and facilities committee and the March 13th board meeting. There are five options for consideration, with each option having pros and cons. The Board will need to discuss and vote on what is in the best interest for our students, district and taxpayers as we move forward with this discussion and potential decision.

Option One: Use a hybrid model where the district would not purchase a new activities bus at this time but move to contracting out trips that are approximately 2 hours or more, these would be considered priority trips. We would pilot this approach for the 23-24 school year and determine this time next year if we want to continue doing this in future years. Many of the districts with Class A High Schools have used contract motor coach bus services for many years successfully. Additional details on what some other larger high-schools are doing is under #7 on page 9 on the attached document. This approach would still satisfy all of the critical needs plus provide the lavatory option on these longer trips. The district would still need to maintain its current activity bus fleet for all other trips and to have a back-up in place for when a coach company cannot cover due to rescheduling or lack of availability due to short notice. Some examples would be rescheduling due to weather or short notice on district or playoff games. It would put less demands and trip length on our existing fleet which would help on current maintenance and repairs. This option could also potentially be the best fiscally when looking at overall cost to own. The district would have more data on this to determine an actual cause and effect for NPS after the one year pilot. If this option is approved an RFP would be brought to the May board meeting for approval, this would include a time schedule, specifics in the RFP and details on the process for vendor selection.

Option Two: Look for a low mile used class A style coach bus to bring into our current fleet. Current pricing I have seen on used models of potential interest range from \$260,000 to \$360,000 all dependent upon model year, miles, etc. This would provide another class A style coach bus in our fleet but will potentially have the maintenance and repair issues we are currently facing with this type of bus. Generally once a traditional motor coach is 7 to 10 years in age the larger maintenance and repairs start to occur.

Option Three: Purchase the bus from Masters Transportation for \$344,900. This bus does not come with a lavatory so longer trips would need to build in some extra time for potential stops. This bus according to all the information we have, including from the Nebraska Department of Education, is still a viable option. There is a difference of opinion among a few vendors which could potentially cause a patron or parent not to feel 100% comfortable with purchasing and using a bus that may have questions on its compliance. Future discussion at the next review meeting at NDE would hopefully add clarity on the definition of a monocoque or semi-monocoque design and not have it be up to individual districts and manufacturers to determine.

Option Four: Accept the bid from MCI for \$603,900 for a new class A style coach. This would require reviewing other large purchases that are in our current plan over the next few years and determine if there are things we want to cut out or not do since a purchase of this amount has not been accounted for in our current plan. These proposals which included the Middle School addition and renovation were reviewed during the February board study session.

Option Five: Reject the bid from MCI and Masters as well as the other options listed, but allow the district to use contracted services as needed when our existing fleet is out of service for repairs. This allows the board to take more time with this decision and potentially revisit later. Our issues with our current fleet do not change and will still need to be addressed.

The Board of Education has five options for consideration so we can move forward as we approach the 23-24 school year. I recommend option one as the best choice for our district, students and patrons at this time. I believe option one addresses almost all the needs, wants and concerns identified in our survey as well as the many conversations that have taken place over the past several weeks within our community and with the board of education. By doing a pilot on this approach we have not made any long term investments and have the flexibility to still consider purchasing.

Motor Coach bid comparison

Make	Price	Delivery Charge	Seating capacity	Engine	Gas Mileage	Entertainment system	Lavatory	Local vendor can perform factory maintenance after warranty period	Estimated Delivery
(Class A)2024 MCI J4500	\$599,900.00	\$4,000.00	56	Cummins 11.8L 410 HP	7.0 average	yes	yes	no	Summer of 2023
(ClassC) Super XL Executive Coach	\$359,900.00	\$0.00	54	Cummins L9	8.5 average	yes but can be deleted	yes but cannot be used in winter and reduces underneath storage approx. 25%	Norfolk Truck Center	Summer of 2023
(Class C) Super EL Excutive Coach	\$344,900.00	\$0.00	57	Cummins L9	8.5 average	yes but can be deleted	no	Norfolk Truck Center	Summer of 2023

NPS Cost analysis

Average driver cost all inclusive per hr	\$26.73	
Average cost per mile diesel all inclusive	\$3.95	
Omaha/Lincoln/GI (244 Miles)	244	\$963.80
Driver time (9 hrs.)	9	\$240.57
		\$1,204.37
98 trips	\$118,028.26	
Trips outside further than 2hrs. (340 Miles)	340	\$1,343.00
Driver time (12hrs.)	12	\$320.76
		\$1,663.76
23 trips	\$38,266.48	
Estimated annual cost 121 trips	\$156,294.74	

Cost analysis with local charter company

Omaha/Lincoln/GI 240 mile round trip	\$1,644.00
98 trips	\$161,112.00
340 mile round trip	\$2,014.00
23 trips	\$46,322.00
Total estimated annual cost	\$207,434.00
Annual difference on 98 trips (240 miles)	\$43,083.74
Annual difference on 23 trips (340 miles)	\$8,055.52
Total annual difference on 121 trips	\$51,139.26
Estimated cost over 7 year period	\$357,974.82

Current Maintenance and Repair Challenges for our MCI coach buses

Perspective from Tyler Jacot (NPS District Mechanic)

“Some of the problems that we have run into on the coach buses is finding a place that is able to do recall and warranty work, most shops in Norfolk that work on large trucks and diesels are only able to do general mechanical work on these buses such as suspension and minor engine work. The MCI systems sometimes require special tools and diagnostic equipment to fix certain problems these buses have. Another issue is part availability for these buses can be scarce if not available at all, plus the cost of these items have tended to be higher compared to our other buses. This overall creates high upkeep and sometimes long downtimes which we are facing currently”

Perspective from Dwight Munderloh (VP of Service at Norfolk Truck Center)

They are able to handle many of the diagnostic work and repairs on the MCI engine and transmission specifically as long as it is a Cummings engine and Allison transmission. The software on their systems can usually read the codes. They have lifts that can raise the MCI coach bus if needed for certain repairs. Limitations they have are when the repair gets into internal transmission items, electrical components not specific to just the engine or transmission or when the repair may require the engine to be dropped in order to access certain items. Specific tools and jacks are needed when you get into this type of repair.

Options outside of Norfolk (Interstate Power Systems, Omaha, NE)

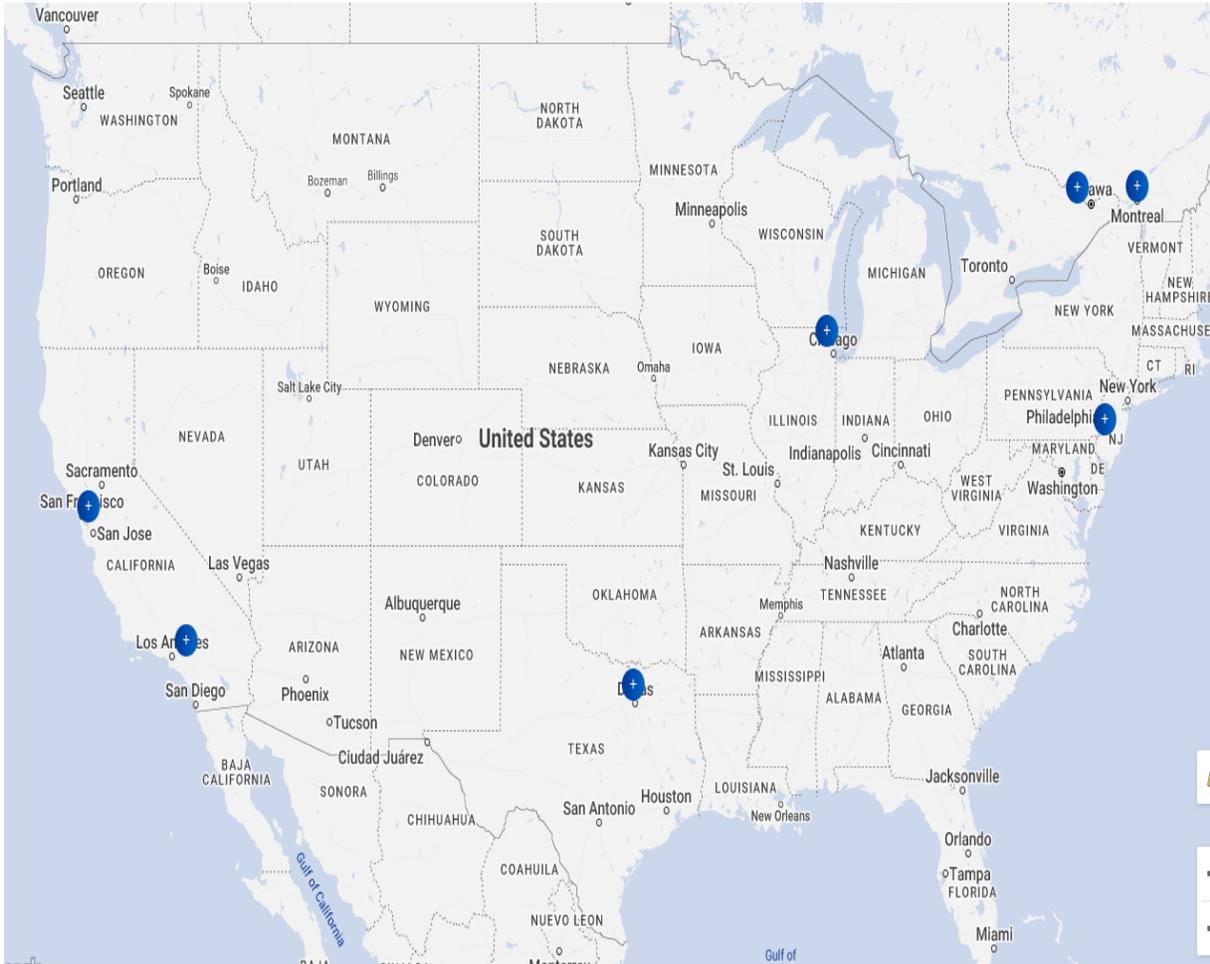
We currently have #107 at this location to address an exhaust leak which because of its location needed to have a shop with the tools to be able to get to the source of the leak. The A/C was also not working, they have diagnosed the problem but the fix is replacing the compressor component which is no longer manufactured by Carrier. Tyler Jacot as well as Interstate Power are looking at if this compressor might be at a salvage yard or can another compressor from another manufacturer that has similar specs work. The windshield also needed to be replaced, which could not be done in Norfolk. When a bus is brought to this vendor the wait time is usually pretty extensive due to their volume of work.

Other challenges to consider

Access to parts in a timely manner and the type of repair are really key in whether a coach bus can be repaired without long delays. #107 has been in Omaha for almost 5 months thus out of our rotation of available units to schedule. Last year we had one of our coaches being worked on locally but it still was a 5 month process due to getting a part and then the time to complete the repair. Both Navigator and Arrow have personal mechanics on their staff that are more specialized with large motor coaches but they are not available to work on outside projects. Mechanics at some of our local shops have reached out to these people on occasion to get advice but that is about the extent of it. If we would run into a repair that would require a MCI service center that would be a commitment to not only getting the bus to that location but the cost for that level of service needs to be considered as well.

A new MCI coach most likely would not face these challenges in the first several years of use but after that point the challenges that have been shared would potentially start to come back into our maintenance and repair conversation and concerns.

MCI Service Centers



Coachmaster, Inc. and Masters Transportation are school bus and motorcoach vendors located in Kearney, NE. Both have certifications to sell school buses and motor coaches to schools in Nebraska and other states. Masters has the certification to sell the Super XL Executive Coach but Coachmasters does not. The president of Coachmasters John Goodbrake Sr. believes that Masters Transportation is selling a product that does not meet Rule 91 and Rule 92 definition of a Motor Coach bus which can be used for Activities in Nebraska. In his opinion the bus we received a bid on from Masters does not meet the standard of a semi-monocoque/monocoque design. The language on this from Rule 91 and Rule 92 is the following:

002.03 Motor Coach Bus means a vehicle not designed primarily for the transportation of school children to and from school and school related activities, but as a commercial motor vehicle as a part of the operation of a common or contract carrier, as those terms are defined in Section 75-302 R.R.S., with a Gross Vehicle Weight of greater than 33,000 lbs., with a semi-monocoque/monocoque unitized body construction and which has high back seats, under-the-floor storage, and is designed to seat at least 32 passengers. For purposes of this Section, monocoque means a design where the skin or shell of the vehicle acts as a single unit with the supporting frame and semi-monocoque means a design where the skin or shell of the vehicle acts, to some extent, as a single unit with the supporting frame. Such buses are also commonly known as "over-the-road coaches."

Masters Transportation has always held to following on this question and believe this bus is fully compliant with Rule 91 and Rule 92. The following is their stance

The design of the Super XL Executive coach is a semi-monocoque design. The Super XL Executive coach meets this as it has one entry and exit point for all passengers which creates a single unit with the supporting frame. The GVWR is 36,000 lb., with high back seats, under the floor storage, is designed to seat in excess of 32 passengers and it meets all FMVSS requirements. Masters is certified to sell these units as well as other school transportation vehicles. If they would sell a unit that does not meet Rule 91 and Rule 92 specifications they would no longer have certification from their distributors and would be held accountable by purchasers for that violation.

After reviewing this information and doing more research on a monocoque and semi-monocoque supporting frame I also believe that the bus meets the requirements in Rule 91 and Rule 92. The bid information and specs have been provided to Bryce Wilson with the Nebraska department of Education a summary of his response is the following:

Monocoque and Semi Monocoque frame buses are allowable according to our Rule 91/92 requirements for motor coaches. NDE does not certify whether a bus meets a rule or not. NDE does not have anyone on staff qualified to make that determination. It is up to each district, the vendor they work with and any legal analysis by people who specialize in this area to make a determination for their district. During our last review meeting the bus you have received a bid on was not in production but we understand that districts in Nebraska are buying the new model and other states are specifically listing them as acceptable. We are getting a lot of questions and requests to specifically list this unit as acceptable in order to have 100% clarity on this topic

even though we have not listed specific bus models or makes in the past. We will be looking into this topic in detail again when the next rule revision occurs. Our last rules revision was in Feb. 2020, not sure when the next rules revisions meeting will be, but most likely within the next couple of years. When that meeting occurs we are going to attempt to bring more clarity while also reviewing the latest safety data in order to review compliance with FMVSS standards.

This bus according to all the information we have including the department of education is still a viable option. There is a difference of opinion among a few vendors which could potentially cause a patron or parent not to feel 100% comfortable with purchasing and using a bus that may have questions on its compliance. Future discussion at the next review meeting at NDE would hopefully add clarity on the definition of a monocoque or semi-monocoque design and not have it be up to individual districts and manufacturers to determine.

**NEBRASKA DEPARTMENT
OF EDUCATION**

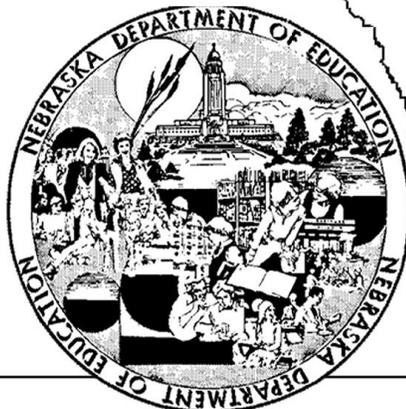
RULE 91

**REGULATIONS GOVERNING DRIVER QUALIFICATIONS AND
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION
VEHICLES**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 91**

**EFFECTIVE DATE
FEBRUARY 5, 2020
(REVISED)**

**State of Nebraska
Department of Education
301 Centennial Mall South
Lincoln, Nebraska 68509**



TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION
VEHICLES

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TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &
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VEHICLES

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TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION
VEHICLES

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001 General Information

001.01 Statutory Authority. This Chapter is adopted pursuant to Sections 79-318(12), and 79-607 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This Chapter governs the qualifications and requirements for drivers of pupil transportation vehicles in public and non-public schools, along with operational procedures for pupil transportation vehicles.

001.02A This regulation is not intended to include: (i) legally licensed operators of vehicles which operate under the jurisdiction of the United States Department of Transportation, State Patrol Motor Carrier Enforcement Division of Motor Carrier Services or Nebraska Public Service Commission when used for activity trips as described in subsection 002.02 of this Chapter; (ii) private motor vehicles used exclusively to carry members of the vehicle owner's household; (iii) small vehicles used for activity purposes only except as stated in subsection 003.01A; or (iv) the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board.

001.03 Related Regulations. An additional regulation promulgated by the Nebraska Department of Education is Chapter 92, *Regulations Governing the Minimum Equipment Standards & Safety Inspection Criteria for Pupil Transportation Vehicles*.

001.04 Penalty Provisions. Section 79-607 of the Revised Statutes of Nebraska (R.R.S.) provides that violations of traffic rules or regulations which relate to school bus transportation may result in a person being guilty of a Class V misdemeanor.

001.05 Effective date and Implementation Date. Regardless of the effective date of this Chapter, the implementation (operative) date will be either January 1, 2019 or the effective date of this Chapter, whichever is later. Prior to that date, the provisions of 92 NAC 91 effective September 26, 2012 shall remain in effect.

002 Definitions

002.01 Activity Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, which at any time would be used to carry school children and school personnel exclusively on a school activity trip from a given location to a second location without stopping to load or unload children or control traffic on public highways, provided that such transportation service is sponsored and approved by the local school governing board. This includes Multi-Function School Activity Bus as defined in 49 CFR 571.3 and does not preclude the use of a school bus as an activity bus.

002.02 Activity Trip means the transportation of children, pupils, and school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized or sponsored by the school district or the local school's governing board.

002.03 "Behind the Wheel" Training and Pre-Service Evaluation means an orientation prescribed by the Commissioner of Education and conducted by any driver holding a current school bus permit or who is qualified to drive a pupil transportation vehicle.

002.04 Motor Coach Bus means a vehicle not designed primarily for the transportation of school children to and from school and school related activities, but as a commercial motor vehicle as a part of the operation of a common or contract carrier, as those terms are defined in Section 75-302 R.R.S., with a Gross Vehicle Weight of greater than 33,000 lbs., with a semi-monocoque/monocoque unitized body construction and which has high back seats, under-the-floor storage, and is designed to seat at least 32 passengers. For purposes of this Section, monocoque means a design where the skin or shell of the vehicle acts as a single unit with the supporting frame and semi-monocoque means a design where the skin or shell of the vehicle acts, to some extent, as a single unit with the supporting frame. Such buses are also commonly known as "over-the-road coaches."

002.05 Level I Instructional Course means a minimum of an eleven (11) hour, instructional program for individuals who will be operating school buses and a minimum of three (3) hour instructional program for drivers of small vehicles on routes, prescribed by the Commissioner of Education, conducted by an instructor approved by the Commissioner. The course is valid for five (5) years.

002.06 Level I Waiver Examination means an examination approved by the Commissioner of Education that may be taken prior to attending the Level I Instructional Course for which a passing score on the waiver examination temporarily fulfills the Level I requirement for an individual to drive a pupil transportation vehicle for the first time. Sixty (60) days after being issued, the waiver expires.

002.07 Level II Instructional Course means a minimum of a three (3) hour instructional program, that is prescribed by the Commissioner of Education, conducted by an instructor approved by the Commissioner and is valid for five (5) years.

002.08 Level II Waiver Examination means an examination approved by the Commissioner of Education that may be taken prior to attending the Level II Instructional Course for which a passing score on the waiver examination temporarily fulfills the Level II requirement for an individual to drive a pupil transportation vehicle. The applicant must complete the entire Level II Instructional Course within sixty (60) days of passing the Level II Waiver Examination.

002.09 Students means school students, pupils and children and will be used interchangeably throughout this Chapter.

002.10 School Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding Nebraska Pupil Vehicle Minimum Standards (92 NAC 92); which at any time is used to carry school children and school personnel exclusively that is sponsored and approved by the local school governing board. School bus includes an Activity Bus (as defined in this Chapter) and a Multi-Function School Activity Bus (MFSAB) as defined in 49 CFR 571.3 except where otherwise provided in 92 NAC 92. Vehicles that only carry school children along with other passengers as a part of the operation of a common carrier under the jurisdiction of the United States Department of Transportation, Nebraska Public Services Commission, Nebraska State Patrol Carrier Enforcement, or the Nebraska Department of Motor Vehicles Division of Motor Carrier Services are not included with the definition of school bus.

002.11 Small Vehicle means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying ten (10) or fewer passengers, excluding the driver, meeting or exceeding Nebraska Department of Education minimum standards for small vehicles which at any time would be used to carry students exclusively that is sponsored and approved by the local school governing board. If the seating capacity of the vehicle has been reduced to meet the definition of a small vehicle, the manufacturer, distributor, or dealer shall recertify the vehicle if required by 49 CFR 567.7. The capacity of the vehicle shall be posted inside the vehicle in a conspicuous location. The preceding definition is not intended to include private motor vehicles used exclusively to carry members of the owner's household.

002.11A Vehicles that have an original manufacturer's vehicle type classification label under 49 CFR 567.4 of "bus" and that have an original manufacturer's designated seating capacity of 15 persons maximum (e.g. 15-passenger vans) shall not qualify as a small vehicle.

002.12 Pupil Transportation Vehicle means any vehicle utilized to carry school children as sponsored and approved by the local school governing board and conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed in this Chapter.

002.13 Pupil Transportation Vehicle Driver means a driver of any pupil transportation vehicle, utilized to transport school children.

002.14 Route means a designated course regularly traveled by a pupil transportation vehicle to pick up students from home or pickup points and take them to school or other locations related to a student's instructional program or to deliver students from school to their homes or designated drop-off points.

003 Pupil Transportation Driver Qualification Criteria

003.01 Pupil transportation vehicles used to transport one or more school children must be driven by individuals who have met the criteria as stated in this Chapter whenever such transportation service is sponsored and approved by a local school's governing board. Drivers employed by schools' independent contractors, and drivers independently contracted by a military base to transport children to school must also meet this criteria to be qualified to drive a pupil transportation vehicle.

003.01A Pupil transportation vehicle drivers of small vehicles on activity trips shall be provided instruction in emergency evacuation procedures, first aid, and other instruction applicable to the group of students being transported by their employer prior to such transportation activity.

003.01B Substitute pupil transportation vehicle drivers shall meet the same driver requirements and qualifications as a regular pupil transportation vehicle driver.

003.01B1 A pupil transportation vehicle driver shall not have the authority to assign a substitute without the prior approval of a school administrator or person designated by the local governing school board.

003.02 Requirements to be a Pupil Transportation Vehicle Driver

003.02A Drivers Eligibility. The following requirements shall be met at all times by individuals to be a pupil transportation vehicle driver:

003.02A1 The individual shall possess a valid Motor Vehicle operator's license required for the vehicle(s) that will be driven to transport students;

003.02A2 The individual shall be able to read and comprehend driving regulations and written test questions;

003.02A3 The individual shall be a minimum of 18 years of age; and

003.02A4 The individual shall be of good moral character.

003.02B Type of Vehicle Qualifications for Pupil Transportation Drivers. The following categories of pupil transportation vehicles that drivers can be qualified to drive are:

<u>Category</u>	<u>Vehicle</u>	<u>Capacity – Not Including the Driver</u>	<u>Minimum DMV License Required</u>
<u>A</u>	<u>Small Vehicle: Car or Van (Routes only)</u>	<u>1-10 passengers</u>	<u>Class O Operator's License</u>
<u>B</u>	<u>School Bus</u>	<u>Up to 14 passengers</u>	<u>Class O Operator's License</u>
<u>C</u>	<u>School Bus</u>	<u>15 or more passengers</u>	<u>Commercial Driver's License with Passenger and School Bus Endorsements</u>

003.02C Initial Training Requirements to Qualify as a Pupil Transportation Driver. When an individual has never held a school bus permit, or has never met the requirements to qualify to drive a pupil transportation vehicle, the following requirements shall be met for all pupil transportation drivers except drivers of small vehicles for activity trips only:

003.02C1 Complete "Behind the Wheel" training and pre-service evaluation that is administered by a driver with a valid school bus permit or a driver who is qualified to drive a pupil transportation vehicle and holds an equal or higher vehicle qualification. Upon completion of the evaluation, the administering driver will issue a completed Pre-Service Evaluation Form (see Appendix D) and School Transportation Maneuvers Road Test Examiner's Summary to the individual. The individual must hold a CLP Learner's Permit for commercial vehicles before attempting to complete this training and evaluation pursuant to Sections 60-4,141 through 60-4,143 R.R.S., which is required if operating a bus on a public roadway.

003.02C2 Successfully complete a Level I Instructional Course by receiving at least the minimum score on the Level I Instructional Course Exam.

003.02C3 Pass a prescribed physical examination administered by a medical examiner who has been who has been approved by the school district, governing body or employing agency. All physical examinations are to be conducted according to the Department of Transportation Federal Motor Carrier Safety Regulation Section 391.41 (49 CFR 391.41) and a record maintained as set forth in Department of Transportation Federal Motor Carriers Safety Regulation Section 391.43 (49 CFR 391.43). This physical examination is valid for up to two (2) years from the date of exam. The individual will provide the employer with a copy of the Medical Examiner's Certificate prior to operating any pupil transportation vehicle.

003.02D Requirements for an Individual to Maintain Status as a Qualified Pupil Transportation Driver. The individual shall:

003.02D1 Meet the requirements as described in subsection 003.02C3.

003.02D2 Within five (5) years of completing a Level I Instructional Course and each subsequent five (5) year period, the driver shall complete a Level II Instructional Course. This requirement may be waived for sixty (60) days if the applicant receives at least the minimum score on the Level II waiver examination.

003.02D2a If more than five (5) years have passed since an individual has successfully completed a Level I or Level II Instructional Course, the Level I Instructional Course shall be taken again.

003.03 Responsibilities of Employers of Pupil Transportation Drivers

003.03A Each employer shall have on file a valid Medical Examiner's Certificate for each driver it employs, except drivers of small vehicles for activity trips only. If the Medical Examiner's Certificate is valid for less than two (2) years, the employer shall require an updated valid Certificate prior to the expiration of the previous Certificate.

003.03B When the employer becomes aware that a driver's Medical Examiner's Certificate is no longer valid, the employer will remove the driver from duties as a pupil transportation driver until a valid Medical Examiner's Certificate has been provided.

003.03C The employer shall annually obtain from the Nebraska Department of Motor Vehicles the driving record for every pupil transportation vehicle driver, and apply the satisfactory driving criteria, as determined by the local school governing board policy, before a pupil transportation vehicle driver may drive a pupil transportation vehicle.

003.03D The employer shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers and keep a copy of that record on file.

003.03D1 Each individual's criminal history record shall be updated during the calendar year that coincides with the expiration of the individual's motor vehicle operator's license.

003.03D2 The employer is not required to obtain a criminal history record for drivers who are also certificated Nebraska school administrators or teachers.

003.03E Employers shall annually provide a minimum of two (2) hours of in-service training for all pupil transportation vehicle drivers that, at a minimum, include emergency evacuations, loading/unloading, student management, vehicle inspections and the school's Safe Pupil Transportation Plan.

004 Operational Procedures

004.01 Pre-trip Vehicle Inspections. Designated pupil transportation personnel or designated personnel of the employer shall perform a pre-trip inspection prior to placing the vehicle in service and shall promptly report in writing to the school administrator or person designated by the local school governing board any defects or deficiencies discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown. The pre-trip inspection procedures require the conducting of both stationary and operating inspections. The inspection shall be conducted according to the procedures in Appendix C.

004.01A For purposes of this Section, a "trip" means the transportation from one predetermined destination to another with students on board. A new trip occurs whenever an hour or more expires before the next trip.

004.02 Post-Trip Check. Pupil transportation vehicle drivers shall conduct an interior walk-through inspection for students who may remain on a school bus, and a visual inspection for students that may remain in a small vehicle, at the end of each route or activity trip.

004.03 Safe Stops for Loading and Unloading Children. No school bus shall stop to load or unload pupils unless there is at least four hundred (400) feet of clear vision in each direction of travel (Section 60-6,175(3) R.R.S.).

004.03A When a school bus is (a) parked in a designated school bus loading area which is out of the flow of traffic and which is adjacent to a school site or (b) parked on a roadway which possesses more than one lane of traffic flowing in the same direction and which is adjacent to a school site, the bus driver shall engage only the hazard warning flasher lights when receiving or discharging pupils if a

school bus loading area warning sign is displayed. Such signs shall not be directly attached to any school bus but shall be free standing and placed at the rear of a parked school bus or line of parked school buses. No school district shall utilize a school bus loading area warning sign unless such sign complies with the requirements of Section 60-6,176 R.R.S..

004.03B The following procedure shall be followed by the pupil transportation vehicle driver when controlling traffic with a school bus during the process of loading and unloading:

004.03B1 Use rearview mirror system to check all traffic.

004.03B2 Reduce the school bus speed with minimal brake usage and without greatly interrupting the flow of traffic.

004.03C Activate the school bus flashing yellow warning signal lights:

004.03C1 Not less than 500 feet or more than 1,000 feet from the bus stop in any area outside the corporate limits of any city or village; or

004.03C2 At least 300 feet and not more than 600 feet from the bus stop within the corporate limits of any city or village.

004.03D During the stopping process, the pupil transportation vehicle shall allow sufficient area to the right of the bus so that children and other passengers may clear the bus safely.

004.03E After the school bus has stopped, the pupil transportation vehicle driver shall:

004.03E1 Place the transmission in "Park", and if there is no "Park" shift point, place the transmission in "Neutral" and set the parking brake at each stop;

004.03E2 Check to see if traffic is able to stop, activate the alternating flashing red signal lamps, and extend stop arm;

004.03E3 Check to see if road is clear in both directions and that all traffic is stopped. When the road is clear and all traffic has stopped, open door to load and unload children and other passengers;

004.03E4 Require that when the children and other passengers have left the bus, they walk to a distance of approximately twelve (12) feet in front of the bus before crossing the roadway;

004.03E5 When children and other passengers are safely across the road, or on their way home, the pupil transportation vehicle driver shall close the door, ensure all passengers are seated, retract stop arm, turn off alternately flashing warning lights, check the traffic and proceed. All passengers shall remain seated while the bus is in motion.

004.04 Railroad Crossing Procedure. The following sequence of actions apply to all drivers of school buses, activity buses, and Multi-Function School Activity Buses (MFSAB), either loaded or unloaded, during the process of approaching and crossing railroad tracks except at any such crossing where a police officer or a traffic control flagman (railroad employee) directs traffic to proceed:

004.04A Approach the tracks with caution and decelerate the vehicle;

004.04B Activate the hazard warning flasher lights at a distance of not less than 200 feet from the nearest railroad track;

004.04C Stop the bus within 50 feet, but not less than 15 feet from the nearest rail, place the transmission in "Park, and if there is no "Park" shift point, place in "Neutral" and press down on the service brake or set the parking brakes;

004.04D Command the cooperation of passengers in an effort to provide maximum quietness;

004.04E After quietness has been achieved, open the service door and driver's window, listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train;

004.04F If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift gears (vehicles with automatic transmissions should put the transmission in the drive gear);

004.04F1 When two (2) or more tracks are to be crossed, do not stop unnecessarily a second time unless the rear bumper of the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance from the track to the rear.

004.04G Railroad tracks shall not be crossed unless absolutely certain there would be at least 15 feet of clearance from the rear bumper of the school bus to the nearest rail should the bus need to stop after crossing the railroad tracks; and

004.04H Deactivate warning hazard lights after the bus completely crosses the railroad tracks.

004.05 Emergency Evacuation Drill Procedure. At least twice during each school year, each pupil who is transported in a school bus shall be instructed in safe riding practices and participate in emergency evacuation drills conducted by a pupil transportation vehicle driver who is qualified to operate a school bus. The emergency evacuation drill procedure will be conducted according Appendix B. The chief administrative officer or chairperson of the board of education representing a public school district or the chief administrative officer or chairperson of the governing authority representing any nonpublic school shall annually certify, a verification statement to the Department of Education that the evacuation drills required pursuant to this Section have been conducted. Such verification statement shall be sent to the Department of Education no later than June 30.

004.06 Accident Procedures and Prevention

004.06A The following procedures shall be observed by a pupil transportation vehicle driver in the case of an accident involving a pupil transportation vehicle:

004.06A1 Stop the vehicle immediately;

004.06A2 Remain at the scene of the accident and render reasonable assistance to any person injured in the accident;

004.06A3 Make certain all pupils are in a safe place away from traffic and that pupils are not permitted to leave the assigned area without permission;

004.06A4 Notify the law enforcement agency immediately and inform the school administrator and request medical assistance;

004.06A5 Obtain the names, license numbers, registration numbers, location, time, road and weather conditions that are accurately written down;

004.06A6 Set three flares or reflectors to warn traffic as follows:

004.06A6a On the traffic side of the vehicle, within ten (10) feet of the rear corner to mark the location of the vehicle.

004.06A6b On the shoulder of the road or in the lane the vehicle is stopped in, about 100 feet behind and ahead of the vehicle. (See Appendix A, Figure 1)

004.06A6c Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. (See Appendix A, Figure 2)

004.06A6d If the vehicle must stop on or by a one-way, or divided highway, place flares or reflectors 10 feet, 100 feet, and 200 feet toward the approaching traffic.

004.06A7 Provisions shall be made for transporting pupils to their homes or to school as determined by local school policy.

004.06A8 The driver of any pupil transportation vehicle, which is in any manner involved in an accident within the state, in which any person is killed or injured, or in which damage to an apparent extent in excess of \$1,000.00 is sustained to the property of any one person, including such driver shall within ten (10) days report the matter in writing on prescribed forms to the Nebraska Department of Motor Vehicles.

004.06B Procedures for Other Accidents. When a pupil transportation vehicle driver approaches a scene of an accident in which the pupil transportation vehicle is not involved and no other assistance is available, the vehicle driver shall stop, put on four (4)-way flashers to warn approaching traffic and determine the necessity of being of assistance, provide reasonable assistance and thereafter immediately continue on the route schedule.

004.07 Additional Pupil Transportation Vehicle Operating Regulations

004.07A Speed Limits. The maximum pupil transportation vehicle speed limit shall be as posted or as otherwise provided by applicable laws or ordinances; however, speed should be governed by reasonable individual judgment and existing operating conditions.

004.07B Convoy Distance. A pupil transportation vehicle shall not follow another vehicle within 475 feet when traveling outside the corporate limits of a town or city. The preceding is not intended to prevent a pupil transportation vehicle from passing another motor vehicle.

004.07C Tobacco Products. Smoking and/or the use of any tobacco product in a pupil transportation vehicle shall be prohibited at all times.

004.07D Backing. The driver of a school, activity, or coach bus owned and operated by a school shall not drive backwards on the school grounds unless the rear of the bus is observed and directed by a second responsible person. The driver of any pupil transportation vehicle shall not back such vehicle on any roadway unless such movement can be made with safety and without interfering with other traffic.

004.07E Towing. Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported.

004.07F Occupant Protection Systems. The pupil transportation vehicle driver shall be required to wear lap/shoulder belts whenever the vehicle is in motion. When occupant protection systems/lap belts are provided in the pupil transportation vehicle, passengers shall wear the occupant protection system. Children up to the age of eight (8) years of age shall use Federally-approved child passenger restraint systems as required by Section 60-6,267 R.R.S.

004.07G Hourly Driving Limitation. It shall be unlawful for any person operating a pupil transportation vehicle to be or remain on duty for a longer period than sixteen (16) consecutive hours. When any person operating a pupil transportation vehicle shall have been continuously on duty for sixteen (16) consecutive hours, he or she shall be relieved and not be permitted or required to again go on duty without having at least ten (10) consecutive hours off duty, and no such driver, who has been on duty sixteen (16) hours in the aggregate in any twenty-four (24) hour period, shall be required or permitted to continue or again go on duty without having had at least eight (8) consecutive hours off duty.

004.07G1 For purposes of this Section, "on duty" means time spent doing any of the following: driving, loading, unloading, or supervising or assisting in loading or unloading persons or property from or into vehicles, or repairing, inspecting or otherwise attending to a vehicle or its passengers.

004.07G2 When transportation of pupils is subject to the hourly driving limitation of the Federal Motor Carrier Safety Regulations (49 CFR Part 395), then such requirements shall govern.

004.07H Seating. Seating shall be provided that will permit each occupant to sit in a seat as intended by the manufacturer. Neither the manufacturer's rated seating capacity nor the manufacturer's gross vehicle weight (GVW) shall be exceeded at any time the pupil transportation vehicle is in motion. In addition, the aisle and exit and entry areas shall be clear and unobstructed while the pupil transportation vehicle is in motion. Routing and seating plans shall be coordinated so as to eliminate standees when a school vehicle is in motion. There shall be no auxiliary seating accommodations such as temporary or folding jump seats in pupil transportation vehicles. If permanent seats are removed or added to a pupil transportation vehicle, such installation shall be completed by the dealer or manufacturer.

004.07I Use of Strobe Light. The white flashing strobe light shall be used only in adverse weather conditions, when the pupil transportation vehicle is in distress or to enhance the visibility of the pupil transportation vehicle when barriers inhibit such visibility.

004.07J Use of Headlights. Pupil transportation vehicles shall operate with headlights on at all times.

004.07K Small Vehicles Used on Routes. When a small vehicle is used to transport students on a route, the driver shall pull off the road into a driveway, parking lot, or other appropriate safe location prior to loading and unloading students.

004.07L Use of Handheld Wireless Communication Device. Drivers shall not use a handheld wireless communication device to read written communication, type written communication, or send written communication while operating pupil transportation vehicles. If the use of a handheld wireless communication device, whether for written or verbal communication, is necessary, the driver shall pull the pupil transportation vehicle off the road before using this device. (This does not preclude the use of a two-way communication device required by 92 NAC 92-subsection 005.11.)

004.07M Leaving Pupil Transportation Vehicle with Passengers on Board. Unless a running engine is required to operate a power lift or ramp (see 92 NAC 92-007.07), drivers of pupil transportation vehicles shall not leave a pupil transportation vehicle when passengers are on board unless the vehicle is parked in a safe location, the engine is in the off position, the keys have been removed and in the possession of the driver.

005 Safe Pupil Transportation

005.01 Transportation of Unsafe Items. Pupil transportation vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or equipment which in any way would endanger the lives, health, or safety of the children, and other passengers and driver.

005.01A Look-a-like weapons associated with a school sponsored or approved activity may be transported with written permission of an administrator of the school district. If possible, these items should be secured and not visible or accessible to students while on the pupil transportation vehicle.

005.01B Any item or items that would break or could produce injury if tossed about the inside of pupil transportation vehicle when involved in an accident shall be secured.

005.02 Safe Pupil Transportation Plan. Each school district providing pupil transportation shall have a safe pupil transportation plan.

005.02A The Plan may be incorporated or addressed in a school's safety and security plan adopted pursuant to 92 NAC 10 or can be a separate plan. At minimum, the plan shall address:

005.02A1 Weapons.

005.02A2 Pupil behavior that is in violation of Student Conduct Standards established by Section 79-262(1) R.R.S or similar rules.

005.02A3 Terroristic threats.

005.02A4 Severe weather.

005.02A5 Hazardous materials and unattended items on or near pupil transportation vehicle.

005.02A6 Medical emergencies.

005.02A7 Driver/passenger procedures in the event of mechanical breakdowns of the vehicle.

005.02A8 Driver procedures in the event that the drop-off location is uncertain or appears unsafe to leave students.

005.02A9 Functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

005.02B Documentation under Safe Pupil Transportation Plan. Each school district providing pupil transportation shall develop a procedure that requires pupil transportation vehicle drivers to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan adopted under subsection 005.02, that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

005.03 Authorized Passengers. No one except school personnel, supervisory personnel, monitoring personnel and pupils assigned to a school bus for a particular route schedule or for an activity trip as defined in 92 NAC 91- subsection 002.02 may ride in such vehicles.

005.03A This Section shall not limit the types of passengers that may otherwise be transported in a school bus when used for other than to or from school purposes under Section 13-1208 R.R.S., Section 60-6,175(7) R.R.S., or as otherwise authorized.

APPENDIX A - PLACEMENT OF WARNING FLARES/REFLECTORS

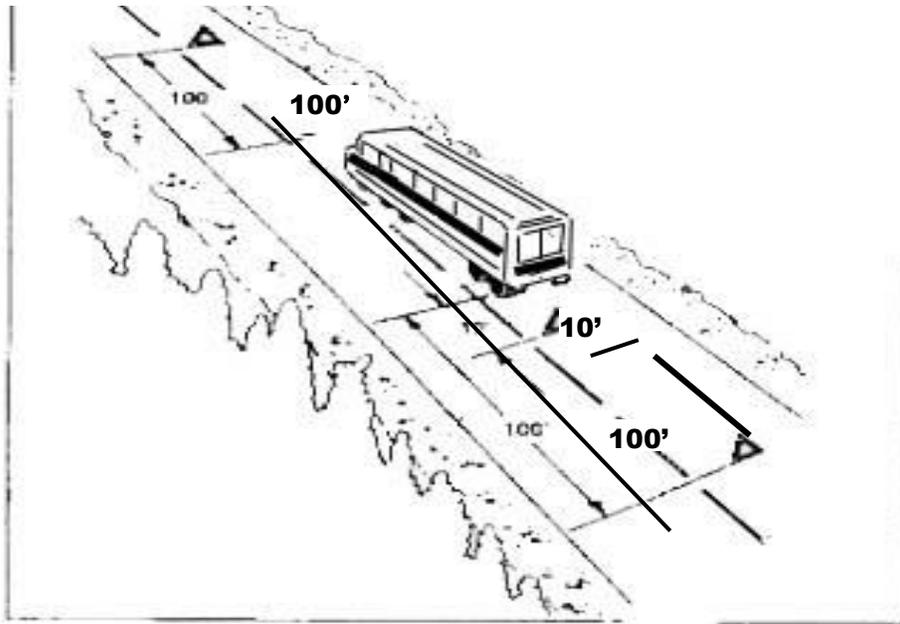


Figure 1

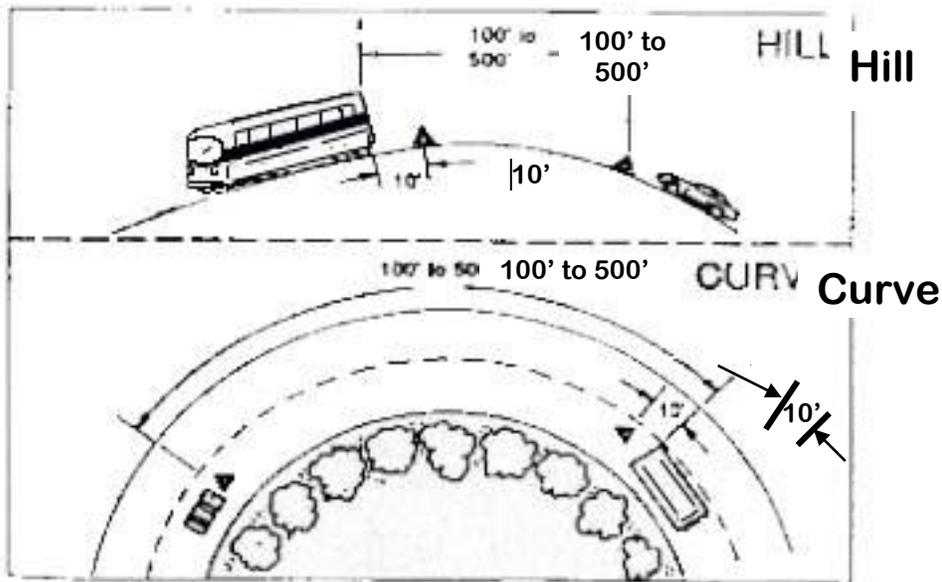


Figure 2

APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES

In a school bus accident or emergency situation, the school bus driver must use his/her best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the bus be evacuated. This procedure requires a definite plan followed by periodic practice in emergency evacuation drills.

The following procedures apply to school buses. Local policies must be developed to include instructing emergency equipment and evacuation procedures for students who ride small vehicles.

1. Reasons for Emergency Evacuation of School Buses

A. Fire or danger of fire – If any portion of a school bus is on fire, it shall be stopped and evacuated immediately. Passengers shall move to a point 100 feet or more upwind from the bus and remain there until the bus driver has determined that no danger remains. If a school bus is unable to move and is close to existing fire or highly combustible materials, the “danger of fire” shall be assumed and all passengers evacuated.

B. Unsafe Location – In the event that a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately if it is safer for passengers to remain on the bus or to evacuate.

C. Driver must evacuate a school bus if its final stopping position:

1. is in the path of any train, or on or closely adjacent to any railroad tracks;
2. could change and increase the danger. For example, if a bus were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated;
3. is such that there is danger of collision. Under normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

2. Important Factors in School Bus Evacuation

A. The safety of the pupils is of utmost importance and must be given first consideration. During an evacuation, pupils should be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the pupils upwind of the bus at least 300 feet.

B. Prior to evacuation, place the transmission in park (neutral), activate the hazard warning light, set the emergency brakes, turn the ignition off, and remove the ignition key.

C. The driver shall stay in the bus during evacuation to guarantee smoothness of evacuation procedures.

APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES

- D. Evacuations shall be conducted with “deliberate speed.” A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient.
- E. To insure a safe exit, passengers must have their hands free. They shall leave lunch boxes, books, and other personal belongings on the bus.
- F. Passengers selected and trained in advance shall be assigned to serve as:
 - 1. Leaders - will lead passengers to safety from each door utilized for evacuation. (Passengers shall be directed to a safe point at least 100 feet from the bus and remain there until given further directions.)
 - 2. Helpers - two pupils shall be stationed to aid passengers as they leave the bus through the rear emergency exit.

3. Common Types of School Bus Emergency Evacuation

- A. Evacuations utilizing the front or service door shall be conducted using the same techniques as a routine unloading. The driver will choose whether to evacuate the bus one side at a time or on a staggered seat basis.
- B. Evacuations utilizing only the rear exit door have some distinctive features.
 - 1. The bus driver shall walk back through the bus to the rear exit and direct the pre-assigned leader and helpers to take their positions.
 - 2. The leader will open the rear emergency door, exit, and stand clear, ready to lead exiting passengers to a safe location set by the driver.
 - 3. The helpers will exit and take their position, one on each side of the rear emergency exit to assist passengers in exiting the bus in a safe and orderly manner.
 - 4. Passengers shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
 - 5. The driver shall advise all passengers to have their hands free and coats buttoned. Each passenger shall be two steps away from the bus before the next person exits. Taller passengers would be reminded to duck their heads in order to exit safely.
- C. Evacuations utilizing roof hatches, side emergency doors, and side/rear emergency windows. Should the bus be on its side, utilize the roof hatches and side door. The side door is located on the left side, the street side, of the bus. Use caution exiting, as belongings will be tossed around and might be a hazard underfoot. Evacuation procedures are the same as if utilizing the 5 step rear door exit evacuation. Follow the instructions for opening the side/rear window emergency exits. Instructions are displayed on the door and below the window.

APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES

- D. Evacuation of pupils with disabilities - Each bus route shall have its own written emergency evacuation plan.
- E. School Bus Pupil Representatives
1. The school bus driver is responsible for the safety of pupils. However, in an emergency a driver might be incapacitated, unable to direct evacuation. Therefore, school bus representatives (school safety patrol members or appointed pupil) should be selected, trained and prepared to direct the evacuation.
 2. School bus representatives should be: a) mature pupil – maturity is more important than age; b) good citizens – a desire to serve is most important; c) on the bus for the entire route. Choosing pupils who live near the end of the route might be helpful. They must also have written parental permission in advance.
 3. Training programs shall prepare pupils, school bus representatives to: a) turn off ignition switches; b) set emergency brakes; c) summon help when and where needed (instructions and telephone numbers shall be available on buses); d) use windows for evacuation in emergencies; e) set flags and reflectors or reflective triangles; f) open and close service and emergency exit doors; g) direct school bus evacuations; h) perform other duties as directed by the driver.
- F. School Bus Evacuation Drills
1. All pupils who are transported in a school bus shall be given an opportunity to participate in evacuation drills.
 2. All pupils shall be instructed in school bus passenger safety and procedures for emergency evacuation prior to participation in evacuation drills.
 3. Drills should be held in restricted off-street areas and not on bus routes.
 4. All types of emergency evacuations should be practiced with emphasis on utilizing the rear emergency exit.
 5. Section IV, subsection C-2 of Standard 17 of the Federal Highway Safety Act of 1966 and Section 79-609(2)(a) R.R.S. states: "At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills."

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

The school bus driver must perform a pre-trip inspection of the school bus and equipment before transporting pupils. This pre-trip inspection consists of the following:

- a. Bus exterior
- b. Bus interior
- c. Operating – Road Check

The driver of a small vehicle must perform pre-trip inspection before the vehicle is used for transporting pupils.

Before starting the engine, drivers should conduct an interior and exterior walk-around, visually checking behind doors, accessible panels, under seats, undercarriage, etc., for suspicious items. If a suspicious item is found, the driver should clear the immediate area and notify authorities, as determined by the local school officials.

CARE & INSPECTION

Exterior Inspection or the “pre-trip Walk-Around”

Before conducting the pre-trip walk-around, start the engine and allow the vehicle to warm-up. Do not leave the vehicle while it is warming up. Set the parking brake and put the transmission in neutral. Then get out and inspect the vehicle thoroughly – top to bottom and end to end. Walk completely around it, alert to faulty equipment. Carry supplies to clean the lights, mirrors, signs, and windows. When the vehicle lights and signs are not visible because of dirt, other motorists can come to close to the vehicle before reacting. If the headlights, mirrors, or windows are dirty, reaction time is reduced due to poor visibility.

Listed below is each piece of equipment to be inspected for proper working order and warnings, which point to potential problems.

[Pre-trip inspection for small vehicles consists of inspecting the items below which have been indicated by an asterick (*).]

- **Lights*** – Check all lights applicable to the vehicle: back-up lights, brake lights, directional signals, hazard flashers, headlights, lighted school bus sign, reflectors, running lights, stop arm lights, taillights, and warning lights. Any lights or reflectors exhibiting such problems as inconsistent flashing, cracks, or other damage, should be reported in writing and repaired.
- **Mirror*** – Mirrors should be aimed and tightly adjusted. Make certain you have a safe view.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Windows*** – All windows, especially the windshield and rear window, should be clear of dirt, ice, road film, and snow that can cause glare or impair visibility. Do not clear just a “peephole.” Inspect windows for cracks and report any problems to the administration.
- **Emergency Rear Door** – Check to see that it opens easily from the outside. The emergency door-warning buzzer should sound when the door is opened and the ignition key is on. This door must always be ready for emergencies, yet tightly sealed when closed to prevent possible entrance of carbon monoxide fumes.
- **Exhaust System*** – Carbon monoxide poisoning occurs the most frequently when a vehicle is standing still or is in an enclosed space with the engine running. Look for visible exhaust and listen for excessive noise and vibration. Check for leaks in the exhaust system and holes in the body of the vehicle. Leaks should immediately be reported and repaired. The exhaust system should also be checked for sagging tailpipes (exhaust pipes) and mufflers.
- **Fluid Leaks*** – Examine inner wheels and tires and the area under the vehicle for wetness. Leaks can be engine oil, coolant, fuel, rear axle fluid, or grease, as well as brakes, clutch, or transmission fluid. Leaks should immediately be reported and repaired.
- **Tires*** – Check the tires and see to if they are under inflated, flat, excessively worn or damaged. Don't drive the vehicle unless the tires are in good shape. One flat rear tire can place a dangerous weight on the companion tire of a dual set.
- **Wheels*** – Look for loose or missing nuts, excessive corrosion, cracks or other damage. Don't drive with a damaged wheel or with loose wheel nuts.
- **Under the Hood*** – Before starting the engine for the daily walk-around, you should check the coolant and/or antifreeze and oil to make sure they are at the proper level. Also, look for cracked, loose, or worn drive belts, hoses, and hose clamps.

Interior Inspection

After the exterior inspection is complete, the vehicle should be checked thoroughly on the inside. All driver's instruments and controls must be functioning properly. All of the following items should be checked before operating the vehicle

- **Lights*** – Check the panel light and the interior dome lights. They should be clean and work properly.
- **Mirrors*** – They should be adjusted, aimed and cleaned so your visibility is unobstructed.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Windows*** – These should be cleaned from the inside as well as the outside, for total visibility, especially the windshield and rear window. Check for cracks in the windows and report any problems to the administration.
- **Defroster, Fan and Heater*** – The vents should be unobstructed; i.e., do not cover them with coats, books, papers, etc., to insure that air moves through properly.
- **Driver's Seat and Seat Belts*** – These should be adjusted so that the driver's feet reach the pedals, the doors, mirrors, and windows are in comfortable viewing distance, and the steering wheel is easily grasped without stretching or reaching. Seat belts for all passengers (including the driver) shall be in working order.
- **Emergency Door and Buzzer** – The door should be tightly sealed from the inside, but ready for emergency use. The buzzer should sound when the door is opened.
- **Emergency Equipment*** – All emergency equipment should be easily accessible, yet out of the pupil's reach. Emergency equipment consists of the first aid kit, fire extinguisher, and reflectors. The fire extinguisher should be undamaged and properly stored. Replace cracked or broken hoses, keep nozzles unobstructed and make sure locking pins and sealing wires are in place. Periodically, shake the fire extinguisher to loosen the powder.
- **Horn*** – It should sound clearly without the horn or horn button sticking.
- **Stop Arm Control and Service Door Control** – Check to see that the controls coordinate with the actions of the stop arm and door. If there is a problem, it should be reported and repaired.

*The windshield wipers and washers, the steering wheel, and neutral safety switch should also be checked to make sure they are in proper working order.

The following equipment of the Interior Inspection should be checked with the engine running:

- **Air Pressure or Vacuum Gauge** – This gauge indicates the proper capacity of pressure to operate the brakes. Do not operate the vehicle until the pressure reaches the proper capacity. Loss of pressure indicates a leak in the system.
- **Voltmeter Gauge**– The voltmeter gauge indicates the voltage of the electrical charging system. This meter should show about 14 volts with the engine running. If it shows a higher or lower voltage, the vehicle should be checked.
- **Brake Pedal and Warning Light** – If the light comes on during a hard brake application, in a vehicle equipped with a dual brake system, it indicates that at least one of the brake systems is not working properly.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Fuel Gauge*** – It should indicate a safe margin of fuel for operating, never less than $\frac{1}{4}$ full.
- **Oil Pressure Gauge*** – The oil pressure gauge indicates the proper oil pressure. If it does not, the engine should be turned off. Learn what the proper oil pressure is for the vehicle.
- **Water Temperature Gauge*** – The water temperature gauge indicates the temperature of the coolant in the engine. It should read COOL or WARM. If it reads HOT, the engine should immediately be turned off and the problem reported.

Be sure to check the passenger compartment; inspecting seats and windows, making sure there are no potential missiles (such as lunch boxes, toys, or school books) laying on the seats or floor.

Operating - Road Check

The operating inspection is performed while the vehicle is being driven. A road check, both before and after loading the pupils, allows the driver to evaluate the working condition of that equipment which can only be inspected while the vehicle is in motion.

A driver should be constantly aware of the weight and motion of the passengers and how the vehicle is affected (as in pick-up characteristics, the tendency to drift, how the vehicle handles on curves, etc.) by always monitoring how the engine performs under load. The operating inspection consists of checking the following:

- **Brakes ***– Do not wait until the vehicle is on the road to test the brakes. They can be tested in the yard at the bus garage. Moving at a low speed, come to a complete stop. The vehicle should stop in a straight line without pulling to one side, skidding, or swerving. The brakes should not grab, lock, or make excessive noise such as squeaking or squealing. The brake pedal should not feel grabby, over sensitive, or spongy. When the brakes are not in use, watch for dragging which causes the vehicle to pull to one side.
- **Clutch** (if applicable) – When changing gears, the driver should control the speed of the engine so the shift can be completed easily and smoothly without jerking or slipping. Careless shifting wears out the clutch and reduces its service life. When the shift is completed, remove foot from the clutch-do not “ride” the clutch. When the pedal is released, the clutch should have some “free play.” Watch for dragging, grabbing, or lack of free play on the pedal. Listen for unusual sounds. If you smell an odor like burning rubber, the vehicle should immediately be stopped.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Emergency Parking Brake** – To test both air and mechanical brakes with a manual transmission, slowly engage the clutch while the parking brake is on. If the vehicle moves easily, the parking brake is not holding and should immediately be reported. With air brake systems, the parking brake will remain applied if there is partial or complete air loss in the service brakes. Release the parking brake when the vehicle is in motion. Driving with the parking brake on is a frequent cause of failure of the emergency brake.
- **Engine*** – Do not race the engine when it is cold. Increase the engine's speed slowly so that all the parts can be lubricated. Do not exceed the maximum rpm. Listen for unusual sounds such as backfire, light tapping, occasional misfire, piston slap, rapid hammering, or whistling. Be alert to slow engine warm-up, lack or normal response, vibrations of the chassis, or failure of warm engine to start.
- **Steering*** – The steering should be easy to handle, precise, responsive, and steady in turns and over rough roads. Power steering should be exceptionally quiet. The steering should not have excessive "play," jerking, "kickback" or rattles.
- **Suspension*** – Improper suspension can cause "bottoming," excessive bounce, swaying and weaving on curves or rough roads, or one end of the vehicle to sag. Check for broken springs or faulty shock absorbers.
- **Transmission*** – With the transmission in a moving gear, the vehicle should move smoothly in response to depressing the accelerator. An automatic or manual transmission should slip into gear and have easy and smooth gear changes throughout the shifting range. Do not exceed the manufacturer's recommended speed for each specific gear (rpm). Exceeding speed recommendations could damage the transmission or reduce its service life. Any metallic or unusual sounds or shifting difficulty should be reported immediately.

Continue to check all equipment throughout the day being alert to warning signs which will indicate potential problems. Be aware that the condition of the vehicle changes during the day.

At the end of the operating period check the passenger compartment for remaining passengers, lost articles such as books, lunch boxes, clothing, or toys. Inspect the seats for damaged upholstery and the window for cracks or breaks. Clean the vehicle, sweeping the floor, washing the seats, windows, and exterior.

APPENDIX C - PRE-TRIP VEHICLE INSPECTION PROCEDURES

This document is provided as an example of a Pre-Trip Inspection Form and can be adapted to suit the district's individual needs. Completed forms must be kept for your school records. Do not submit this form to the Nebraska Department of Education.

Pre-Trip Vehicle Inspection Form		Sign your initials at the top of each day to confirm the inspections have been completed						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
Vehicle No.								
Visual Check of Vehicle Interior and Exterior for Suspicious Items.								
Under the Hood	1. Water Level							
	2. Oil Level							
	3. Belts & Hoses							
	4. Fluid Leaks							
Inside Vehicle	5. Floor Clean							
	6. Seats & Windows							
	7. Emergency Equipment							
Start Engine	8. Oil Pressure							
	9. Air/Vacuum Pressure							
	10. Fuel Level							
	11. Heaters & Defrosters							
	12. Wipers & Washer							
	13. Service Door							
	14. Low & High Beam Indicator							
	15. Left Signal Indicator							
	16. Amber Warning Lights							
	17. Emergency Exit & Buzzer							
Outside Vehicle	18. Rear Clear Lights							
	19. Amber Warning Lights							
	20. Left Turn Signal, Rear							
	21. Brake & Taillights							
	22. I.D. Lights							
	23. Exhaust System							
	24. Tires & Wheels, Rear							
Move to Front	25. Headlights, High Beam							
	26. Clear Lights							
	27. Amber Warning Lights							
	28. Left Turn Signal, Front							
	29. Front Tires & Wheels							
	30. Crossover Mirror							
	31. Both Rear View Mirrors							
Re-Enter Vehicle	32. Low Beam Indicator							
	33. Right Signal Indicator							
	34. Red Warning Lights							
Outside Vehicle	35. Right Turn Signal, Front							
	36. Red Warning Lights							
Move to Front	37. Right Turn, Signal							
	38. Red Warning Lights							
Re-Enter Vehicle	39. Service Brakes							
	40. Parking Brake							

Odometer		Mon.	Tues.	Wed.	Thurs.	Fri.	Date:						
Regular Route	Before	Am					Activity Trips	Before	Am				
	After	Pm						After	Pm				

Signature: _____

Provided by NDE

APPENDIX D Pre-Service Evaluation Form

PRE-SERVICE EVALUATION FORM "Behind the Wheel" Evaluation
--

The "Behind the Wheel" training and pre-service evaluation is a required part of the Level I Pupil Transportation Driver Training Program. The driver candidate must be evaluated by a driver who is qualified to drive a pupil transportation vehicle. It can be conducted at the local school district. (Title 92, NAC, Chapter 91, 003.02C1).

This evaluation will provide the Level I Instructor and/or employer with valuable information as to the candidates' skill deficiencies that may need to be addressed.

The attached evaluation form lists the individual criteria that must be successfully completed by each driver candidate. Three columns are provided for checking each criteria in the event that more than one attempt is necessary for successful performance.

Verification of the completion of the Level 1 Instructional Course can only be issued upon providing documentation of the successful completion of this pre-service evaluation.

Level I Instructor: _____

Level Class Location: _____

Level Class Ending Date: _____

**SCHOOL TRANSPORTATION MANEUVERS/ROAD TEST
EXAMINER'S SUMMARY**

School/Contractor Providing
Transportation: _____

Examiner's Name (print) _____

Driver's name: _____ Driver's License # _____

Capacity of Vehicle in Test Drive: _____

Circle type of vehicle driven: (BUS) (SMALL VEHICLE)

As driving examiner, I have observed this driver to be competent in the skills required to drive a student / passenger vehicle as a requirement of the Level 1 Instructional Course.

EXAMINER'S SIGNATURE: _____ Date of Observation: _____

Upload the completed Examiner's Summary to the Nebraska Safety Center database

APPENDIX D Pre-Service Evaluation Form

When complete, this Pre-Service Checklist is to be kept by the driving examiner or the employer of the driver.

This first page of the form should be submitted to the Level Instructor or NE Safety Center as a completion record and a requirement of Level 1 Certification.

INSTRUCTIONS:

Evaluate the performance of the driver for each item within all categories to be tested. Using the following codes, indicate the driver's performance in the appropriate column:

- P = PASS
- N/I = NEEDS IMPROVEMENT
- F = FAIL

Evaluate the items as many times as are indicated whenever possible. The PASS, NEEDS IMPROVEMENT or FAILS spaces should be left blank only if the task described does not occur during the road test.

NOTE: A = Ahead; B = Behind; R = Right; L = Left

<u>INITIAL START</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Pre-trip inspection						
Positions or checks seat and mirrors, fastens lap belt						
Checks gear position, puts in neutral or park						
Disengages clutch						
Starts engine – pushes button or turns key, releases button, uses clutch						
Warms up engine without racing						
Checks instruments						
Observes conditions – traffic						
Releases holding brake						
Signals intent to pull out						
Waits if necessary						
Engages starting gear						
Drives about 50' – stops to check brakes						
Accelerates smoothly into traffic lane						
Moves to proper following distance						

APPENDIX D Pre-Service Evaluation Form

<u>BACKING / STRAIGHT</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops bus in correct position to back						
Using mirrors, checks that way is clear to back						
Puts transmission in reverse						
Using mirrors, back slowly and smoothly in a straight line						
Stops at desired point without hitting markers						

<u>LEFT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Observes conditions – A, B, traffic and pedestrians						
Activates left signal, moves to left turn lane at safe distance from turn						
Re-activates left turn signal at not less than 100' from turn						
Reduces speed to safe level						
Observes conditions – A, B, L-R-L, traffic pedestrians; stops if necessary						
Obeys traffic signs/signals/officers						
Turns when there is clearance in lane he/she will enter						
Turns smoothly, at safe speed, into correct lane of side street clearing center line and other obstacles						
Deactivates left turn signal						
Observes conditions – A, B, traffic						
Activates right turn signal						
Moves to furthest right traffic lane						
Deactivates right turn signal						
Maintains proper following distance						

APPENDIX D Pre-Service Evaluation Form

<u>RIGHT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Observes conditions – A, B, traffic and pedestrians						
Activates right turn signal at not less and 100' before turn						
Reduces speed to safe level						
Observes conditions- A, B, L-R-L, traffic pedestrians; stops if necessary						
Obeys traffic signs, signals and officers						
Turns when there is clearance in lane he/she will enter						
Turns smoothly, at safe speed, as far to left of side street as necessary to clear obstacles						
Returns to right traffic lane immediately						
Deactivates right turn signal						
Maintains proper following distance						

APPENDIX D Pre-Service Evaluation Form

<u>RAILROAD CROSSING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops the bus approximately 15 feet from the crossing <ul style="list-style-type: none"> Place transmission in "Park" – or if there is no "Park" shift point, place in "Neutral" & press down on the service brake or set the parking brake. 						
Turns off noisy motors and fans						
Opens bus door <ul style="list-style-type: none"> Open the service door and driver's window while the transmission is in "Park" or "Neutral." 						
Looks L-R-L, listens for at least 5 seconds <ul style="list-style-type: none"> Listen & look both directions along the track for any approaching trains. 						
Closes bus door <ul style="list-style-type: none"> If no train is approaching, place in a gear low enough to permit crossing the tracks without having to shift gears if driving a vehicle with manual transmission. Vehicles with automatic transmissions should be in "Drive". 						
Observes conditions – A, B, L-R-L, for clearance on other side of tracks, train and traffic						
When safe, proceed across tracks without stopping						
Double track, train passing on near side; driver waits for 15 seconds before crossing tracks						
Deactivate hazard warning flasher lights after crossing last rail. <ul style="list-style-type: none"> The entrance door must be closed by the time the bus is clear of the final track. 						

<u>CURVES</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Maintains proper following distance						
Observes conditions – A, B, traffic roadway						
Decelerates before curve, down shifts if necessary						
Maintains safe speed through curve, accelerating slightly						
Maintains correct position in lane						

APPENDIX D Pre-Service Evaluation Form

<u>INTERSECTIONS/STRAIGHTAWAY</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Approaches intersection at safe speed						
Maintains proper following distance						
Observes conditions – A, B, L-R-L, traffic and pedestrians						
Yields right-of-way to pedestrians						
Obeys traffic signs, signals, officers						
Stops completely at rural and blind intersections						
Before starting from stop, observes conditions – A, B, L-R-L						
Crosses intersections at safe speed, staying in lane						
Does not cross until there is clearance on other side of the intersection						

<u>HILLS</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	N/I
Stopping and Starting						
Maintains proper following distance						
Applies brakes as needed						
Observes conditions – A, B, traffic						
Comes to full stop at safe distance from vehicle or intersection ahead						
Shifts to N, holding bus with foot on brake only						
Observes conditions; A, B, L-R-L						
Shifts to low gear						
Releases clutch to engage engine and accelerates						
Releases foot brake and slowly accelerates						
Maintains proper following distance						
Shifting, Accelerating, Decelerating						
Checks brakes before beginning ascent or descent						
Shifts to a low gear						
Maintains safe speed						
Uses brakes as needed						
Does not shift while on hill						

APPENDIX D Pre-Service Evaluation Form

<u>LOADING AND UNLOADING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Activates amber warning lights not less than 500' or more than 1,000' in a rural area						
Stops vehicle in the lane nearest the right <i>side</i> of the roadway at bus stop						
Deactivates amber flashing warning lamps						
Activates red flashing warning lamps; extends stop arm; places transmission in neutral; keeps foot on brake during loading and unloading procedure						
Deactivates warning lamps on leaving bus stop; retracts stop arm						
Loads or unloads pupils with at least 400' of clear vision in each direction						

<u>SECURING THE BUS</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Set parking brake						
Shift to a low gear						
Check instruments						
Turn off all accessories						
Turn off all ignition and remove key						
Does post-trip inspection						
Upon leaving bus, secure door						

Comments:

**NEBRASKA DEPARTMENT
OF EDUCATION**

RULE 92

**REGULATIONS GOVERNING THE MINIMUM EQUIPMENT STANDARDS
AND SAFETY INSPECTION CRITERIA FOR PUPIL TRANSPORTATION
VEHICLES**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 92**

**EFFECTIVE DATE
JULY 1, 2019**

**State of Nebraska
Department of Education
301 Centennial Mall South
Lincoln, Nebraska 68509**



TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
 CHAPTER 92 - REGULATIONS GOVERNING THE MINIMUM EQUIPMENT
 STANDARDS AND SAFETY INSPECTION CRITERIA FOR PUPIL
 TRANSPORTATION VEHICLES

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TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
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TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 92 - REGULATIONS GOVERNING THE MINIMUM EQUIPMENT
STANDARDS AND SAFETY INSPECTION CRITERIA FOR PUPIL
TRANSPORTATION VEHICLES

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001 General Information

001.01 Statutory Authority. This Chapter is adopted pursuant to Sections 79-318(12) and 79-602 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This Chapter presents:

001.02A The minimum equipment standards required on all vehicles utilized to transport public and nonpublic school students. The following regulations, when addressing subject matter regulated by the Federal Motor Vehicle Safety Standards, (FMVSS), 49 Code of Federal Regulations (CFR) 571.101 et seq., are identical to or additional requirements beyond what is addressed in the FMVSS. Should conflicts be found or arise between the following regulations and the FMVSS, as to the same aspect of performance of a motor vehicle or motor vehicle equipment, the FMVSS or any other applicable provision of federal law or regulation shall supersede these regulations; and

001.02B The safety inspection criteria required for all vehicles utilized to transport public and non-public school students.

001.03 Related Regulation. An additional regulation promulgated by the Nebraska Department of Education dealing with pupil transportation is Rule 91, Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles.

001.04 Penalty Provisions. Sections 79-603 and 79-607 of the Revised Statutes of Nebraska (R.R.S.) provide for Misdemeanor criminal penalties for violation of statutory requirements for inspections of pupil transportation vehicles, safety features, or traffic rules or regulations which relate to school bus transportation.

001.05 Effective date and Implementation Date. Regardless of the effective date of this Chapter, the implementation (operative) date will be 180 days after its effective date. Prior to that date, the provisions of 92 NAC 92 effective July 7, 2015 shall remain in effect. School buses and activity buses manufactured on or after this Chapter's implementation date shall meet or exceed the equipment standards in Section 005. See also "Vehicle Purchase and Use" at subsection 003.01. Regulations concerning small vehicle equipment (Section 006), additional required equipment for vehicles used with mobile seating devices (Section 007), and vehicle inspection criteria (Sections 008–011) apply as of the implementation date regardless of the date of manufacture of such vehicles.

002 Definitions.

002.01 Activity Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding this Chapter (except as provided in to subsection 003.02 of this Chapter) which at any time would be used to carry school children and school personnel exclusively on a school activity trip from a given location to a second location without stopping to load or unload children or control traffic on public highways, provided that such transportation service is sponsored and approved by the local school governing board. This includes Multi-Function School Activity Bus as defined in 49 CFR 571.3 and does not preclude the use of a school bus as an activity bus.

002.02 Activity Trip means the transportation of children, pupils and school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized or sponsored by the school district or the local school's governing board.

002.03 Motor Coach Bus means a vehicle not designed primarily for the transportation of school children to and from school and school related activities, but as a commercial motor vehicle as a part of the operation of a common or contract carrier, as those terms are defined in Section 75-302 R.R.S., with a Gross Vehicle Weight of greater than 33,000 lbs., with a semi-monocoque/monocoque unitized body construction and which has high back seats, under-the-floor storage, and is designed to seat at least 32 passengers. For purposes of this Section, monocoque means a design where the skin or shell of the vehicle acts as a single unit with the supporting frame and semi-monocoque means a design where the skin or shell of the vehicle acts, to some extent, as a single unit with the supporting frame. Such buses are also commonly known as "over-the-road coaches."

002.04 Federal Motor Vehicles Safety Standards (FMVSS) means the construction standards developed and enforced by the National Highway Traffic Safety Administration (NHTSA) that apply to all new motor vehicles and items of motor vehicle safety equipment and must conform with 49 CFR Part 571.

002.05 Route means a designated course regularly traveled by a pupil transportation vehicle to pick up students from home or pickup points and take them to school or other locations related to a student's instructional program or to deliver students from school to their homes or designated drop-off points.

002.06 School Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding the requirements of this Chapter which at any time is used to carry school children and school personnel exclusively that is sponsored and approved by the local school governing board. School bus includes an Activity Bus (as defined in this Chapter) and Multi-Function School Activity Bus (MFSAB) as defined in 49 CFR 571.3 except where otherwise provided in this Chapter (see subsection 003.02). Vehicles that only carry school

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children along with other passengers as a part of the operation of a common carrier under the jurisdiction of United States Department of Transportation, Nebraska Public Service Commission, Nebraska State Patrol Carrier Enforcement, or the Nebraska Department of Motor Vehicles Division of Motor Carrier Services are not included within the definition of school bus.

002.06A Type A School/Activity Bus is a conversion or body constructed upon a van-type compact truck or a front-section vehicle with a left side driver's door and designed for carrying more than ten (10) persons. This definition includes Type A-1, with a Gross Vehicle Weight Rating (GVWR) of 14,500 pounds or less and Type A-2, with a GVWR of greater than 14,500 pounds and less than or equal to 21,500 pounds.

002.06B Type B School/Activity Bus is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis. This definition includes Type B-1, with a GVWR of less than 10,000 pounds and Type B-2 with a GVWR of more than 10,000 pounds. This vehicle is designed for carrying more than ten (10) persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

002.06C Type C School/Activity Bus is a body installed upon a flat back cowl chassis with a GVWR of more than 21,500 pounds, and designed for carrying more than ten (10) persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

002.06D Type D School/Activity Bus is a body installed upon a chassis with the engine mounted in the front, midship, or rear, with a gross vehicle weight rating of more than 10,000 pounds, and designed for carrying more than ten (10) persons. The engine may be behind the windshield and beside the driver's seat, it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

002.07 Small Vehicle means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying ten (10) or fewer passengers, excluding the driver, meeting or exceeding Nebraska Department of Education minimum standards for small vehicles which at any time would be used to carry students exclusively that is sponsored and approved by the local school governing board. If the seating capacity of the vehicle has been reduced to meet the definition of a small vehicle, the manufacturer, distributor, or dealer shall recertify the vehicle if required by 49 CFR 567.7. The capacity of the vehicle shall be posted inside the vehicle in a conspicuous location. The preceding definition is not intended to include private motor vehicles used exclusively to carry members of the owner's household.

002.07A Vehicles that have an original manufacturer's vehicle type classification label under 49 CFR 567.4 of "bus" and that have an original manufacturer's designated seating capacity of 15 persons maximum (e.g. 15-passenger vans) shall not qualify as a small vehicle.

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002.08 Pupil Transportation Vehicle means any vehicle utilized to carry school children as sponsored and approved by the local school governing board and conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed in this Chapter.

003 Responsibility of the Schools.

003.01 Vehicle Purchase and Use. Schools shall use only school buses, activity buses and equipment which comply with the minimum equipment standards in effect on the date the vehicles were manufactured. Vehicles with manufacturer's rated seating capacity of eleven or more passengers manufactured prior to April 1, 1977, shall not qualify as a pupil transportation vehicle and shall not be used for pupil transportation unless a "coach bus" used as provided in subsection 003.04.

003.01A Schools may purchase and use vehicles that have certain chassis or body equipment that comply with the standards applicable to the vehicle on the date of the vehicle's manufacture, while having other certain chassis or body equipment that instead comply with the standards concerning such equipment in effect on a later, but only if the school files a written assurance statement with NDE that: (i) describes which chassis or body equipment on the vehicle complies with the standards in effect on the later date but not on the date of manufacture; and (ii) after inquiring of its board appointed mechanic or other individual it deems qualified, the school is satisfied that no safety hazards or dangerous conditions are created by having a combination of such equipment.

003.02 Activity Buses. Activity Buses, when used exclusively for an activity trip or trips, are exempt from the following requirements of this Chapter:

003.02A Subsection 005.10(color)

003.02B Subsection 005.32C (alternating flashing signal lamps)

003.02C Subsection 005.49 (stop signal arm)

003.03 Use of a School Bus for Purposes Other Than Transporting Students. If a school bus is used for purposes other than transporting students, it must be in compliance with Section 60-6,175(7) R.R.S.

003.04 Use of Coach Buses By Schools. Schools may charter or contract for the use of coach buses or other vehicles, as described in Section 79-602 R.R.S., if such vehicles have been inspected or are subject to inspection under the rules and regulations of the Public Service Commission, Carrier Enforcement Division of the State Patrol, or the Division of Motor Carrier Services pursuant to Sections 75-363 through 75-369.07 R.R.S. Schools may own and operate coach buses for use on student activity trips if: (1) such vehicles are exempt from the inspection under Section 79-602 R.R.S., or (2) if such vehicles are not exempt from inspection under Section 79-602 R.R.S., if the school board or governing authority has such a vehicle inspected before school opens in the Fall and each eighty (80) days during that part of the year when school is in session by a motor vehicle mechanic it has appointed. The mechanic

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shall thoroughly inspect every vehicle as to brakes, lights, windshield wipers, window glass, tires, doors, heaters, defrosting equipment, steering gear, and exhaust system for compliance with the criteria prescribed for these items in Appendix H and Section 010 of this Chapter. Within five (5) days after such inspection, the mechanic shall make a report of his or her inspection in writing on forms provided by the Department of Education to the local school board or governing authority, and the Board or governing authority shall cause any deficiencies to be corrected.

003.04A Federal motor vehicle safety laws and regulations (49 U.S.C. Secs. 30112 and 30125, 49 CFR Part 571), require that a person may not sell a “new”, (“first purchase”), vehicle designed to carry more than ten (10) passengers that is likely to be used significantly to transport preprimary, primary, and secondary school students to or from school or an event related to school if the vehicle does not conform to the Federal Motor Vehicle Safety Standards for “school buses” in 49 CFR Part 571.

003.05 Compliance with Minimum Allowable Safety Criteria. As provided in Section 79-602 R.R.S., the school’s appointed mechanics shall inspect and assure that pupil transportation vehicles meet the minimum allowable safety criteria. Any item not meeting such criteria shall be brought into compliance prior to the vehicle being used to transport students.

004 Chassis and Body Delivery Requirements.

004.01 The body and chassis manufacturer shall provide the following materials and information for direct delivery to the customer:

004.01A Line set tickets for each individual unit.

004.01B A copy of the pre-delivery service performed and verified by a checkout form for each individual unit.

004.01C Warranty book and statement of warranty for each individual unit.

005 School Bus and Activity Bus Body and Chassis Minimum Equipment Standards.

005.01 Air Cleaner. A dry element type air cleaner shall be provided.

005.01A All diesel engine air filters shall include a latch-type restriction indicator that retains the maximum restriction developed during operation of the engine. The indicator should include a reset control so the indicator can be returned to zero when desired.

005.02 Aisle.

005.02A All emergency exit doors shall be accessible by a 12-inch minimum aisle. Minimum clearance of aisle or passageway between seat rows leading to side emergency doors shall be a minimum of 12 inches at seat level.

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005.02B Aisle shall be unobstructed at all times by any type of barrier, seat, wheelchair or tie down, unless a flip seat is installed and occupied.

005.02C The track of a track seating system is exempt from the requirements of subsections 005.02A and 005.02B above.

005.03 Axles. The front and rear axle and suspension systems shall have a gross axle weight rating (GAWR) at ground commensurate with the respective front and rear weight loads of the bus loaded to the rated passenger capacity.

005.04 Back-up Warning Alarm. An automatic audible alarm shall be installed behind the rear axle and shall comply with the published Backup Alarm Standards -Society of Automotive Engineers (SAE J994B), providing a minimum of 112 dBA or shall have a variable volume feature that allows the alarm to vary from 87 dBA to 112 dBA sound level, staying at least 5 dBA above the ambient noise level.

005.05 Body Sizes.

005.05A The overall width of the school bus shall not exceed 102 inches, excluding accessories.

005.05B Bodies for conventional body-on-chassis type buses shall conform to all applicable provisions of the Federal Motor Vehicle Safety Standards (FMVSS).

005.05C The overall length of the school bus (body and chassis) shall not exceed 45 feet, excluding accessories.

005.05D The minimum inside body height shall be 72 inches measured at any point on longitudinal center line from front vertical bow to rear vertical bow. (Type A-1 buses shall be 62 inches or more.)

005.06 Brakes.

005.06A School bus chassis with a manufacturer's rated capacity of 72 passengers or greater shall be equipped with full compressed air brakes.

005.06B Brakes - General.

005.06B1 The chassis brake system shall conform to the provisions of FMVSS No. 105, *Hydraulic and Electric Brake Systems*, No. 106, *Brake Hoses*, and No.121, *Air Brake Systems*, as applicable. All buses shall have either a parking pawl in the transmission or a park brake interlock that requires the service brake to be applied to allow release of the parking brake.

005.06B2 The anti-lock brake system (ABS), provided in accordance with FMVSS No. 105, *Hydraulic and Electric Brake Systems* or No. 121 *Air Brake Systems*, shall provide wheel speed sensors for each front wheel and for each wheel on at least one (1) rear axle. The system shall provide anti-lock braking performance for each wheel equipped with sensors. (Four Channel System).

005.06B3 All brake systems shall be designed to permit visual inspection of brake lining wear without removal of any chassis component(s).

005.06B4 The brake lines, booster-assist lines, and control cables shall be protected from excessive heat, vibration and corrosion and installed in a manner which prevents chafing.

005.06B5 The parking brake system for either air or hydraulic service brake systems may be of a power assisted design. The power parking brake actuator shall be a device located on the instrument panel within seated reach of the 5th percentile female driver. As an option, the parking brake may be set by placing the automatic transmission shift control mechanism in the "park" position.

005.06B6 The power-operated parking brake system may be interlocked to the engine key switch. Once the parking brake has been set the ignition switch turned to the "off" position, the parking brake cannot be released until the key switch is turned back to the "on" position.

005.06C Hydraulic Brakes.

005.06C1 Buses using a hydraulic-assist brake shall meet the requirements of FMVSS 105.

005.06D Air Brakes.

005.06D1 The air pressure supply system shall include a desiccant-type air dryer installed according to the manufacturers' recommendations. The air pressure storage tank system may incorporate an automatic drain valve.

005.06D2 The chassis manufacturer shall provide an accessory outlet for air-operated systems installed by the body manufacturer. This outlet shall include a pressure protection valve.

005.06D3 For air brake systems, an air pressure gauge shall be provided in the instrument panel capable of complying with Commercial Driver's License (CDL) pre-trip inspection requirements.

005.06D4 Air brake-equipped buses shall be equipped with a service brake interlock. The parking brake cannot be released until the brake pedal is depressed.

005.06D5 Air brake systems shall include a system for anti-compounding of the service brakes and parking brakes.

005.06D6 Air brakes shall have both a visible and audible warning device whenever the air pressure falls below the level where warnings are required under FMVSS No. 121, *Air Brake Systems*.

005.07 Bumpers, Front.

005.07A All school buses shall be equipped with a front bumper.

005.07B In all buses except Type A-1 buses, the front bumper shall be equivalent in strength and durability to pressed steel channel, at least 3/16 inch thickness and not less than 8 inch wide (high). It shall extend beyond forward-most part of the body, grille, hood, and fenders and shall extend to outer edges of the fenders at the bumper's top line.

Type A-1 buses having a GVWR of 14,500 pounds or less may be equipped with an Original Equipment Manufacturer (OEM) supplied bumper. The front bumper shall be of sufficient strength to permit being pushed by another vehicle on a smooth surface with a 5 degree (8.7 percent) grade, without permanent distortion. The contact point on the front bumper is between the frame rails, with as wide a contact area as possible. If the front bumper is used for lifting, the contact points shall be under the bumper attachments to the frame rail brackets unless the manufacturer specifies different lifting points in the owner's manual. Contact and lifting pressures should be applied simultaneously at both lifting points.

005.07C The front bumper, except breakaway bumper ends, shall be of sufficient strength to permit pushing a vehicle of equal gross vehicle weight without permanent distortion to the bumper, chassis or body.

005.07D Tow eyes or hooks shall be furnished and attached so they do not project beyond the front bumper. Tow eyes or hooks attached to the chassis frame shall be furnished by the chassis manufacturer. This installation shall be in accordance with the chassis manufacturer's specifications. (Type A buses are exempt.) (See Section 005.54).

005.07E The bumper shall be designed or reinforced so that it will not deform when the bus is lifted by a chain that is passed under the bumper (or through the bumper if holes are provided for this purpose) and attached to both tow eyes. For the purpose of meeting this standard, the bus shall be empty and positioned on a level, hard surface and both tow eyes shall share the load equally.

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005.08 Bumpers, Rear.

005.08A Type A-1 bus bumpers shall be a minimum of 8 inches wide (high). Type A-2, B, C, and D bus rear bumper shall be a minimum of 9½ inches wide. The bumper shall be of sufficient strength to permit being pushed by another vehicle without permanent distortion.

005.08B The bumper shall be wrapped around back corners of bus. It shall extend forward at least 12 inches, measured from rearmost point of body at floor line and shall be flush-mounted to the body sides or protected with an end panel.

005.08C The bumper shall be attached to chassis frame in such a manner that it may be removed. It shall be braced to resist deformation of the bumper resulting from impact from the rear and side.

005.08D The bumper shall extend at least 1 inch beyond rear-most part of body surface measured at the floor line.

005.08E The bottom of the rear bumper shall not be more than 30 inches above ground level.

005.09 Certification.

005.09A Upon request by the Nebraska Department of Education, chassis manufacturers will certify that their products meets Nebraska's minimum standards on items which are not covered by FMVSS certification requirements of 49 CFR, Part 567: Certification.

005.09B Vendors of school buses shall certify, in writing, to the school bus purchaser that their product meets or exceeds all applicable Federal and State of Nebraska rules and regulations in effect at the corresponding date of manufacture; or in the alternative, the vendor shall provide to the purchaser a description of what equipment complies instead with minimum chassis and/or body standards in effect on a later date in accordance with Section 003.01A of this Chapter.

005.10 Color. (Activity buses are exempt.)

005.10A The school bus body shall be painted National School Bus Yellow as specified and described in the School Bus Manufacturer's Technical Council publication "National School Bus Yellow Color Standard" (NSBY) (SBMTC-008) (See Appendix A).

005.10B The body exterior paint trim shall be black or NSBY.

005.10C The roof of the bus may be painted white except that front and rear roof caps shall remain NSBY.

005.10D Chassis and front bumper shall be painted black.

005.10E Body, cowl hood and fenders shall be painted NSBY. The flat top surface of the hood may be nonreflective black or NSBY.

005.10F Wheels may be silver, gray, white, yellow or black.

005.10G Retro Reflective Sheeting (See Appendix F)

005.10G1 Front and rear bumper shall be marked diagonally 45 degrees down to centerline of pavement with 2 inch wide strips of non-contrasting reflective material.

005.10G2 Rear of bus body shall be marked with strips of reflective National School Bus Yellow material to outline the perimeter of the back of the bus using material which conforms with the requirements of FMVSS No. 131, *School Bus Pedestrian Safety Devices Table 1* in effect on date of manufacture. The perimeter marking of rear emergency exits per FMVSS No. 217 *Bus Emergency Exits and Window Retention and Release* and/or the use of reflective "SCHOOL BUS" signs partially accomplish the objective of this requirement. To complete the perimeter marking of the back of the bus, strips of a minimum of 1 inch and a maximum of 2 inches in width of reflective National School Bus Yellow material shall be applied horizontally above the rear windows and above the rear bumper extending from the rear emergency exit perimeter marking outward to the left and right rear corners of the bus; and vertical strips shall be applied at the corners connecting these horizontal strips.

005.10G3 "SCHOOL BUS" signs, if not of lighted design, shall be marked with reflective National School Bus Yellow material comprising background for lettering of the front and/or rear "SCHOOL BUS" signs.

005.10G4 Sides of bus body shall be marked with reflective National School Bus Yellow Material at least 1 3/4 inches in width, extending the length of the bus body and located (vertically) between the floor line and the beltline.

005.10H Multifunction school activity buses (MFSABs) are exempt from the requirements in subsection 005.10G above.

005.11 Communications. School bus shall be equipped with a two-way communication system which can be used at any point on the vehicle's route. The system can be after-market provided.

005.12 Construction.

005.12A Construction shall provide a reasonably dustproof and watertight unit.

005.12A1 Buses shall meet FVMSS 220, *Rollover Protection and FMVSS 221, Body Joint Strength*.

005.12A2 For buses manufactured on or after the implementation date of this Rule:

005.12A2a Buses shall pass the "Side Intrusion Test." The bus body shall be constructed to withstand an intrusion force equal to the curb weight of the vehicle or 20,000 pounds, whichever is less. Each vehicle shall be capable of meeting this requirement when tested in accordance with the procedures set forth below.

The complete body structure, or a representative seven-body section mock up with seats installed, shall be load-tested at a location 24-inches plus or minus two inches above the floor line, with a maximum 10-inch diameter cylinder, 48 inches long, mounted in a horizontal plane.

The cylinder shall be placed as close as practical to the mid-point of the tested structure, spanning two internal vertical structural members. The cylinder shall be statically loaded to the required force of curb weight or 20,000 pounds, whichever is less, in a horizontal plane with the load applied from the exterior toward the interior of the test structure. Once the minimum load has been applied, the penetration of the loading cylinder into the passenger compartment shall not exceed a maximum of ten inches from its original point of contact. There can be no separation of lapped panels or construction joints. Punctures, tears or breaks in the external panels are acceptable but are not permitted on any adjacent interior panel.

Body companies shall certify compliance with this intrusion requirement, including test results, if requested by the Nebraska Department of Education.

005.12B If floor insulation is requested by the local school district or governing authority, it shall be either 5 ply softwood plywood nominal 5/8 inch thick plywood, or a material of equal or greater strength and insulation R-value and it shall equal or exceed properties of exterior-type, C-D Grade, as specified in standard PSI-83 issued by U.S. Department of Commerce. All exposed edges shall be sealed. Type A buses shall be equipped with nominal 1/2 inch thick plywood meeting above requirements. Equivalent material may be used to replace plywood, provided it has equal or greater insulation R-value, sound abatement, deterioration-resistant and moisture-resistant properties.

005.12C Construction shall be reasonably dust-proof and watertight.

005.13 Defrosters. (Also see Section 005.26 Heating System)

005.13A All school buses shall be equipped with defrosters with sufficient flow of heated air to keep windshield, window to left of driver and glass in entrance door clear of fog, frost and snow. The defrosting system shall conform to SAE J381 *Windshield Defrosting Systems Test Procedure and Performance Requirements—Trucks, Buses, and Multipurpose Vehicles*.

Note: The requirements of this standard do not apply to the exterior surfaces of double pane storm windows.

005.13B The defroster and defogging system shall be capable of furnishing heated, outside ambient air except that part of the system furnishing additional air to the windshield, entrance door and step well may be of the recirculating air type.

005.13C Auxiliary fans are not considered defrosting or defogging systems.

005.13D Portable heaters shall not be used.

005.14 Doors.

005.14A Entrance Door.

005.14A1 Entrance door shall be in the driver's control, designed as to afford easy release and provide a positive latching device on manual operating door to prevent accidental opening. Manual door controls shall not require more than 25 pounds of force to operate at any point throughout the range of operation, as tested on a 10 percent grade both uphill and downhill.

005.14A2 Entrance door shall be located on right side of bus opposite driver within direct view of driver.

005.14A2a Buses may be equipped with a left side entrance door located immediately behind the driver to be used exclusively for curb side loading/unloading on one-way streets.

005.14A2b Buses equipped with a left side entrance door shall have a mirror mounted in the upper right corner of the interior of the bus to provide a clear view of the left side entrance door and stepwell.

005.14A3 Entrance door shall have a minimum horizontal opening of 24 inches and a minimum vertical opening of 68 inches.

005.14A4 Entrance door shall be of split type and shall open outward.

005.14A5 All entrance door glass shall be made of safety glass. Bottom of lower glass panel shall not be more than 10 inches from the top surface of the bottom step. Top of upper glass panel when viewed from the interior shall not be more than 3 inches below the interior door control cover or header pad.

005.14A6 Vertical closing edges shall be equipped with flexible material.

005.14A7 Power operated doors must be equipped with an emergency release valve, switch or device placed above or to the immediate left or right of the service door and clearly labeled. The emergency release valve, switch or device shall work in the absence of power.

005.14A8 Padding at the top of edge of each door opening shall be 3 inches wide and 1 inch thick and extend full width of the door opening.

005.14B Emergency Exits.

005.14B1 All installed emergency exits shall comply with the design and performance requirements of FMVSS No. 217, *Bus Emergency Exits and Window Retention and Release*, applicable to that type of exit, regardless of whether or not that exit is required by FMVSS No. 217.

005.14B1a The upper portion of the emergency door shall be equipped with safety glazing, the exposed area of which shall be at least 400 square inches. If installed, all other glass panels on emergency doors shall be equipped with safety glazing.

005.14B1b There shall be no steps leading to an emergency door.

005.14B1c There shall be no obstruction higher than ¼ inch across the bottom of any emergency door opening. Fasteners used within the emergency exit opening shall be free of sharp edges or burrs.

005.14B1d The rear emergency window shall have an assisted lifting device that will aid in lifting and holding the rear emergency window open.

005.14B2 Emergency Exit Requirements: The following tables determine the required number and types of emergency exits to comply with this specification:

005.14B2a A school bus will meet the requirements of this specification and the requirements of FMVSS 217 if it contains the types and quantities of emergency exits listed on the row selected.

TABLE 1 BUSES WITH REAR EMERGENCY DOOR (All Front Engine Buses)						TABLE 2 BUSES WITH REAR PUSHOUT WINDOW AND LEFT SIDE EMERGENCY DOOR (All Rear Engine Buses)					
Available Combinations By Capacity	Manufacturers Equipped Capacity	Shall Have	And Shall Also Have			Available Combinations By Capacity	Manufacturers Equipped Capacity	Shall Have	And Shall Also Have		
		Roof Hatch	L. Side Emerg. Exit Windows	R. Side Emerg. Exit Windows	L. Side Emerg. Exit Door			Roof Hatch	L. Side Emerg. Exit Windows	R. Side Emerg. Exit Windows	R. Side Emerg. Exit Door
1-45	1-45	1	0	0	0	1-45	1-45	1	0	0	0
46-77	46-77	2	1	1	0	46-89	46-89	2	1	1	0
	46-77	2	0	0	1		46-89	2	0	0	1
78-93	78-93	2	2	2	0	90-105	90-105	2	2	2	0
	78-93	2	1	1	1		90-105	2	1	1	1

005.14B3 Side emergency exit windows when installed may be vertically hinged on the forward side of the window. No side emergency exit window will be located above the stop arm.

005.15 Drive Shaft.

005.15A The drive shaft shall be protected by a metal guard or guards of steel or equivalent strength around circumference of the drive shaft to prevent it from whipping through floor or dropping to ground if broken.

005.16 Electrical System.

005.16A Battery.

005.16A1 The storage batteries shall have minimum cold cranking capacity rating (cold cranking amps) equal to the cranking current required for 30 seconds at 0 degrees Fahrenheit and a minimum reserve capacity rating of 120 minutes at 25 amps.

005.16A2 All batteries are to be secured in a slide-out or swingout tray in a closed, vented compartment in the body skirt or chassis frame so that the battery is accessible for convenient servicing from the outside. When in the stored position, the tray shall be retained by a securing mechanism capable of holding the tray [with battery(ies)] in position when subjected to a 5g load from any direction. The battery compartment door or cover, if separate from the tray, shall be hinged at the front or top. It shall be secured by a positive operated latching system or other type fastener. The door may be an integral part of the battery slide tray. The door or cover must fit tightly to the body, and not present sharp edges or snagging points. Battery cables shall meet SAE requirements. Battery cables shall be of sufficient length to allow the

battery tray to fully extend. Any chassis frame-mounted batteries shall be relocated to a battery compartment on Type A buses.

005.16A3 All batteries are to be secured in a sliding tray except that on van conversion or cutaway front-section chassis, batteries may be secured in accordance with the manufacturer's standard configuration. In these cases, the final location of the battery and the appropriate cable lengths shall be agreed upon mutually by the chassis and body manufacturers. However, in all cases the battery cable provided with the chassis shall have sufficient length to allow some slack, and shall be of sufficient gauge to carry the required amperage.

005.16A4 Buses may be equipped with a battery shut-off switch. The switch is to be placed in a location not readily accessible to the driver or passengers.

005.16B Alternator.

005.16B1 All Type A and Type B buses with a GVWR of 15,000 lbs or less shall have a minimum 130-amp alternator. Buses equipped with an electrically powered wheelchair lift and/or air conditioning shall be equipped with the highest rated capacity available from the chassis OEM.

005.16B2 All buses over 15,000 lbs shall be equipped with a heavy-duty truck or bus-type alternator having a minimum output rating of 200-amp or higher, and should produce a minimum current output of 50 percent of the rating at engine idle speed.

005.16B3 All other buses than those described in subsection 005.16B1 equipped with an electrically powered wheelchair lift and/or air conditioning shall have a minimum output of 240 amps and may be equipped with a device that advances the engine idle speed when the voltage drops to, or below, a pre-set level.

005.16B4 A belt alternator drive shall be capable of handling the rated capacity of the alternator with no detrimental effect on any other driven components. (See School Bus Manufacturer Technical Council's "School Bus Technical Reference" for estimating required alternator capacity.)

005.16B5 A direct drive alternator is permissible in lieu of a belt driven alternator.

005.16C Electrical Components. Materials in all electrical components shall contain no mercury.

005.16D Wiring. Chassis.

005.16D1 All wiring shall conform to current applicable recommended practices of the Society of Automotive Engineers (SAE).

005.16D2 All wiring shall use color and at least one other method of identification. The other method shall be either a number code or name code, and each chassis shall be delivered with a wiring diagram that illustrates the wiring of the chassis.

005.16D3 The chassis manufacturer shall install a readily accessible terminal strip or plug on the body side of the cowl or in an accessible location in the engine compartment of vehicles designed without a cowl. The strip or plug shall contain the following terminals for the body connections:

005.16D3a Main 100 amp body circuit;

005.16D3b Tail lamps;

005.16D3c Right turn signal;

005.16D3d Left turn signal;

005.16D3e Stop lamps;

005.16D3f Back-up lamps; and

005.16D3g Instrument panel lights (controlled by dimmer switch).

005.16D4 An appropriate identifying diagram (color plus a name or number code) for all chassis electrical circuits shall be provided to the body manufacturer for distribution to the end user.

005.16D5 The headlight system must be wired separately from the electronic controlled body solenoid/module.

005.16E Wiring, Body.

005.16E1 Wiring shall be arranged in circuits as required with each circuit protected by a fuse or electronic protection device. A system of color and number coding shall be used and an appropriate identifying diagram shall be provided to the end user along with the wiring diagram provided by the chassis manufacturer. The wiring diagrams shall be specific to the bus model supplied and include any changes to wiring made by the body manufacturer. Chassis wiring diagrams shall also be supplied to the end user. A system of color and number coding shall be used on buses. The following body interconnecting circuits shall be color coded as noted:

<u>FUNCTION</u>	<u>COLOR</u>
Left Rear Directional Lamp	Yellow
Right Rear Directional Lamp	Dark Green
Stop Lamps	Red
Back-up Lamps	Blue
Tail Lamps	Brown
Ground	White
Ignition Feed, Primary Feed	Black

The color of the cables shall correspond to SAE J 1128, *Low-Tension Primary Cable*.

005.16E2 Wiring shall be arranged in at least six (6) regular circuits as follows:

005.16E2a Head, tail, stop (brake), clearance and instrument panel lamps.

005.16E2b Step well lamps shall be actuated when entrance door is open.

005.16E2c Dome lamps.

005.16E2d Ignition and emergency door signal.

005.16E2e Turn signal lamps.

005.16E2f Alternately flashing signal lamps.

005.16E3 Any of above combination circuits may be subdivided into additional independent circuits.

005.16E4 Heaters and defrosters shall be wired on an independent circuit.

005.16E5 Each body circuit shall be coded by number or letter on a diagram of circuits and shall be attached to the body in readily accessible location. Buses may be equipped with a 12-volt power port in the driver's area.

005.16E6 All other electrical functions (such as sanders and electric-type windshield wipers) shall be provided with independent and properly protected circuits.

005.16F Wires not enclosed within body shall be fastened securely at intervals of not more than 18 inches. All joints shall be soldered or joined by equal effective connectors which shall be water-resistant and corrosion-resistant.

005.16G All wiring shall have an amperage capacity exceeding the design load by at least 25 percent. All wiring splices are to be noted as splices on the wiring diagram.

005.16H A body wiring diagram sized to be easily read, shall be furnished with each bus body or affixed in an area convenient to the electrical accessory control panel.

005.16I The body power wire shall be attached to a separate terminal on the chassis.

005.16J All wires passing through metal openings shall be protected by a grommet.

005.16K All wiring shall conform to current applicable SAE recommended practices.

005.16L A manual noise suppression switch must be installed in the control panel. The switch shall be labeled and alternately colored. This switch shall be an on/off type that deactivates body equipment that produces noise, including at least the AM/FM radio, heaters, air conditioners, fans and defrosters. This switch shall not deactivate safety systems, such as windshield wipers or lighting systems.

005.16M The entire electrical system of the body shall be designed for the same voltage as the chassis on which the body is mounted. The reference to a common body/chassis voltage does not apply to buses utilizing a high voltage propulsion system (more than 48 nominal volts), commonly referred to as "High Voltage-Powered Vehicles."

005.17 Emergency Equipment. All buses shall be equipped with emergency equipment as listed in this section. Any of the following emergency equipment may be mounted in an enclosed compartment, provided the compartment is labeled in not less than one-inch letters, identifying each piece of equipment contained therein.

005.17A Fire Extinguisher. The bus shall be equipped with at least one (1) Underwriter's Laboratory Inc. (UL) approved pressurized, dry chemical-type fire extinguisher, with hose, mounted and secured in a bracket located in the driver's compartment readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher shall be easily read without moving the extinguisher from its mounted position.

005.17A1 The fire extinguisher shall have a total rating of 2-A:10-BC or greater. The operating mechanism shall be sealed with a type of seal that will not interfere with use of the fire extinguisher.

005.17B First Aid Kit. The bus shall have at least one removable, moisture proof and dustproof first aid kit in an accessible place in the driver's compartment. It shall be properly mounted and clearly identified as a first aid kit. The location for the first aid kit shall be marked. Contents of the first aid kit are listed in Appendix B of this Chapter.

005.17B1 All school bus bodies with a manufacturer's rated seating capacity of thirty (30) or less shall be equipped with one (1) first aid kit.

005.17B2 All school bus bodies with a manufacturer's rated seating capacity greater than thirty (30) shall be equipped with two (2) first aid kits.

005.17B3 When two (2) first aid kits are carried on the bus, one (1) kit shall be mounted over the rear exit door and the other in the driver's compartment.

005.17C Body Fluid Clean-up Kit. Each bus shall have a removable and moisture proof body fluid clean-up kit. It shall be securely mounted and identified as a body fluid clean-up kit. (Required contents of kit are listed in Appendix C of this Chapter.)

005.17D Warning Devices. The school bus shall carry three (3) retroreflective triangle road warning devices that meet the requirements of FMVSS No. 125, *Warning Devices*. They shall be mounted in an accessible place.

005.18 Exhaust System.

00518A Exhaust pipe, after treatment system, and tailpipe shall be outside the bus body compartment and attached to chassis, so as not to damage any other chassis component.

005.18B Tailpipe and after treatment system shall be constructed of corrosion resistant tubing of 16-gauge steel or equivalent.

005.18C The tailpipe shall not extend more than two inches beyond the perimeter of the body for side-exit pipe or the bumper for rear-exit pipe. The exhaust system shall be designed such that exhaust gas will not be trapped under the body of the bus.

005.18D The tailpipe shall exit to the left or right of the emergency exit door in the rear of the vehicle or to the left side of the bus in front of or behind the rear drive axle or the tailpipe may extend through the bumper. The tailpipe exit location on all Types A-1 or B-1 buses may be in accordance to the manufacturer's standards. The tailpipe shall not exit beneath any fuel filler location, emergency door or lift door.

005.18E The exhaust system shall be insulated in a manner to prevent any damage to any fuel system component.

005.18F The design of the after treatment systems shall not allow active (non-manual) regeneration of the particulate filter during the loading and unloading of passengers. Manual regeneration systems will be designed such that unintentional operation will not occur.

005.18G For after treatment systems that require Diesel Exhaust Fluid (DEF) to meet federally mandated emissions:

005.18G1 The composition of Diesel Exhaust Fluid (DEF) must comply with International Standard ISO 22241-1. Refer to engine manufacturer for any additional DEF requirements.

005.18G2 The DEF supply tank shall be sized to meet a minimum ratio of 3 diesel fills to 1 DEF fill.

005.19 Fenders, Front - Type C Vehicles.

005.19A When measured at the fender line, total spread of outer edges of front fenders shall exceed the total spread of front tires when front wheels are in a straight ahead position.

005.19B Front fenders shall be braced and free from any body attachment.

005.20 Floor, Covering.

005.20A Floor in the under seat area, including tops of wheel housings, driver's compartment, and toe board, shall be covered with an elastomer floor covering, having a minimum overall thickness of .125 inch and a calculated burn rate of 0.1 or less, using the test methods, procedures and formulas listed in FMVSS No. 302, *Flammability of Interior Materials*. The floor under the driver's seat in all Type A buses may be manufacturer's standard flooring and floor covering.

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005.20B Floor covering in aisle shall be ribbed or other pattern of elastomer and have a calculated burn rate of 0.1 or less using the test methods, procedures, and formulas listed in FMVSS No. 302, *Flammability of Interior Materials*. Minimum overall thickness shall be 3/16th in. measured from tops of ribs.

005.20C Floor covering must be permanently bonded to floor and must not crack when subjected to sudden changes in temperature. Bonding or adhesive material shall be waterproof and shall be of type recommended by manufacturer of floor-covering material. All seams must be sealed with waterproof sealer.

005.20D A flush-mounted, screw-down plate that is secured and sealed shall be provided to access the fuel tank sending unit and or fuel pump. (This plate shall not be installed under flooring material. (Type A Buses are exempt.)

005.21 Frame.

005.21A Frame lengths shall be established in accordance with the design criteria for the complete vehicle.

005.21B Any secondary manufacturer that modifies the original chassis frame shall provide a warranty at least equal to the warranty offered by the original equipment manufacturer (OEM), and shall certify that the modification and other parts or equipment affected by the modification shall be free from defects in material and workmanship under normal use and service intended by the OEM.

005.21C Holes in top or bottom flanges or, side units of the frame, and welding to the frame shall not be permitted except as provided or accepted by the chassis manufacturer.

005.21D Frames shall not be modified for the purpose of extending the wheelbase.

005.22 Fuel Tank.

005.22A Fuel tank or tanks shall be provided by the chassis manufacturer. The tanks shall be filled and vented to the outside of the body and the fuel filter should be placed in a location where accidental fuel spillage will not drip or drain on any part of the exhaust system.

005.22B Fuel lines shall be mounted to the chassis frame in such a manner that the frame provides the maximum possible protection from damage.

005.22C The fuel system shall comply with FMVSS No. 301, *Fuel System Integrity*.

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005.22D Fuel tank(s) may be mounted between the chassis frame rails or outboard of the frame rails on either the left or right side of the vehicle. The actual draw capacity of each fuel tank shall be a minimum of 83% of the tank capacity.

005.22E Installation of alternative fuel systems, including fuel tanks and piping from tank to engine, shall comply with all applicable fire codes in effect on the date of manufacture of the bus.

005.22E1 Installation of Liquefied Petroleum Gas (LPG) tanks shall comply with National Fire Protection Association (NFPA) 58.

005.22E2 Installation of Compressed Natural Gas (CNG) containers shall comply with FMVSS No. 304, *Compressed Natural Gas Fuel Container Integrity*.

005.22E3 The CNG Fuel System shall comply with FMVSS No. 303, *Fuel System Integrity of Compressed Natural Gas Vehicles*.

005.23 Fuel Alternative. School transportation vehicles may use alternative fuel systems. The fuel system integrity shall meet the specified leakage performance standards when impacted by a moving contoured barrier in accordance with test conditions specified in FMVSS No. 301 or FMVSS No. 303, as applicable.

005.23A Chassis shall meet all specifications in Section 005 of this Chapter.

005.23B Chassis shall meet all applicable Federal Motor Vehicle Safety Standards (FMVSS).

005.23C The fuel system integrity shall meet the specified leakage performance standards when impacted by a moving contoured barrier in accordance with test conditions specified in FMVSS No. 301, *Fuel System Integrity*, or FMVSS No. 303, *Fuel System Integrity of Compressed Natural Gas Vehicles*, as applicable.

005.23D Original equipment manufacturers (OEMs) and conversion systems using compressed natural gas (CNG) shall comply with National Fire Protection Association (NFPA) Specification 52 2013, *Compressed Natural Gas Vehicular Fuel Systems*. Fuel systems using liquefied petroleum gas (LPG) shall comply with NFPA Specification 58 2014, *Liquefied Petroleum Gases Engine Fuel Systems*.

005.23E Fuel tank(s) for vehicles of less than 54 passenger capacity powered by LPG or CNG shall have a minimum 40-gallon capacity. Fuel tank(s) for vehicles of 54 or more passenger capacity powered by LPG or CNG shall have a minimum 60-gallon capacity.

005.23F Natural gas-powered buses may be equipped with an interior/exterior gas detection system. All natural gas-powered buses may be equipped with an automatic or manual fire detection and suppression system.

005.23G All materials and assemblies used to transfer or store alternative fuels shall be installed outside the passenger/driver compartment.

005.23H All Types C and D buses using alternative fuels shall meet the same base requirements of BUS CHASSIS SPECIFICATIONS for passenger load.

005.23I The total weight shall not exceed the vehicle's GVWR when loaded to rated capacity.

005.23J The manufacturer supplying the alternative fuel equipment must provide the owner and operator with adequate training and certification in fueling procedures, scheduled maintenance, troubleshooting and repair of alternative fuel equipment.

005.23K All fueling equipment shall be designed specifically for fueling motor vehicles and shall be certified by the manufacturer as meeting all applicable federal, state and industry standards.

005.23L All on-board fuel supply containers shall meet all appropriate requirements of the American Society for Mechanical Engineering (ASME) code, United States Department of Transportation (USDOT) regulations or applicable FMVSSs and NFPA standards.

005.23M All fuel supply containers shall be securely mounted to withstand a static force of eight times their weight in any direction.

005.23N All safety devices that discharge to the atmosphere shall be vented to the outside of the vehicle. The discharge line from the safety relief valve on all school buses shall be located in a manner appropriate to the characteristics of the alternative fuel. Discharge lines shall not pass through the passenger compartment.

005.23O CNG buses shall have a positive, quick-acting ($\frac{1}{4}$ turn) shut-off control valve which shall be installed in each gaseous fuel supply line, as close as possible to the fuel supply containers. The valve controls shall be placed in a location easily operable from the exterior of the vehicle. The location of the valve controls shall be clearly marked on the exterior surface of the bus.

005.23P An electrical grounding system shall be required for grounding of the fuel system during maintenance-related venting.

005.23Q Fuel systems identified as compatible with biodiesel must be provided with components compatible with biodiesel conforming to the specifications of ASTM 6751, *Biodiesel Standard*.

005.23R High Voltage-Powered Vehicles: Buses utilizing a high voltage propulsion system (more than 48 nominal volts) shall meet the requirements of FMVSS 305, *Electric Powered Vehicles: Electrolyte Spillage and Electrical Shock Protection*, except for the following:

005.23R1 The propulsion power source (batteries, fuel cells, etc.) shall be located outside the passenger compartment.

005.23R2 The propulsion power source enclosure shall be constructed to conform to the power source manufacturer's requirements and recommendations.

005.23R3 Due to the much larger size and quantities of the propulsion power sources on larger vehicles, buses over 10,000 lbs are permitted to exceed the 5.0 liter spillage constraint of Section S5.1, *Electrolyte damage from propulsion batteries* and the requirements to statically rotate the vehicle on its longitudinal axis post test.

005.24 Governor. The engine and road speed governors may be installed to limit engine speed to a maximum revolutions per minute as recommended by the engine manufacturer.

005.25 Handrails. At least one handrail shall be installed. The handrail shall be a minimum of 1" diameter and be constructed from corrosion resistant material(s). The handrail(s) shall assist passengers during entry or exit and shall be designed to prevent entanglement, as evidenced by the passing of the NHTSA string and nut test.

005.26 Heating System & Air Conditioning System. The engine shall be capable of supplying coolant at a temperature of at least 170 degrees Fahrenheit at the engine coolant thermostat opening. The coolant flow rate shall be 50 pounds per minute at the return end of 30 feet of one inch inside diameter automotive hot water heater hose. (See SBMTC-001, *Standard Code for Testing and Rating Automotive Bus Hot Water Heating and Ventilating Equipment.*)

005.26A Heating and Air Conditioning Systems

005.26A1 Heaters shall be hot water combustion type, electric heating element or heat pump.

005.26A2 If only one heater is used, it shall be the fresh air type or the combination fresh air and recirculating air type.

005.26A3 If more than one hot water heater is used, additional heaters may be of recirculating air type.

005.26A4 The heating system shall be capable of maintaining bus interior temperatures as specified in Society of Automotive Engineers (SAE) test procedure J2233.

005.26A5 Optional: Auxiliary fuel-fired heating systems are permitted, provided they comply with the following:

005.26A5a The auxiliary heating system fuel shall utilize the same type fuel as specified for the vehicle engine.

005.26A5b Heater(s) may be direct hot air or connected to the engine's coolant system.

005.26A5c An auxiliary heating system, when connected to the engine's coolant system, may be used to preheat the engine coolant or preheat and add supplementary heat to the bus's heating system.

005.26A5d Auxiliary heating systems shall be installed pursuant to the manufacturer's recommendations and shall not direct exhaust in such a manner that will endanger bus passengers.

005.26A5e The auxiliary heating system shall be low voltage.

005.26A5f Auxiliary heating systems shall comply with FMVSS No. 301, *Fuel system integrity* and all other applicable FMVSS in effect on date of manufacture, as well as SAE test procedures.

005.26A5g All combustion heaters shall be in compliance with current Federal Motor Carrier Safety Regulations.

005.26A6 All forced-air heaters installed by body manufacturers shall bear a nameplate that indicates the heater rating in accordance School Bus Manufacturer's Technical Council SBMTC-001. The plate shall be affixed by heater manufacturer and shall constitute certification that the heater performance is as shown on the plate.

005.26A7 Heater hoses shall be adequately supported to guard against excessive wear due to vibration. The hoses shall not dangle or rub against the chassis or sharp edges and shall not interfere with or restrict the operation of any engine function, such as the spark advance of an automatic distributor. Heater hose shall conform to the standards of the Society of Automotive Engineers (SAE) Standard J20c *Coolant System Hoses*. Heater lines on the interior of the bus shall be shielded to prevent scalding of the driver or passengers.

005.26A8 Each hot water system installed by a body manufacturer shall include one shut-off valve in the pressure line and one shut-off valve in the return line with both valves at the engine in an accessible location, except that on all Type A and B buses the valves may be installed in another accessible location.

005.26A9 There shall be a water flow regulating valve installed in the pressure line for convenient operation by the driver while seated.

005.26A10 Accessible bleeder valves shall be installed in an appropriate place in the return lines of body company-installed heaters to remove air from the heater lines.

005.26A11 Access panels shall be provided to make heater motors, cores, and fans readily accessible for service. Outside access panel may be provided for the driver's heater.

005.26B Passenger Compartment Air Conditioning (Optional). The following specifications are applicable to all types of school buses that may be equipped with air conditioning.

005.26B1 Requirements

005.26B1a Evaporator cases, lines and ducting (as equipped) shall be designed in such a manner that all condensation is effectively drained to the exterior of the bus below the floor level under all conditions of vehicle movement and without leakage on any interior portion of the bus;

005.26B1b Evaporators and ducting systems shall be designed and installed to be free of projections or sharp edges. Ductwork shall be installed so that exposed edges face the front of the bus and do not present sharp edges;

005.26B1c On school buses equipped with Type-2 seatbelts having anchorages above the windows, the ducting (if used) shall be placed at a height sufficient to not obstruct occupant securement anchorages. This clearance shall be provided along the entire length (except at evaporator locations) of the passenger area on both sides of the bus interior;

005.26B1d The body may be equipped with insulation, including sidewalls, roof, firewall, rear, inside body bows and plywood or composite floor insulation to reduce thermal transfer;

005.26B1e All glass (windshield, service and emergency doors, side and rear windows) may be equipped with maximum integral tinting allowed by federal, state or ANSI standards for the respective locations, except that windows rear of the driver's compartment, if tinted, shall have approximately 28 percent light transmission;

005.26B1f Electrical generating capacity shall be provided to accommodate the additional electrical demands imposed by the air conditioning system;

005.26B1g Air intake for any evaporator assembly(ies), except for front evaporator of Type A-1, shall be equipped with replaceable air filter(s) accessible without disassembly of evaporator case.

005.26B1h For all buses (except Type D rear engine transit) equipped with a rear evaporator assembly, evaporator shall not encroach upon head impact zone, but may occupy an area of less than 26.5 inches from the rear wall and 14 inches from the ceiling.

005.26B1i For Type D rear engine transit buses equipped with a rear evaporator over the davenport, the evaporator assembly may not interfere with rear exit window and may not extend above the rear seating row.

005.27 Horn. The bus shall be equipped with a horn(s) of standard make. Each horn shall be capable of producing complex sounds in bands of audio frequencies between approximately 250 and 2,000 cycles per second and tested in accordance with Society of Automotive Engineers (SAE) J-377.

005.28 Identification.

005.28A Body shall bear words "SCHOOL BUS" in black letters at least 8 inches high on both front and rear of body or on signs attached thereto. Lettering shall be placed as high as possible without impairment of its visibility. Lettering shall conform to "Series B" of Standard Alphabets for Highway Signs of the Federal Highway Administration (See 23 CFR 655.601). "SCHOOL BUS" lettering shall have a reflective background or may be illuminated by backlighting. Activity buses may instead bear lettering identifying the school, school district, school mascot and/or school logos at these locations.

005.28B Required lettering and numbering is:

005.28B1 District, school, company name or owner of the bus displayed at the beltline.

005.28B2 If the bus has a district or other identification number, it shall be displayed on the sides, on the rear, and on the front.

005.28C Other lettering, numbering or symbols which may be displayed on the exterior of the bus shall be limited to:

005.28C1 Bus identification number on the top of the bus (minimum 12-inch high characters), in addition to required numbering on the sides, rear and front.

005.28C2 The location of the battery(ies) identified by the word "BATTERY" or "BATTERIES" on the battery compartment door in two-inch lettering;

005.28C3 Symbols or letters not to exceed 64 square inches of total display within 36 inches of the service door, displaying information for identification by the pupils of the bus or route served.

005.28C4 Manufacturer, dealer or school identification or mascots/logos;

005.28C5 Symbols identifying the bus as equipped for or transporting pupils with special needs;

005.28C6 Lettering on the rear of the bus relating to school bus flashing signal lamps or electronic warning signs and railroad stop procedures

005.28C7 Identification of fuel type in one-inch lettering adjacent to the fuel filler opening.

005.29 Instruments and Instrument Panel.

005.29A Chassis shall be equipped with the instruments and gauges listed below (lights in lieu of gauges are not acceptable):

005.29A1 Speedometer.

005.29A2 Odometer which will give accrued mileage, (to seven digits) including tenths of miles.

005.29A3 Voltmeter: An ammeter with graduated charge and discharge indications, is permitted in lieu of voltmeter; however, when used, the ammeter wiring must be compatible with the current flow of the system. (Exempt from Type A Bus.)

005.29A4 Oil-pressure gauge.

005.29A5 Water-temperature indicator.

005.29A6 Fuel gauge.

005.29A7 High-beam headlamp indicator.

005.29A8 Brake Air Pressure Gauge (air brakes): Brake indicator lamp (vacuum/hydraulic brakes) or brake indicator lamp (hydraulic/hydraulic).

005.29A9 Turn signal Indicator.

005.29A10 Tachometer. For Types B, C and D buses, a tachometer shall be installed to be visible to the driver while seated in a normal driving position. (Exempt from Type A Buses.)

005.29A11 Glow-plug indicator light where appropriate.

005.29B All instruments shall be easily accessible for maintenance and repair.

005.29C The instruments and gauges shall be mounted on instrument panel in such manner that each is clearly visible to driver in normal driving position.

005.29D Instruments and controls must be illuminated as required by FMVSS No. 101, *Controls and Displays*.

005.29E Multi-Function Gauge (MFG).

005.29E1 The driver must be able to manually select any displayable function of the gauge on a MFG whenever desired.

005.29E2 Whenever an out-of-limits condition that would be displayed on one or more functions of a MFG occurs, the MFG controller shall automatically display this condition on the instrument cluster. This shall be in the form of an illuminated telltale warning lamp as well as having the MFG automatically display the out-of-limits indications. If two or more functions displayed on the MFG go out of limits simultaneously, then the MFG shall sequence automatically between those functions continuously until the condition(s) are corrected.

005.29E3 The use of a MFG does not relieve the need for audible warning devices, where required.

005.30 Insulation.

005.30A The school bus body shall be fully insulated in the roof and all body panels to deaden sound, reduce vibrations, and reduce the transfer of heat.

005.30B The school bus body side walls and ceilings shall be insulated with a fire resistant material of a type approved by Underwriters Laboratories Inc., and which has a thermal insulation R value of 5.5 at least equivalent to 1½ inch thickness of fiber glass in addition to the usual sprayed-on material. All insulation shall be firmly installed so that it will retain its original position.

005.30C For floor insulation, see subsection 005.12B of this Chapter.

005.31 Interior.

005.31A Interior of school bus body shall have steel or equivalent strength material, inner linings on ceilings and walls and be free of all unnecessary projections, which includes luggage racks and attendant hand rails, to minimize the potential for injury. This standard requires inner lining on ceilings and walls. If ceiling is constructed to contain lapped joints, forward panel shall be lapped by rear panel and exposed edges shall be beaded, hemmed, flanged, or otherwise treated to minimize sharp edges.

005.31B The driver's area forward of the foremost padded barriers will permit the mounting of required emergency equipment and vehicle operation equipment.

005.31C Every school bus shall be constructed so that the noise level taken at the ear of the occupant nearest to the primary vehicle noise source shall not exceed 85 dBA when tested according to the procedure found in Appendix E of this Chapter.

005.31D Interior overhead storage compartments may be provided if they meet the following criteria:

005.31D1 Head protection requirements of FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*, where applicable.

005.31D2 Be completely enclosed and equipped with latching door (both door and latch sufficient to withstand a pushing force of 50 pounds applied at the inside center of the door.

005.31D3 All corners and edges are rounded with a minimum radius of one inch or be padded equivalent to door header padding.

005.31D4 Compartments are attached to the bus sufficiently to withstand a force equal to 20 times the maximum rated capacity of the compartment and do not have protrusions greater than ¼ inch.

005.32 Lamps and Signals.

005.32A Interior lamps shall be provided which adequately illuminate aisle and stepwell. Stepwell light shall be illuminated by a service door operated switch, to illuminate only when headlights and clearance lights are on and service door is open.

005.32B Body instrument panel lights shall be controlled by an independent rheostat switch or may be controlled by the rheostat that operates the gauge lighting.

005.32C School Bus Alternately Flashing Signal Lamps. (Activity buses are exempt.)

005.32C1 Bus shall be equipped with two (2) red lamps at the rear of vehicle and two (2) red lamps at the front of the vehicle.

005.32C2 In addition to the four red lamps described above, four (4) amber lamps shall be installed so that one (1) amber lamp is located near each red signal lamp, at same level, but closer to vertical centerline of bus. The system of red and amber signal lamps shall be wired so that the amber lamps are energized manually. The red lamps are automatically energized (with amber lamps being automatically de-energized) when stop signal arm is extended or when bus service door is opened. An amber pilot light and a red pilot light shall be installed adjacent to the driver controls for the flashing signal lamp to indicate to the driver which lamp system is activated.

005.32C3 Red lamps shall flash at any time the stop signal arm is extended.

005.32C4 All flashers for alternately flashing red and amber signal lamps shall be enclosed in the body in a readily accessible location.

005.32D Turn Signal and Stop/Tail Lamps.

005.32D1 Bus body shall be equipped with amber rear turn signal lamps that are at least seven (7) inches in diameter or if a shape other than round, a minimum 38 square inches of illuminated area and meet FMVSS No. 108, *Lamps, Reflective Devices, and Associated Equipment*. These signals must be connected to the chassis hazard warning switch to cause simultaneous flashing of turn signal lamps when needed as vehicular traffic hazard warning. Turn signal lamps are to be placed so that their centerline shall be a maximum of twelve (12) inches below the rear window.

005.32D2 Buses shall be equipped with amber side-mounted turn signal lights. The turn signal light on the left side shall be mounted rearward of the stop signal arm and the turn signal on the right side shall be mounted rearward of the service door.

005.32D3 Buses shall be equipped with four (4) combination red stop/tail lamps:

005.32D3a Two (2) combination lamps with a minimum diameter of seven (7) inches, or if a shape other than round, a minimum 38 square inches of illuminated area shall be mounted on the rear of the bus just inside the turn signals.

005.32D3b Two (2) combination lamps with a minimum diameter of four (4) inches, or if a shape other than round, a minimum 12 square inches of illuminated area shall be placed on the rear of the body between the beltline and the floor line. Rear license plate lamp may be combined with one lower tail lamp. Stop lamps shall be activated by the service brakes and shall emit a steady light when illuminated.

005.32D3c On buses equipped with a monitor for the front and rear lamps of the school bus, the monitor shall be mounted in full view of the driver. If the full circuit current passes through the monitor, each circuit shall be protected by a fuse or circuit breaker, or an electronic protection device, against any short circuit or intermittent shorts.

005.32D3d The bus body shall be equipped with two (2) white rear backup lamps that are at least four (4) inches in diameter or, if a shape other than round, a minimum of 12 square inches of

illuminated area and shall meet FMVSS No. 108, *Lamps, Reflective Devices and Associated Equipment*. If backup lamps are placed on the same horizontal line as the brake lamps and turn signal lamps, they shall be to the inside.

005.32E Clearance-Marker and Identification Lamps.

005.32E1 The body shall be equipped with two (2) red clearance lights at the rear and two (2) amber clearance lights at the front mounted as high as possible on permanent structure of bus in such a manner as to indicate extreme width of body.

005.32E2 All buses over 30 feet long shall be equipped with one (1) amber intermediate side marker light on each side located midway between the front and rear clearance lights.

005.32E3 The bus shall be equipped with three (3) amber identification lights on the front and three (3) red identification lights on the rear. Each individual light within such group or cluster shall be evenly spaced not less than six (6) inches nor more than 12 inches apart along a horizontal line near the top roof edge of the vehicle.

005.32F A white flashing strobe light shall be installed on the roof of a school or activity bus, not to exceed 1/3 the body length forward from the rear of the roof edge. The light shall have a single clear lens emitting light 360 degrees around its vertical axis. A manual switch and a pilot light shall be included to indicate when light is in operation.

005.32G Backup Lamps. Bus body shall be equipped with two (2) white rear backup lamp signals that are at least four (4) inches diameter or, if a shape other than round, a minimum of 13 square inches of illuminated area, meeting FMVSS 108, *Lamps, Reflective Devices, and Associated Equipment*. If backup lamps are placed on the same line as the brake lights and turn signals, they shall be to the inside.

005.32H Reflex Reflectors.

005.32H1 The bus shall be equipped with two (2) amber reflectors: One on each side of body located approximately at floor level and back of the door on the right side and at a similar forward position on the left side.

005.32H2 The bus shall be equipped with four (4) red reflectors: One (1) on each side as far to the rear as possible and two (2) on the rear as far apart as practicable.

005.32H3 All buses over 30 feet long shall be equipped with additional intermediate amber reflectors which shall be located at or near the midpoint between the front and rear side reflector.

005.32H4 The reflectors are to be mounted at a height of not less than 15 inches nor more than 60 inches above the ground on which the vehicle stands.

005.32I License Plate Lamp. Bus shall be equipped with rear license plate illuminator. This lamp may be combined with one (1) of tail lamps.

005.32J Daytime Running Lamps (DRL). A Daytime Running Lamps system shall be provided.

005.33 Metal Treatment.

005.33A All metal used in construction of bus body shall be zinc or aluminum coated or treated by equivalent process before bus is constructed. This includes, but is not limited to such items as structural members, inside and outside panels, floor panels, and floor sills. Excluded are such items as door handles, grab handles, stanchions, interior decorative parts, and other interior plated parts.

005.33B All metal parts that will be painted shall be (in addition to above requirements) chemically cleaned, etched, zinc-phosphate coated, and zinc-chromate or epoxy-primed or conditioned by equivalent process.

005.33C In providing for these requirements, particular attention shall be given to lapped surfaces, welded connections or structural members, cut edges, punched or drilled hole areas in sheet metal, closed or box sections, unvented or undrained areas, and surfaces subjected to abrasion during vehicle operation.

005.34 Mirrors.

005.34A Interior mirror shall be either clear view laminated glass or clear view glass bonded to a backing which retains the glass in the event of breakage. Mirror shall have rounded corners and protected edges. All Type A buses shall have a minimum of a 6" x 16" mirror and Type B, C, and D buses shall have a minimum of a 6" x 30" mirror.

005.34B Each bus shall be equipped with a system of exterior mirrors meeting the requirements of FMVSS No.111, *Rearview Mirrors*. The right side rear view mirror shall not be obscured by the unwiped portion of the windshield.

005.34C This system of mirrors shall be easily adjustable, but be rigidly braced so as to reduce vibration.

005.34D Heated external mirrors may be used. Remote controlled external rear view mirrors may be used.

005.35 Mounting.

005.35A Chassis frame shall support the rear body cross member. Bus body shall be attached to chassis frame at each main floor sill, except where chassis components interfere, in such manner as to prevent shifting or separation of body from chassis under severe operating conditions.

005.35B Insulating material shall be installed at all contact points between the body and chassis frame on Type A-2, B, C and D buses, and shall be secured to chassis frame or body to prevent shifting, separation, or displacement of the isolators under severe operating conditions.

005.36 Oil Filter. An oil filter with a replaceable element shall be provided and connected by flexible oil lines if it is not a built-in or an engine-mounted design. Oil filter shall have a capacity in accordance with the engine manufacturer's recommendations.

005.37 Openings. All openings in floorboard or firewall between chassis and passenger carrying compartment, such as for gearshift lever and auxiliary brake lever, shall be sealed.

005.38 Passenger Load.

005.38A Actual Gross Vehicle Weight (GVW) is the sum of the chassis weight, plus the driver's weight, plus total seated pupil weight. For purposes of calculation, the driver's weight is 150 pounds, and the student weight is 20 pounds per student.

005.38B Actual gross vehicle weight (GVW) shall not exceed the chassis manufacturer's gross vehicle weight rating (GVWR) for the chassis, nor shall the actual weight carried on any axle exceed the chassis manufacturer's Gross Axle Weight Rating (GAWR).

005.39 Retarder System. Retarder system, if used, shall limit the speed of the fully loaded school bus at 19.0 mph on a 7% grade for 3.6 miles.

005.40 Rub Rails.

005.40A There shall be one (1) rub rail located on each side of the bus approximately at seat level or no more than eight (8) inches above the seat cushion level. They shall extend from rear side of the entrance door completely around bus body (except for emergency door or any maintenance access door) to a point of curvature near outside cowl on the left side.

005.40B There shall be one (1) additional rub rail located on each side at, or no more than ten (10) inches above the floor line. The rub rail shall cover the same longitudinal area as upper rub rail, except at the wheel housings, and shall extend only to the longitudinal tangent of right and left rear corners.

005.40C There shall be a rub rail or equivalent bracing located horizontally at the bottom of the side skirts.

005.40D Rub rails above the floor line shall be attached at each body post and all other upright structural members.

005.40E Rub rails shall be four (4) inches or more in width, shall be of 16 gauge steel, or equivalent strength material, and shall be constructed in corrugated or ribbed fashion.

005.40F Both rub rails shall be applied outside the body or outside the body posts. Pressed-in or snap-on rub rails do not satisfy this requirement.

005.40F1 For Type A-1 buses using the body provided by the chassis manufacturer or for Types A-2, B, C, and D buses using the rear luggage or the rear engine compartment, rub rails need not extend around the rear corners.

005.41 Seat Belts/Occupant Protection Systems.

005.41A A Type 2 lap belt/shoulder harness seat belt shall be provided for the driver and must meet FMVSS in effect on date of manufacture.

005.41A1 In addition, the assembly shall be equipped with an emergency locking retractor for the continuous belt system. On all buses except Type A equipped with standard chassis manufacturer's driver's seat, the lap portion of the belt shall be guided or anchored so as to prevent the driver from sliding sideways under it.

005.41A2 Each bus shall be equipped with a durable webbing cutter (belt cutter) having a full width handgrip and a protected, replaceable or non-corrodible blade. The belt cutter shall be mounted in a location accessible to the seated driver in an easily detachable manner.

005.41B Type A buses shall have seat belts/occupant protection systems for all passengers and shall comply with FMVSS in effect on date of manufacture. In Type A buses, children shall be required to use child passenger restraint systems or occupant protection systems as required by Section 60-6,267 R.R.S.

005.42 Seats and Restraining Barriers.

005.42A All seats shall have a minimum depth of 15 inches, a seat back height of 24 inches above the seating reference point, and must comply with all requirements of FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*. School bus design capacities shall be in accordance with 49 CFR, Part 571.3 and FMVSS No. 222.

005.42A1 Each seat leg shall be secured to the floor by bolts, washers and nuts in order to meet the performance requirements of FMVSS No. 222. Flange-head nuts may be used in lieu of nuts and washers, or seats may be track-mounted in conformance with FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*. If track seating is installed, the manufacturer shall supply minimum and maximum seat spacing dimensions applicable to the bus, which comply with FMVSS No. 222. This information shall be on a label permanently affixed to the bus.

005.42A2 All seat frames shall be fastened to the seat rail with a minimum of two (2) bolts, washers and nuts or flange-headed nuts in conformance with FMVSS No. 222.

005.42A3 No bus shall be equipped with jump seats, portable seats, or other auxiliary seating.

005.42A4 All restraining barriers, upholstered areas, driver and passenger seats, including seat bottom, shall be covered with a material that meets the criteria contained in the School Bus Seat Upholstery Fire Block Test. (See Appendix D of this Chapter.)

005.42A5 Seat belts/occupant protection systems installed by retrofits must be installed on seats that meet FMVSS No. 222.

005.42A6 All school buses (including Type A) shall be equipped with restraining barriers which conform to FMVSS No. 222.

005.42B The driver's seat supplied by the body company shall be a high back seat with a head restraint to accommodate a 95th percentile adult male, as defined in FMVSS No. 208, *Occupant Crash Protection*, and with a minimum seat back adjustable to 15 degrees. The driver's seat shall be secured with nuts, bolts, and washers or flanged-head nuts.

005.42B1 Type A buses may utilize the standard driver's seat provided by the chassis manufacturer.

005.42B2 A Type 2 lap belt/shoulder harness seat belt shall be provided for the driver. The assembly shall be equipped with an emergency locking retractor for the continuous belt system. On all buses except Type A equipped with a standard chassis manufacturer's driver's seat, the lap portion of the belt system shall be guided or anchored to prevent the driver from sliding sideways under it. The lap belt/shoulder harness seat belt shall be designed to allow for adjustment in order to fit and to protect drivers varying in size from 5th percentile adult female to 95th percentile adult male.

005.42B3 Pre-School Age Seating on School Buses. Passenger seats designed to accommodate a child or infant carrier seat shall comply with FMVSS No. 225, *Child Restraint Anchorage Systems*. These seats shall be in compliance with NHTSA's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses."

005.43 Seat Barrier. The right hand seat barrier shall include a modesty panel from barrier to floor and comply with Federal Motor Vehicle Safety Standards in effect on date of manufacture.

005.44 Shock Absorbers. A bus shall be equipped with double-acting shock absorbers compatible with manufacturer's rated axle capacity at each wheel location.

005.45 Springs and Suspension Systems.

005.45A The capacity of springs or suspension assemblies shall be commensurate with the chassis manufacturer's GVWR.

005.45B Rear leaf springs shall be of a progressive rate or multi-stage design. Front Leaf springs shall have a stationary eye at one end and shall be protected by a wrapped leaf, in addition to the main leaf.

005.46 Steering Gear.

005.46A The steering gear shall be approved by the chassis manufacturer and designed to ensure safe and accurate performance when vehicle is operated with maximum load and at maximum speed.

005.46B If external adjustments are required, steering mechanism shall be accessible to make adjustments.

005.46C No changes shall be made in steering apparatus which are not approved by chassis manufacturer.

005.46D There shall be clearance of at least two (2) inches between steering wheel and cowl, instrument panel, windshield, or any other surface.

005.46E Power steering is required and shall be of the integral type with integral valves.

005.46F The steering system shall be designed to provide a means for lubrication of all wear-points which are not permanently lubricated.

005.47 Steps.

005.47A First step at service door shall be not less than 10 inches and not more than 14 inches from ground, based on standard chassis specifications. Type D buses shall have the first step at the service door 12 inches to 16 inches from the ground. On chassis modifications which may result in increased ground clearance (such as four-wheel drive) an auxiliary step may be provided

to compensate for the increase in ground-to-first-step clearance. The auxiliary step is not required to be enclosed.

005.47B Step risers shall not exceed a height of 10 inches, however, with plywood floor on steel, the differential may be increased by thickness of plywood used.

005.47C Steps shall be enclosed to prevent accumulation of ice and snow.

005.47D Steps shall not protrude beyond side body line.

005.47E At least one (1) handrail shall be installed in accordance with subsection 005.25.

005.47F All steps, including floor line platform area, shall be covered with 3/16 inch rubber floor covering or other material equal in wear and abrasion resistance to top grade rubber.

005.47G The step covering shall be permanently bonded to a durable backing material that is resistant to corrosion.

005.47H Steps, including the floor line platform area, shall have a 1 ½" nosing that contrasts in color by at least 70 percent measured in accordance with the contrasting color specifications in 36 CFR, Part 1192 Americans with Disabilities Act regulations (ADA), Accessibility Guidelines for Transportation Vehicles.

005.47I Step treads shall have the following characteristics:

005.47I1 Abrasion resistance: Step tread material weight loss shall not exceed .40 percent, as tested under ASTM D-4060, *Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser*.

005.47I2 Weathering resistance: Step treads shall not break, crack, or check after ozone exposure (7 days at 40 phm at 40 degrees C) and weatherometer exposure (*ASTM D=750 Standard Test Method for Rubber Deterioration in Carbon-Arc Weathering Apparatus*, 7 days).

005.47I3 Flame resistance: Step tread shall have a calculated burn rate of .01 or less using the test methods, procedures and formulas listed in FMVSS No. 302, *Flammability of Interior Materials*.

005.48 Stirrup Steps. There may be one or more folding stirrup steps or recessed foothold and suitably located handles on each side of the front of the body for easy accessibility for cleaning the windshield and lamps. Steps are permitted in or on the front bumper, in lieu of the stirrup steps, if the windshield and lamps are easily accessible for cleaning from that position.

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005.49 Stop Signal Arm. The stop signal arm(s) shall comply with the requirements of FMVSS No. 131, *School Bus Pedestrian Safety Devices*. (Activity buses are exempt.)

005.50 Storage Compartment. A storage container for tools, tire chains, and/or tow chains may be located either inside or outside the passenger compartment. If inside, it shall have a cover capable of being securely latched and fastened to the floor. (The seat cushion may not serve this purpose.)

005.51 Sun Shield.

005.51A On Type B, C and D buses, an interior transparent, adjustable, sun shield shall be installed that is not less than 6 inches wide and 30 inches long with a finished edge.

005.51B On Type A buses, the sun shield shall be installed according to the manufacturer's standard.

005.52 Throttle. The force required to operate the throttle shall not exceed 16 pounds throughout the full range of accelerator pedal travel.

005.53 Tires and Rims.

005.53A Tires and rims of the proper size and tires with a load rating commensurate with chassis manufacturer's gross vehicle weight rating shall be provided. The use of multipiece rims and/or tube-type tires shall not be permitted on any school bus ordered after December 31, 1995.

005.53B Dual rear tires shall be provided on Type A-2, Type B, Type C and Type D school buses.

005.53C All tires on a bus shall be of the same size. The load range of the tires shall meet or exceed the GVWR, as required by FMVSS No. 120, *Tire Selection and Rims for Motor Vehicles Other than Passenger Cars*.

005.53D If the bus is equipped with a spare tire and rim assembly, it shall be of the same size as those mounted on the bus.

005.53E Chains or snow tires shall be supplied if required by local regulation or warranted by circumstances.

005.53F If a tire carrier is utilized, it shall be mounted in an accessible location outside of the passenger compartment.

005.54 Tow Hooks. Tow eyes, hooks or other devices shall be furnished on the rear and attached so they do not project beyond the rear bumper. Tow eyes or hooks for attachment to the rear of the chassis frame shall be furnished by either the chassis or body manufacturer. The installation shall be in accordance with the chassis manufacturer's specifications. (Type A buses are exempt.)

005.55 Traction Assisting Devices.

005.55A Where required or used, sanders shall:

005.55A1 be of hopper cartridge - valve type,

005.55A2 have metal hopper with all interior surfaces treated to prevent condensation of moisture,

005.55A3 be of at least 100 pound (grit) capacity,

005.55A4 have cover on filler opening of hopper, which screws into place, sealing unit airtight,

005.55A5 have discharge tubes extending to front of each rear wheel under fender,

005.55A6 have non-clogging discharge tubes with slush-proof, nonfreezing rubber nozzles,

005.55A7 be operated by electric switch with telltale pilot light mounted on instrument panel so as to be exclusively controlled by the driver,

005.55A8 be exclusively driver controlled,

005.55A9 have a gauge to indicate that the hopper needs refilling when it is down to one-quarter full.

005.55B Automatic traction chains may be installed.

005.56 Transmission.

005.56A Automatic transmissions shall have no fewer than three (3) forward speeds and one (1) reverse speed. Mechanical shift selectors shall provide a detent between each gear position when the gear selector quadrant and shift selector are not steering-column mounted.

005.56B In manual transmissions, second gear and higher shall be synchronized, except when incompatible with engine power. A minimum of three (3) forward speeds and one (1) reverse speed shall be provided.

005.56C A transmission shifter interlock, controlled by application of the service brake, shall be installed to prohibit accidental engagement of the automatic transmission.

005.57 Trash Container. When used, the trash container shall be secured by a holding device. It shall be installed in an accessible location in the driver's compartment, not obstructing passenger use of the service door.

005.58 Turning Radius.

005.58A Chassis with a wheel base of 264 inches or less shall have a right and left turn radius of not more than 42½ feet, curb to curb measurement.

005.58B Chassis with a wheelbase of 265 inches or more shall have a right and left turning radius of not more than 44½ feet, curb to curb measurement.

005.59 Undercoating. The chassis manufacturer or their agent shall coat the undersides of the bus from the firewall to the back of the bus. Any undercoating compound must meet or exceed all performance and qualitative requirements of SAE J1959, Sept. 2003 Edition of the Standard.

005.59A Undercoating material shall be applied with suitable airless or conventional spray equipment to recommended film thickness and shall show no evidence of voids in cured film.

005.59B The undercoating material shall not cover any exhaust components of the chassis.

005.60 Ventilation.

005.60A Body shall be equipped with suitable, controlled ventilating system of sufficient capacity to maintain proper quantity of air flow under operating conditions without opening of windows except in extremely warm weather.

005.60B Static-type non-closable exhaust roof ventilator shall be installed in low-pressure area of roof.

005.60C Roof hatches designed to provide ventilation in all types of weather conditions may be provided.

005.60D Auxiliary fans shall meet the following requirements:

005.60D1 Fans for the left and right sides shall be placed in a location where they can be adjusted to maximum effectiveness.

005.60D2 Fans shall be in a location where they do not obstruct vision to any mirror. Type A buses may be equipped with one fan.

005.60D3 These fans shall be a nominal six-inch diameter.

005.60D4 Fan blades shall be covered with a protective cage. Each fan shall be controlled by a separate switch.

005.61 Wheel Housings.

005.61A Wheel house openings shall allow for tire removal and service.

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005.61B Wheel housings shall be attached to floor sheets in such manner as to prevent any dust, fumes or water from entering the body. Wheel housings shall be constructed of at least 16-gauge steel.

005.61C Inside height of wheel housings above floor line shall not exceed 12 inches.

005.61D Wheel housings shall provide clearance for installation and use of tire chains on single and dual (if so equipped) power-driving wheels.

005.61E No part of a raised wheel housing shall extend into the emergency door opening.

005.62 Windows. Each full side window, other than emergency exits designated to comply with FMVSS No. 217, *Bus Emergency Exits and Window Retention and Release*, shall provide an unobstructed opening at least 9 inches high but not more than 13 inches high and at least 22 inches wide, obtained by lowering of the window. One side window on each side of the bus may be less than 22 inches wide. Windshields shall comply with federal, state, and local laws and regulations.

005.63 Windshield Washers. A windshield washer system which conforms to FMVSS Standard 104, *Windshield Wiping and Washing Systems*, shall be provided.

005.64 Windshield Wipers. A two-speed or variable speed windshield wiping system, with an intermittent feature, which meet the requirements of FMVSS No. 104, *Windshield Wiping and Washing Systems*, shall be provided and shall be operated by a single switch.

006 Small Vehicle (General) Minimum Equipment Standards.

006.01 Construction.

006.01A The small vehicle shall be of closed integral body type.

006.01B The small vehicle shall have a wheel base of 100 inches or more.

006.01C Body shall be all steel or of a metal at least equivalent in strength to steel.

006.01D Body interior such as headliner, interior door, and side panels shall be lined with a protective material.

006.02 Equipment. The small vehicle shall be equipped with:

006.02A Four-wheel brakes properly adjusted to efficiently stop vehicle when fully loaded.

006.02B Park brake adequate to hold vehicle when stopped on incline.

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006.02C Two windshield wipers.

006.02D Rearview mirrors - one inside and one outside on left side, one outside on right.

006.02E Two tail lights.

006.02F Two stop lights.

006.02G Multiple beam halogen headlights (including indicator light).

006.02H Switch to raise or lower headlight beam.

006.02I Directional signals - front and rear (including indicator lights).

006.02J Adequate horn.

006.02K Interior adjustable sun shield.

006.02L Adequate heater and defroster.

006.02M Laminated safety glass in the windshield and tempered safety glass in other windows is permissible.

006.02N Seat belts/occupant protection systems for the driver and all passengers. Child passenger restraint systems shall be provided for passengers as required by Sections 60-6,266 and 60-6,267 R.R.S.

006.02O Two way electronic voice communication system which can be used at any point on the vehicle's route. This may be after market provided.

006.03 Safety Equipment.

006.03A The small vehicle shall be equipped with one (1) dry chemical type fire extinguisher with a minimum capacity of 2 ½ pounds (approved by Underwriters Laboratories, Inc.) with at least a total rating of 2A10-B:C.

006.03B The small vehicle shall be equipped with one first aid kit. (See Appendix B.)

006.03C The small vehicle shall have a removable and moisture proof body fluid clean-up kit. It shall be identified as a body fluid clean-up kit. (See Appendix C.)

006.03D The small vehicle shall carry three (3) red and orange emergency reflective triangles, in compliance with Federal Motor Vehicle Safety Standards (FMVSS) No. 125, *Warning Devices*.

006.03E Small vehicles, when used to transport handicapped children, must be equipped with support or restraining devices that meet the requirements of Federal Motor Vehicle Safety Standards (FMVSS) in effect on date of manufacture.

007 Additional Required Equipment For Vehicles Used With Mobile Seating Devices.

007.01 General Requirements. Pupil transportation vehicles designed for transporting children with special transportation needs shall comply with National School Transportation Specifications & Procedures and with Federal Motor Vehicle Safety Standards (FMVSS) applicable to their Gross Vehicle Weight Rating (GVWR) category. In addition, any pupil transportation vehicle to be used for the transportation of children who are confined to a wheelchair or other mobile positioning device, or who require life support equipment which prohibits use of the regular service entrance, shall be equipped with a power lift, unless a ramp is needed for unusual circumstances related to passenger needs.

007.02 Emergency Exit. All school and activity buses equipped with a power lift shall provide a 30-inch aisle leading from any wheelchair/mobility aid position to at least one emergency door. A wheelchair securement position shall never be located directly in front of a power lift door location. When provided, the lift service door is considered an emergency exit.

007.03 Communications. All pupil transportation vehicles which are used to transport individuals with disabilities shall be equipped with a two way electronic voice communication system which can be used at any point in the vehicles' route. This system may be after market provided.

007.04 Glazing. Tinted glazing may be installed in all doors, windows, and windshields consistent with federal, state, and local regulations.

007.05 Identification. Vehicles with power lifts used for transporting individuals with disabilities shall display the International Symbol of Accessibility below the window line. Such emblems shall be white on blue background, shall not exceed 12 inches in size, and shall be of a high-intensity reflectorized material meeting Federal Highway Administration (FHWA) FP-85 Standards.

007.06 Passenger Capacity Rating. In determining the passenger capacity of a school transportation vehicle for purposes other than actual passenger load (i.e., vehicle classification, or various billing/reimbursement models), any location in a vehicle intended for securement of an occupied wheelchair/mobility aid during vehicle operations may be regarded as four designated seating positions. Similarly, each lift area may be regarded as four designated seating positions. (Small vehicles are exempt.) (See Appendix J for Wheelchair or Mobility and Envelope diagram.)

007.07 Power Lifts and Ramps. On all vehicles other than small vehicles, power lift shall be located on the right side of the vehicle body when not extended. The lift may be located on the left side of the bus if used to deliver individuals to the left side of one way streets.

007.07A All vehicles covered by this specification shall provide a level-change mechanism or boarding device (e.g., lift or ramp) which comply with the requirements set forth in FMVSS 403, *Platform Lift Systems for Motor Vehicles*, and FMVSS 404, *Platform Lift Installations in Motor Vehicles*.

007.07B Vehicle Lift. The design load of the lift shall be at least 800 pounds. Working parts, such as cables, pulleys, and shafts, which can be expected to wear, and upon which the lift depends for support of the load, shall have a safety factor of at least six, based on the ultimate strength of the material. Nonworking parts, such as platform, frame, and attachment hardware which would not be expected to wear, shall have a safety factor of at least three, based on the ultimate strength of the material.

007.07C Lift Capacity. The lifting mechanism and platform shall be able to operate effectively with a wheelchair and occupant mass of at least 800 pounds.

007.07D Lift Controls. (See 49 CFR 571.402, S6.7, *Control Systems*)

007.07E Emergency Operation. (See 49 CFR 571.403, S6.9, *Backup Operation*)

007.07F Power or Equipment Failure. (See 49 CFR 571.403, S6.2.2 *Maximum Platform Velocity*).

007.07G Platform Barriers. (See 49 CFR 571.403, S6.4.7, *Wheelchair Retention*).

007.07H Platform Surface. (See 49 CFR 571.403,, S6.4.2, S6.4.3, *Platform Requirements*).

007.07I Platform Gaps. (See 49 CFR 571.403, S6.4.4, *Gaps, Transitions and Openings*).

007.07J Platform Deflection. (See 49 CFR 571.403, S6.4.5, *Platform Deflection*).

007.07K Platform Movement. (See 49 CFR 571.403, S6.4.5 *Maximum Platform Acceleration*).

007.07L Boarding Direction. The lift shall permit both inboard and outboard facing of wheelchair and mobility aid users.

007.07M Use by Standees. Lifts shall be capable of accommodating persons using walkers, crutches, cane or braces, or who otherwise have difficulty using steps. The platform may be marked to indicate a preferred standing position.

007.07N Handrails. (See 49 CFR 571.403, S6.4.9, *Handrails*).

007.07O Circuit Breaker. A resettable circuit breaker shall be installed between power source and lift motor if electrical power is used. It shall be located as close to the power source as possible, but not within the passenger/driver compartment.

007.07P Excessive Pressure. (See 49 CFR 571.403, S6.8, *Jacking Prevention*).

007.07Q Documentation. The following information shall be provided with each vehicle equipped with a lift.

007.07Q1 A phone number where information can be obtained about installation, repair, and parts. (Detailed written instructions and a parts list shall be available upon request.)

007.07Q2 Detailed instructions regarding use of the lift are readily visible when the lift door is open, including a diagram showing the proper placement and positioning of wheelchair/mobility aids on lift.

007.07R Training Materials. The lift manufacturer shall make available training materials to ensure the proper use and maintenance of the lift. These may include instructional videos, classroom curriculum, system test results, or other related materials.

007.07S Identification and Certification. Each lift shall be permanently and legibly marked or incorporate a non-removable label or tag which states that it conforms to all applicable requirements of the National School Transportation Specifications & Procedures. In addition, the lift manufacturer, or an authorized representative, upon request of the original titled purchaser, shall provide a notarized Certificate of Conformance, either original or photo copied, which states that the lift system meets all the applicable requirements of the National School Transportation Specifications & Procedures.

007.07T Vehicle Ramp.

007.07T1 If a ramp is used, it shall be of sufficient strength and rigidity to support the special device, occupant, and attendant(s). It shall be equipped with a protective flange on each longitudinal side to keep special device on the ramp.

007.07T2 Floor of ramp shall be of non-skid material.

007.07T3 Ramp shall be equipped with handles and be of weight and design to permit one (1) person to put ramp in place and return it to its storage place.

007.07T4 Ramps installed in raised floor buses by manufacturers may be used for emergency evacuation purposes. They shall not be used as a substitute for a lift when a lift is capable of servicing the need.

007.08 Regular Service Entrance.

007.08A On power-lift equipped vehicles, step shall be the full width of the step well, excluding the thickness of doors in open position.

007.08B A device shall be provided to assist passengers during entry or exit. This device shall allow for easy grasping or holding and shall have no openings or pinch points which might entangle clothing, accessories or limbs.

007.08C An additional handrail may be provided on all specially equipped school buses. This handrail shall be located on the opposite side of the entrance door from the handrail required in subsection 005.25 of this Chapter and shall meet the same requirements for handrails.

007.09 Restraining Devices.

007.09A On power-lift equipped vehicles with a GVWR of 10,000 pounds or more, seat frames may be equipped with attachments or devices to which belts, restraining harnesses or other devices may be attached. Attachment framework or anchorage devices, if installed, shall conform to FMVSS No. 210, *Seat Belt Assembly Anchorages*. Any belt assembly anchorage shall comply with FMVSS No 210, *Seat Belt Assembly Anchorages*.

008.09B Seat belt assemblies, if installed, shall conform to FMVSS No. 209, *Seat Belt Assemblies*.

007.09C Child restraint systems, which are used to facilitate the transportation of children who in other modes of transportation would be required to use a child, infant, or booster seat, shall conform to FMVSS No. 213, *Child Restraint Systems*.

007.10 Seating Arrangements. Flexibility in seat spacing to accommodate special devices shall be permitted to meet passenger requirements. All seating shall meet the requirements of FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*.

007.11 Securement and Restraint System for Wheelchair/Mobility Aid and Occupant. For purposes of better understanding the various aspects and components of this section, the term “securement and tiedown” and the phrases “securement system” or “tiedown system” are used exclusively in reference to the device(s) which anchor the wheelchair to the vehicle. The term “restraint” or the phrase “restraint system” are used exclusively in reference to the equipment that is intended to limit the movement of the wheelchair occupant in a crash or sudden maneuver. The term “wheelchair tiedown” and “occupant restraint system” (WTORS) is used to refer to the total system that secures the wheelchair and restrains the wheelchair occupant.

007.11A Wheelchair Tiedown and Occupant Restraint System (WTORS) general requirements:

007.11A1 A wheelchair and occupant restraint system installed in specially equipped school buses shall be designed, installed, and operated for use with forward-facing wheelchair-seated passengers and shall comply with applicable requirements of FMVSS 222, *School Bus Passenger Seating and Crash Protection*, and SAE J2249, *Wheelchair Tie down and Occupant Restraint Systems for Use in Motor Vehicles*.

007.11A2 The WTORS, including the anchorage track, floor plates, pockets or other anchorages, shall be provided by the same manufacturer or shall be certified to be compatible by manufacturers of all equipment/systems used.

007.11A3 Wheelchair securement positions shall be located such that wheelchairs and their occupants do not block access to the lift door.

007.11A4 A device for storage of the WTORS shall be provided. When the system is not in use, the storage device shall allow for clean storage of the system, shall keep the system securely contained within the passenger compartment, shall provide reasonable protection from vandalism, and shall enable the system to be readily accessed for use.

007.11A5 The WTORS, including the storage device, shall meet the flammability standards established in FMVSS No. 302, *Flammability of Interior Materials*.

007.11A6 The following information shall be provided with each vehicle equipped with a securement and restraint system:

007.11A6a A phone number where information can be obtained about installation, repair and parts.

007.11A6b Detailed instructions regarding use, including a diagram showing the proper placement of the wheelchair/mobility aids and positioning of securement devices and occupant restraints, including correct belt angles.

007.11A7 Wheelchair Securement/Tiedown (See 49 CFR 571.403, S5.4.3, S5.4.4). Each wheelchair position in a specially equipped school bus shall have a minimum clear floor area of 30 inches laterally by 48 inches longitudinally. Additional floor area may be required for some wheelchairs. Consultation between the user and the manufacturer is recommended to ensure that adequate area is provided.

007.11A8 Occupant restraint system (See 49 CFR 571.403, S5.4.3, S5.4.4). If the upper torso belt anchorage is higher than 44 inches measured from the vehicle floor, an adjustment device, as part of the occupant restraint system, shall be supplied.

007.12 Special Light. Doorways in which lifts are installed, shall have, when lift is to be used, at least 2 foot-candles of illumination measured on the floor of the vehicle immediately adjacent to the lift, and on the lift, when deployed at the vehicle floor level.

007.13 Special Service Entrance.

007.13A Power lift equipped bodies shall have a special service entrance to accommodate the power lift.

Exception: If the lift is designed to operate within the regular service entrance, and is capable of stowing such that the regular service entrance is not blocked in any way, and that persons entering or exiting the vehicle are not impeded in any way, a special service entrance shall not be required.

007.13B The special service entrance and door shall be located on the right side of the vehicle and shall be designed so as not to obstruct the regular service entrance. (Small vehicles are exempt.)

Exception: A special service entrance and door may be located on the left side of the vehicle only if the vehicle is primarily used to deliver children to the left side of one way streets and its use is limited to that function.

007.13C The opening may extend below the door through the bottom of the body skirt. If such an opening is used, reinforcements shall be installed at the front and rear of the floor opening to support the floor and give the same strength as other floor openings.

007.13D A drip molding shall be installed above the opening to effectively direct water from entrance.

007.13E Door posts and headers from entrance shall be reinforced sufficiently to provide support and strength equivalent to the areas of the side of the bus not used for special service entrance.

007.14 Special Service Entrance Doors.

007.14A A single door or double doors may be used for the special service entrance.

007.14B A single door shall be hinged to the forward side of the entrance unless doing so would obstruct the regular service entrance. If, due to the above condition, the door is hinged to the rearward side of the doorway, the door shall utilize a safety mechanism which will prevent the door from swinging open should the primary door latch fail. If double doors are used, the system shall be designed to prevent the door(s) from being blown open by aerodynamic forces created by the forward motion of the bus, and/or shall incorporate a safety mechanism to provide secondary protection should the primary latching mechanism(s) fail.

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007.14C All doors shall have positive fastening devices to hold doors in the open position.

007.14D All doors shall be weather sealed.

007.14E When manually-operated dual doors are provided, the rear door shall have at least a one-point fastening device to the header. The forward-mounted door shall have at least three one-point fastening devices. One shall be to the header, one to the floor line of the body, and the other shall be into the rear door. The door and hinge mechanism shall be of a strength that is greater than or equivalent to the strength of the emergency exit door.

007.14F Door materials, panels and structural strength shall be equivalent to the conventional service and emergency doors. Color, rub rail extensions, lettering and other exterior features shall match adjacent sections of the body.

007.14G Each door shall have windows set in a waterproof manner that is visually similar in size and location to adjacent non-door windows. Glazing shall be of same type and tinting (if applicable) as standard fixed glass in other body locations.

007.14H Door(s) shall be equipped with a device that will actuate an audible or flashing signal located in the driver's compartment when door(s) is/are not securely closed and ignition is in "on" position.

007.14I A switch shall be installed so that the lifting mechanism will not operate when the lift platform door(s) is/are closed.

007.14J Special service entrance doors shall be equipped with padding at the top edge of the door opening. Pad shall be at least three inches wide and one inch thick and extend the full width of the door opening.

007.15 Support Equipment and Accessories.

007.15A In addition to the webbing cutter required in Section 005.41A2, each specially equipped vehicle which is set up to accommodate wheelchair/mobility aids or other assistive or restraint devices which utilize belts, shall contain at least one (1) belt cutter properly secured in a location within reach of the driver while belted into his/her driver's seat. The belt cutter shall meet the requirements of subsection 005.41A2 of this Chapter.

007.15B Special equipment or supplies which are used on the bus for mobility assistance, health support, or safety purposes shall meet any local, federal, or engineering standards which may apply, including requirements for proper identification. Equipment which may be used for these purposes includes, but is not limited to:

007.15B1 Wheelchairs and other mobile seating devices.

007.15B2 Crutches, walkers, canes, and other ambulating devices.

007.15B3 Medical Support Equipment. This may include respiratory devices such as oxygen bottles (which should be no larger than 22 cubic feet for liquid oxygen and 38 cubic feet for compressed gas), or ventilators. Tanks and valves should be located and positioned to protect them from direct sunlight, bus heater vents, or other heat sources. Other equipment may include intravenous, and fluid drainage apparatus.

007.15C All portable equipment and special accessory items including equipment in subsection 007.15B, shall be secured at the mounting location to withstand a pulling force of five times the weight of the item, or shall be retained in an enclosed, latched compartment. The compartment shall be capable of withstanding forces applied to its interior equal to five times the weight of its contents without failure to the box's integrity and securement to the bus. Exception: If these standards provide specific requirements for securement of a particular type of equipment, the specific standard shall prevail (i.e., wheelchairs).

008 Safety Inspection Process for Pupil Transportation Vehicles.

008.01 Schools shall inspect and assure that pupil transportation vehicles meet the minimum allowable safety criteria pursuant to Section 79-602 R.R.S.

008.01A All pupil transportation vehicles used for the transportation of pupils shall be inspected before school opens in the fall and each eighty days during the time period school is in session. Any item not meeting such criteria shall be brought into compliance prior to the vehicle being used to transport pupils.

008.01A1 Inspections shall be conducted by a motor vehicle mechanic appointed by the school board or governing authority.

008.01A2 A mechanic's inspection report for each vehicle shall be on file with the school. (See Appendix I)

008.01A3 The chief administrative officer of each school district shall annually certify to the Department of Education that inspections pursuant to Section 79-602 R.R.S. have been performed.

009 Minimum Safety Inspection Criteria for School and Activity Buses.

009.01 The minimum inspection standards for school buses are detailed in Appendix H. These criteria are not intended to replace, modify, or alter the vehicle manufacturer's recommended preventative maintenance schedule. These inspections are to be performed as required by Section 79-602 R.R.S. (See Section 008.01).

010 Minimum Safety Inspection Criteria for Small Vehicles.

010.01 Body interior shall be lined with upholstered material on head liner, door, and side panels.

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- 010.02 Brakes shall be four-wheel brakes properly adjusted.
- 010.03 Parking brake shall be capable of holding the vehicle on an incline.
- 010.04 Two (2) windshield wipers shall be provided and operable.
- 010.05 Three (3) mirrors (two exterior and one interior) shall be provided and they shall not be cracked or broken.
- 010.06 Tail lights, stop lights, headlights, and directional signals shall be provided and operable with no broken or cracked lenses.
- 010.07 A horn shall be provided and operable.
- 010.08 A sunshield shall be provided for the driver and be operable.
- 010.09 Heater/defroster shall be provided and be operable.
- 010.10 Unbroken and uncracked safety glass shall be in all windows.
- 010.11 Seat belts and child passenger restraint systems for driver and all passengers shall be provided as required by Sections 60-6,265 through 60-6,267 R.R.S.
- 010.12 One (1) fire extinguisher shall be provided. It shall be a dry chemical type of 2 ½ pounds, size approved by Underwriters Laboratories, Inc., with a total rating of 1A10-B:C.
- 010.13 One (1) first aid kit shall be provided which includes the items as listed in Appendix B of this Chapter.
- 010.14 Body Fluid Clean-up Kit shall be provided and contain the items as listed in Appendix C of this Chapter.
- 010.15 Emergency reflective triangles shall be provided.
- 011 Minimum Safety Inspection Criteria for Vehicles for Transporting Children In Mobile Seating Devices.
- 011.01 Vehicles must generally comply with minimum standards and inspection criteria established for school buses and small vehicles, but with the modifications as listed below:
- 011.01A Special service entrance doors, and positive fastening devices that function properly and a red flashing signal that functions properly.
- 011.01B A power lift that is covered with non-skid materials. (Exception - a ramp may be substituted.)

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011.01C A steel ramp provided with a restraining device to prohibit mobile device from rolling off platform.

011.01D Fastening devices for mobile devices that attach securely to floor or walls.

011.01E Restraining devices shall be provided.

011.01F A light inside the vehicle which functions properly.

011.01G Grab handles shall be provided that are installed properly.

011.01H Restraining devices for handicapped transport shall be available that meet FMVSS 213, *Hood Latch System*.

011.02 Wheelchair lift shall function as designed and is operable.

011.03 Platform lift manufactured after 4/1/05 must meet all of the following criteria:

011.03A Jacking prevention;

011.03B Manual Backup operating mode;

011.03C Interlocks to prevent forward or rearward mobility of the vehicle unless lift is stowed;

011.03D Wheelchair retention device;

011.03E Platform outer barrier and inner roll stop.

011.04 No hydraulic lines shall be leaking during lift operation.

011.05 Wheelchair restraint system shall be complete and properly installed. No loose or damaged parts shall be in use.

011.06 All required wheelchair occupant restraint systems shall be in compliance with FMVSS 571.222.

APPENDIX A - DESCRIPTION OF NATIONAL SCHOOL BUS YELLOW

The color known as National School Bus Yellow was designated as such by the 1939 National Conference on School Bus Standards. The National Bureau of Standards of the U.S. Department of Commerce assisted in developing this color and its color metric specifications.

At the 1980 conference, the colors in use were reviewed. A color standard was selected, slightly different from above, and specific tolerances were chosen. These tolerances will ensure a continuity of appearance from bus to bus, and within the same bus when different elements are finished or refinished at different times.

When it was determined that the use of lead and chromium in paint was a health hazard, the National Bureau of Standards of the U.S. Department of Commerce assisted the S.B.M.I. in developing their color standard No. SBMI-008, which further defined the tolerances to permit better definition of the color. Specifications for the standard color, with light and dark tolerances are shown below in tabular form.

COLORMETRIC (CIE) DATA

DESCRIPTION	REFLECTANCE	CHROMATICITY	
	Y	X	Y
Centroid	40.2%	.4882	.4205
Light Limit	41.8%	.4882	.4198
Dark Limit	38.5%	.4902	.4206
Green Limit	40.6%	.4844	.4217
Red Limit	40.3%	.4907	.4174
Vivid Limit	40.6%	.4901	.4225
Weak Limit	40.2%	.4828	.4162

APPENDIX B – CONTENTS OF A FIRST AID KIT

<u>UNITS</u>	ITEM
3	Sterile gauze compress (36" x 36")
2	Non-sterile triangular bandage (40" x 36" x 54") with 2 safety pins
24	Sterile gauze pads (3" x 3")
2	Adhesive Tape (1" X 2 ½ yards)
2	Sterile gauze roller bandage (2" x 6')
12	Bandage compress (3")
12	Bandage compress ("2")
1	Bandage scissors (4")
3	Sterile eye pads
100	Adhesive bandage (3/4" x 3")
1	Moisture and dustproof kit of sufficient capacity to contain Materials of the first aid kit
1	Pair of medical examination gloves
1	Mouth to mouth airway

APPENDIX C – CONTENTS OF A BODY FLUID CLEAN-UP KIT

<u>UNITS</u>	<u>ITEMS</u>
1	Absorbent Pack - 5 oz.
2 pair	Plastic disposable gloves
1	Scoop
1	Scraper
2	Plastic trash bag with tie (Minimum 12 in. x 12 in.) 1 Red-biohazard and 1 black
1	Disinfectant - 8 oz.
1	Disposable Environmental Protection Agency (EPA) registered germicidal towels
1	Benzalkonium Chloride towelette
1	Antiseptic biohand cleaner - 4 oz.
1	Moisture and dustproof kit of sufficient capacity to contain materials of the body fluid clean-up kit

APPENDIX D – SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

A. TEST CHAMBER

Cross Section

The suggested test chamber is same cross section as bus body in which seats are used with rear section on each end. If bus section is not used, cross section to be 91" ± 1" in width x 75" ± 3" in height. There shall be a door, which does not provide ventilation, in the center of each end of the test chamber. The doors shall be 38" ± 3" in width and 53" ± 3" in height and include a latch to keep the doors closed during the test. See Figure 1.

Length

Length of chamber shall allow 3 rows of seats at the minimum spacing recommended by the installer or required by Federal Motor Vehicle Safety Standards. See Figure 1, Detail A.

In order that different types of seats may be tested in the same chamber, a length tolerance of plus 45" is allowed.

Ventilation

One ventilation opening shall be in each end of the test chamber and shall be 325 square inches ± 25 square inches. The bottom of the opening shall be 30" ± 3" above the chamber floor. Ventilation openings shall be on the same side of the test chamber. See Figure 1.

There shall be no ventilation openings along the length of the test chamber.

A forced air ventilation system may not be used.

Baffles shall be used to prevent wind from blowing directly into the ventilation openings.

Camera View Area

An opening covered with glass shall be provided at the midpoint of the chamber length for camera viewing. The opening shall allow the camera to view the seat parallel to the seat width. See Figure 1.

APPENDIX D - SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

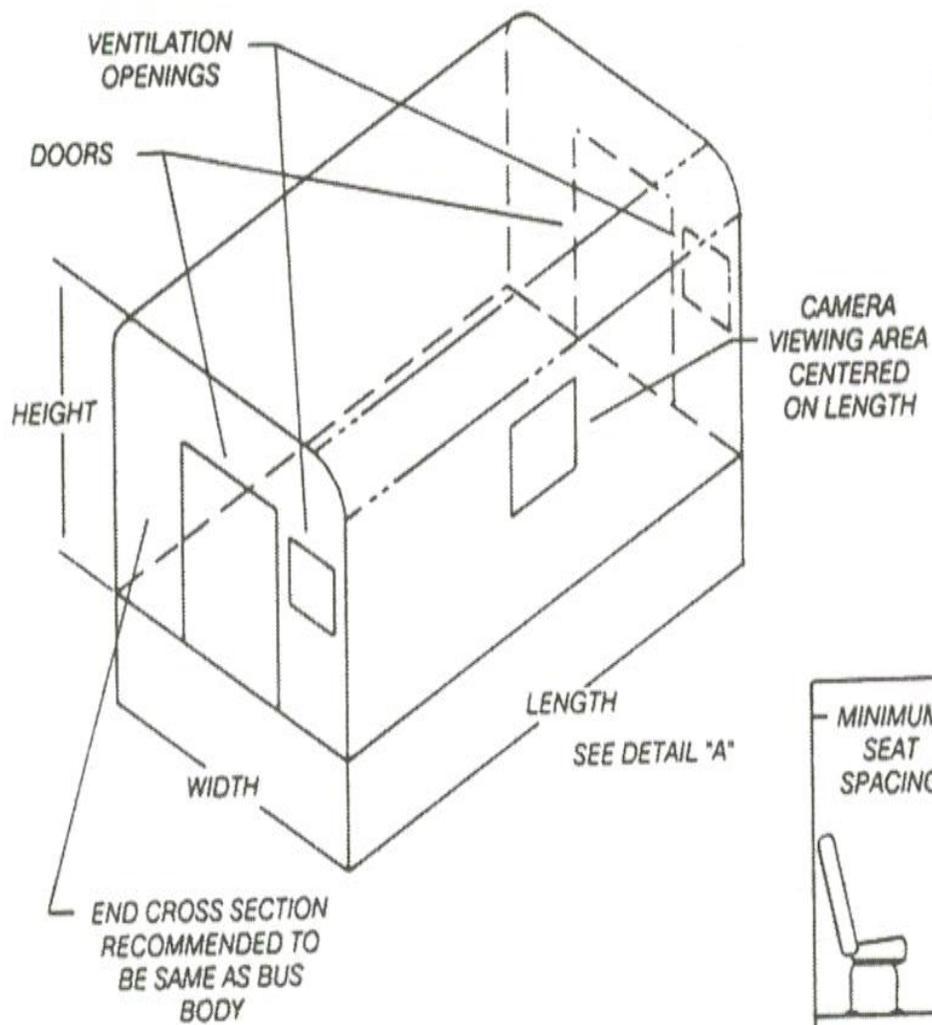
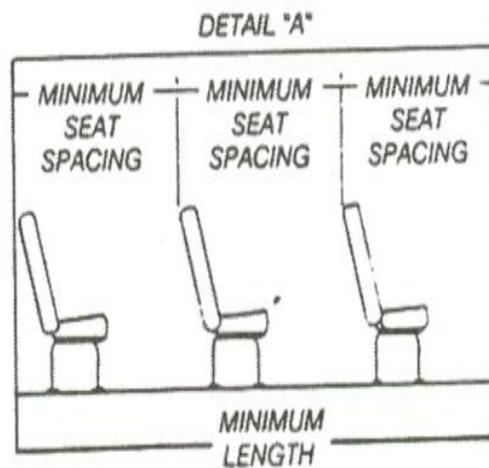


Figure 1



APPENDIX D – SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

B. TEST SAMPLE

Sample shall be fully-assembled seat.

Record the weight of all padding upholstery prior to assembly. Record the weight of the fully assembled seat.

IGNITION

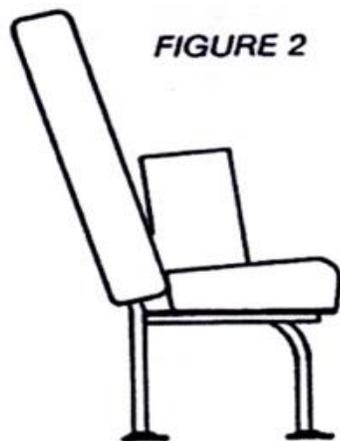
A paper grocery bag whose dimensions are approximately 7" x 11" x 18" is used to contain double sheets of newsprint (black print only, approximately 22" x 28"). The total combined weight of bag and newspaper shall be 7 oz. + .5 oz.

TEST PROCEDURE

1. Install three (3) seats in test chamber at minimum spacing per installer recommendation of FMVSS requirement. Seats shall be perpendicular to the dimension indicated as "length" in Figure 1 Detail A. Install so that seat frames will not fall during test. Seat width shall be determined so that maximum passenger capacity per row (2 seats) for the seat style shall be tested.
2. For each test, position ignition source in the following positions outlined. Widest seat in the center row shall be tested.

Position A

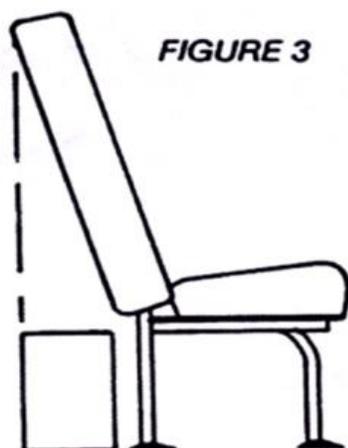
Position ignition source with 18" dimension in contact with seat cushion and touching seat back. Center bag on top of cushion. See Figure 2.



APPENDIX D – SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

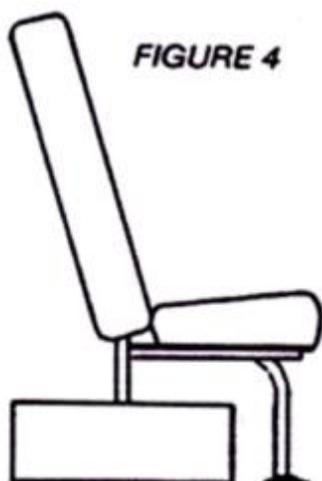
Position B

Position ignition source on floor behind seat with 18” dimension on floor and parallel to seat width centered on width so that rear of bag does not extend rear of seat back.
See Figure 3.



Position C

Position ignition source on floor on aisle side of seat with 18” dimension on floor and perpendicular to seat width touching seat leg with centerline of bag at center of seat back.
See Figure 4



APPENDIX D - SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

3. A wooden match shall be used to light the ignition source. Time the test beginning where the ignition source is on fire until all flame is out.
4. After each ignition source position test, weigh seat assembly including loose materials on the seat. Do not include loose material which has fallen off the seat onto the floor.

C. PERFORMANCE CRITERIA

For each ignition source position test, the seat tested must meet all of the following criteria. A new seat specimen may be used for each ignition source position test.

1. Maximum time from ignition to flameout shall be 8 minutes.
2. Flame shall not spread to any other seat with ignition source in Position A and Position C.
3. Weight loss may not exceed 10% of pretest weight of padding and upholstery.

APPENDIX E - NOISE TEST PROCEDURES

- A. The vehicle is located so that no other vehicle or signboard, building, hill, or other large reflecting surface is within 15.2 m (50 feet) of the occupant's seating position.
- B. All vehicle doors, windows, and ventilators are closed.
- C. All power-operated accessories are turned off.
- D. The driver is in the normal seated driving position and the person conducting the test is the only other person in the vehicle.
- E. A sound level meter is used that is set at the "A-weighting fast" meter response and meets the requirements of:
 - 1. The American National Standards Institute, Standard ANSI S1.4-1971. "Specifications for Sound Level Meters," for Type 1 Meters; or
 - 2. The International Electrotechnical Commission (IEC), Publication No. 179 (1973). "Precision Sound Level Meters".
- F. The microphone is located so that it points vertically upward 6 inches to the right and directly in line with and on the same plane as the occupant's ear adjacent to the primary noise source.
- G. If the motor vehicle's engine radiator fan drive is equipped with a clutch or similar device that automatically either reduces the rotational speed of the fan or completely disengages the fan from its power source in response to reduced engine cooling loads, the vehicle may be parked before testing with its engine running at high idle or any other speed the operator chooses for sufficient time, but not more than 10 minutes, to permit the engine radiator fan to automatically disengage.
- H. With the vehicle's transmission in neutral gear, the engine is accelerated to:
 - 1. Its maximum governed speed, if it is equipped with an engine governor, or
 - 2. Its speed at its maximum rated horsepower, if it is not equipped with an engine governor, and the engine is stabilized at that speed.
- I. The A-weighted sound level reading on the sound level meter for the stabilized engine speed condition referred to in H.1. or H.2. above is observed and, if it has not been influenced by extraneous noise sources, is recorded.

APPENDIX E - NOISE TEST PROCEDURES

- J. The vehicle's engine speed is returned to idle and the procedures set out in paragraphs H. and I. are repeated until two maximum sound levels within 2 dbA of each other are recorded, the two maximum sound level readings are then averaged; and
- K. The average obtained in accordance with paragraph J., with a value of 2 dbA subtracted therefrom to allow for variations in the test conditions and in the capabilities of meters, is the vehicle's interior sound level at the driver's seating position for the purposes of determining compliance with the requirements of this test procedure.

APPENDIX F - RETRO REFLECTIVE SHEETING

DAYTIME COLOR SPECIFICATION PROPOSAL

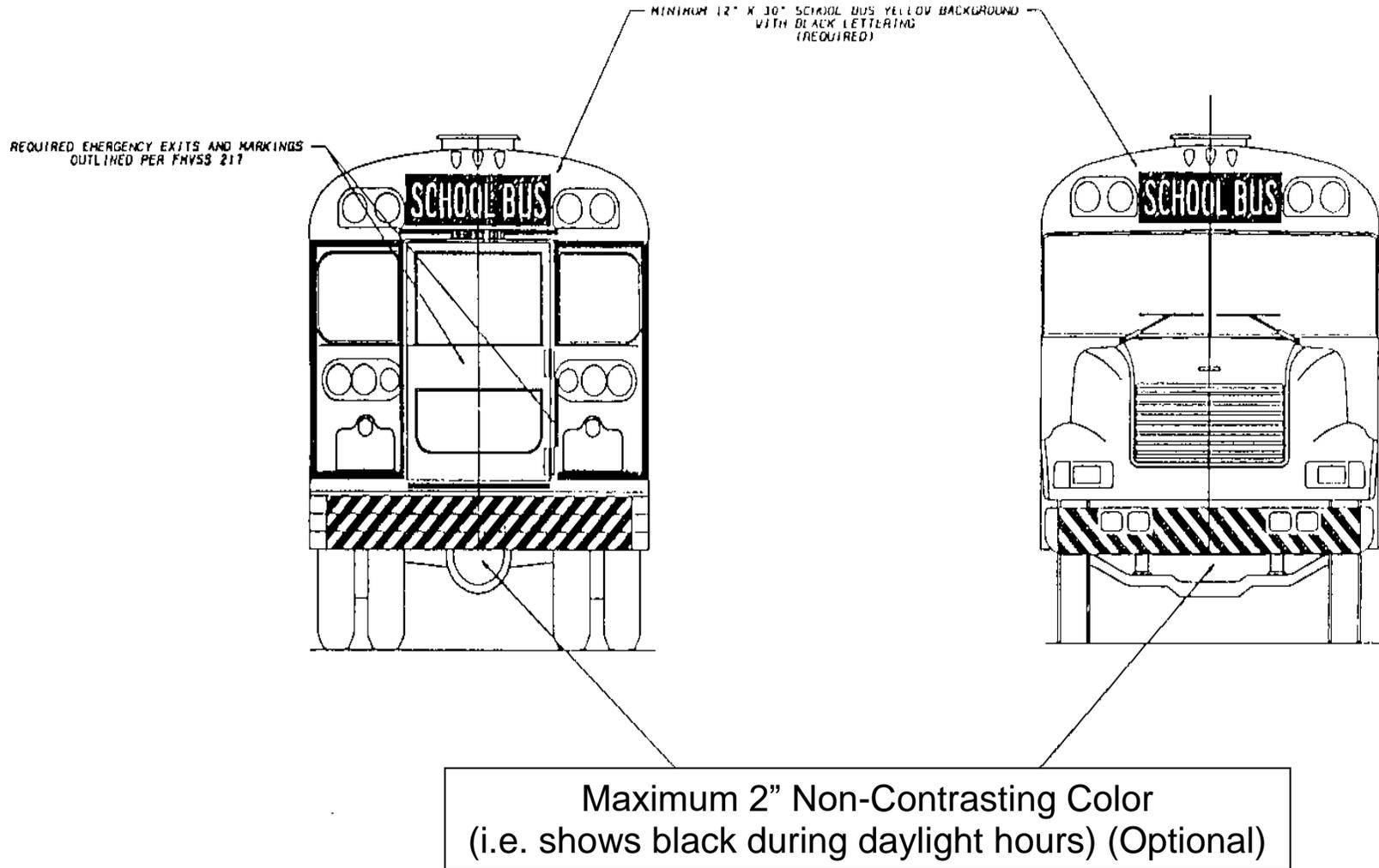
The daytime color of the RETRO REFLECTIVE sheeting used to enhance school bus safety requires different color tolerances in order to assure optimum safety benefit as well as to be consistent with the color of the school bus.

The color of the RETRO REFLECTIVE sheeting shall conform to the table below when samples applied to aluminum test panels are measured as specified in ASTM E1164. For colorimetric measurements, material is illuminated by Standard Illuminant D65 at an angle of 45 degrees with the normal to the surface the observations are made in the direction of the normal (45/0 degree geometry). The inverse (0/45 degree geometry) with the illuminant at the normal to the surface and the observations at 45 degrees with the normal to the surface may also be used. For materials which are directionally sensitive (e.g. prismatic sheeting), the colorimetric measurements are made using circumferential illumination and viewing and the various measurements are averaged. Calculations shall be done in accordance with ASTM E308 using the CIE 1931 (2 degree) Standard Observer.

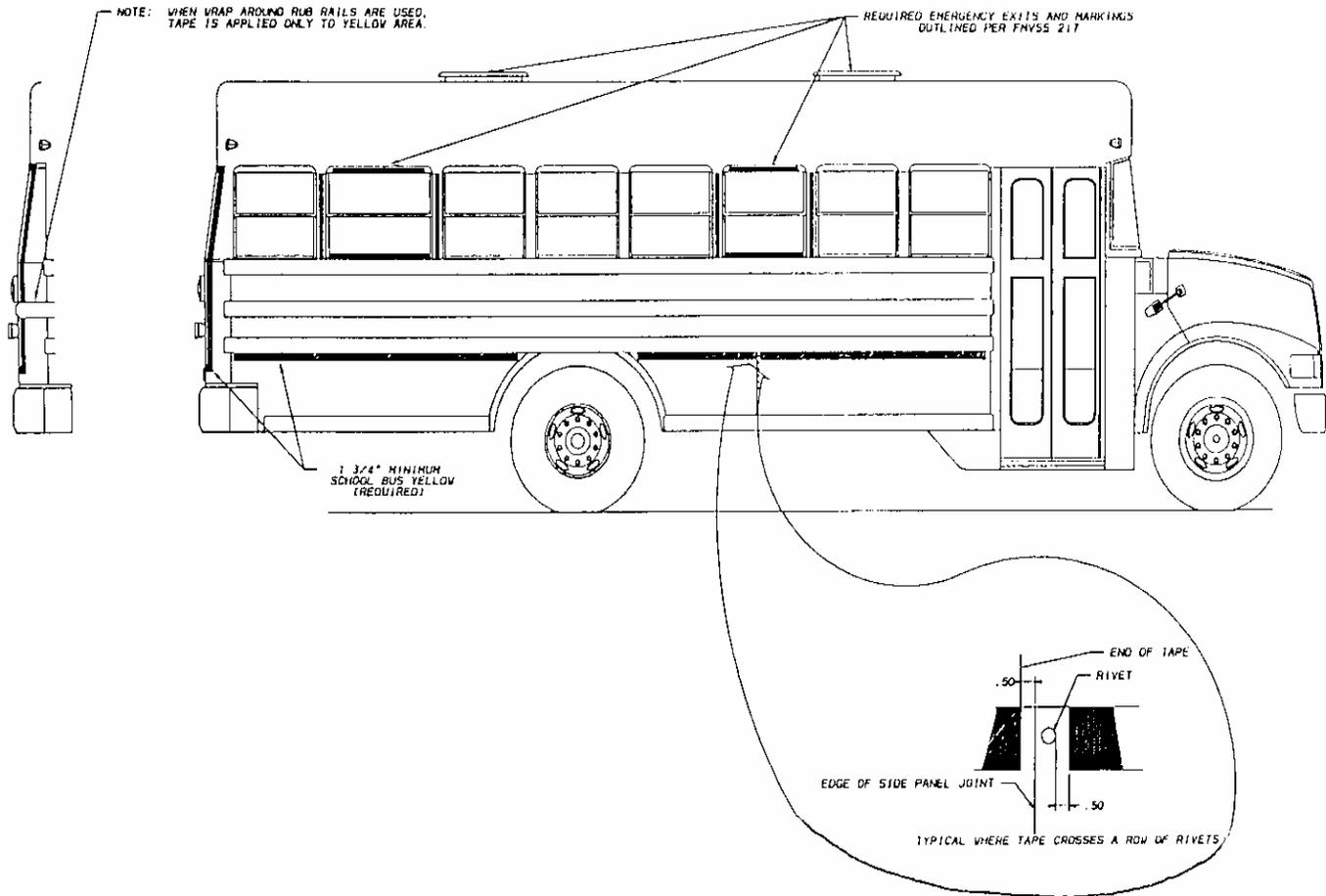
RETRO REFLECTIVE SHEETING DAYTIME COLOR
CHROMATICITY COORDINATES OF CORNER POINTS
DETERMINING THE PERMITTED COLOR AREA

Yellow	X	0.484	0.513	0.517	0.544
	Y	0.455	0.426	0.482	0.455
Luminance Factor (Y%)	Minimum	10.0			
	Maximum	36.0			

APPENDIX F - RETRO REFLECTIVE SHEETING



APPENDIX F - RETRO REFLECTIVE SHEETING



PLACEMENT OF RETROREFLECTIVE MARKINGS

APPENDIX G – REFERENCE LIST

Reference

American National Standards Institute
1430 Broadway
New York, NY 10018

School Bus Manufacturers Institute
Division of Truck Body & Equipment Association
4907 Cordell Avenue
Bethesda, MD 20814
(301) 652-8004

ASME International
Three Park Avenue
New York, NY 10016-5990
(212) 591-7740
<http://www.asme.org>

School Bus Manufacturer's Technical Council
Nat'l Association of State Directors of Pupil Transportation
116 Howe Drive
Dover, DE 19901

Society of Automotive Engineers (SAE)
400 Commonwealth Drive
Warrendale, PA 15096
(412) 776-4841

Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, IL 60062

National School Transportation Specification & Procedures
Missouri Safety Center
Central Missouri State University
Humphreys Suite 201
Warrensburg, MO 64093
(660) 543-4830

APPENDIX G – REFERENCE LIST (con't)

Reference

National Fire Protection Agency
1 Batterymark Park
P.O. Box 9101
Quincy, MA 02269
<http://nfpa.org>

U.S. Department of Commerce
Office of Product Standards Policy
National Bureau of Standards
Washington, D.C. 20231
<http://commerce.gov>

Department of Transportation
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington DC 20590
<http://www.fhwa.dot.gov/>

International Electrotechnical Commission
OEC Regional Centre for North America
446 Main Street
16th Floor
Worcester, MA 01608
<http://www.iec.ch/>

ASTM International
100 Barr Harbor Dr.
PO Box C700
West Conshohocken, PA 19428-2959
<http://www.astm.org>

National Highway Transportation Safety Agency (NHTSA)
1200 New Jersey Avenue, SE
Washington DC 20590
<http://www.nhtsa.gov>

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

When working on or around a vehicle, the following general precautions should be observed at all times:

- A. Park the vehicle on a level surface, apply the parking brakes and always block the wheels.
- B. Always wear safety glasses and other appropriate safety gear.
- C. Stop the engine and remove ignition key when working under or around the vehicle.
- D. When working in the engine compartment, the engine should be shut off and the ignition key should be removed. Where circumstances require that the engine be in operation, **EXTREME CAUTION** should be used to prevent personal injury resulting from contact with moving, rotating, leaking, heated or electrically charged components.

BODY EXTERIOR

- A. Visually inspect the body exterior to ensure that there is not any panel, rub rail or trim that is loose, torn, dislocated or protruding from the surface of the bus that would create a hazard.
- B. All engine, battery or other doors must be securely mounted and properly installed.

BODY INTERIOR

Aisle

- A. Visually inspect the aisle to ensure that all aisles, including aisle (or passageway between seats) leading to emergency door are a minimum of 12 inches.
- B. Visually inspect to ensure that there are no obstructions in an aisle that would prevent passengers from egress to emergency exits.
- C. On school buses with a side emergency door, check that aisle space from center aisle to side of emergency door is 12 inches by measuring between the vertical line of the seat back and the face of the next seat cushion or bottom of a flip seat.
- D. On buses equipped with flip up seats, inspect to ensure the seat cushion rises to a vertical position automatically when not occupied.

Door, Entrance

Visually inspect and operate entrance door and inspect door to properly open and close without any obstruction of movement. Inspect manually operated door to make sure door will maintain an open and closed position. Door shall not have any locking device except for interlock systems. On power-operated entrance doors, the emergency release valve, switch or device to release the entrance door must be placed above or to the immediate left or immediate right of the entrance door and must be clearly labeled.

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Floor

Visually inspect floor covering, aisle and cove molding strips for condition and adhesion. Check fastening holes for cracks, and check condition of rubber in aisle to ensure that there are no unsealed holes or cracks through the underside of the bus and that there is no damage to the coverings which could cause a trip or slip hazard.

Handrail

Handrail must be securely mounted and all OEM hardware present. Perform the NHTSA *Nut and String Test* as described and illustrated below.

Nut and String Test

The Handrail Inspection Tool and Procedure

The inspection tool is inexpensive and the procedure for detecting potentially fatal handrail designs is quite simple. The inspection tool is a standard $\frac{1}{2}$ inch hex nut measuring $\frac{3}{4}$ inch across the flats. This nut is tied to $\frac{1}{8}$ inch thick cotton cord measuring 36 inches in length with overhand knots. The drawstring should have a minimum length of 30 inches, when tied to the nut and attached so that a pull of at least 10 pounds does not separate the nut from or break the drawstring.

Steps to conduct a handrail inspection are:

- Stand on the ground outside of the bus;
- Drop the inspection tool between the handrail and step well wall, simulating the typical way students exit the bus;
- Draw the inspection tool through the handrail in a smooth, continuous slow motion; and
- Repeat this procedure several times (minimum of three times).



Note: It is important to drop the inspection tool over the handrail in such a way as to simulate a child exiting the bus. This is a drop-and-drag test. Do not create a snagging situation by placing the nut in an area that would not be exposed to a drawstring or other articles.

Inspection Results

Take the bus out of service and repair it if the inspection tool catches or snags anywhere on the handrail. If the nut separates from the drawstring or the drawstring breaks, reassemble the tool and retest. If the inspection tool pulls freely without catching or snagging, the bus should not be rejected.

Panels

Visually inspect all interior sidewall, rear, ceiling and driver's area paneling for secure fastening, projections or sharp edges and general condition.

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Seat(s) and Barrier(s)

- A. Visually inspect all seats and barriers to ensure that all are securely mounted and not loose or broken.
- B. All seats shall be forward-facing and securely fastened to the bus body. Passenger seat cushions shall be fastened to prevent the cushions from disengaging from the seat frames in the event of an accident. There shall be a minimum space of 24 inches between the forward surface of a seat back and the rear surface of the seat or barrier ahead measured across the seat cushion without depressing any surface. The forward surface may have side bolsters that briefly reduce the width to less than 24 inches provided the remainder of the seat measures at least 24 inches.
- C. Seats and barriers should appear symmetrical. Seats/barriers that do not appear symmetrical should be physically inspected to ensure seat covering and/or padding is not significantly compromised and complies with FMVSS 571.222.

Seat, Driver

- A. Visually inspect driver's seat to ensure that it is securely fastened to the vehicle.
- B. Visually inspect the driver's seat for its ability to maintain the adjusted position. Inspect driver's restraining device (seat belt) for fraying, attaching hardware and the capacity of the seat belt for maintaining the driver in the seated position.

Stepwell

Visually inspect the stepwell for the condition of support structure to ensure structural stability. Inspect stepwell treads to ensure proper securing and adhesion to stepwell. Visually inspect step treads for any excessive worn areas that may pose a tripping or slip hazard.

BRAKE SYSTEMS

Air System

- A. With full system air pressure, depress the brake pedal and inspect each wheel end brake to determine if effective braking forces are applied to each wheel end brake. There should be no audible air loss at supply lines, fittings, valves or brake chambers.
- B. With full system pressure, make a single full service brake application with the parking brake and ignition off. Note the gauges and listen for air leaks. Release the service brake.

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- C. If an air leak is detected at any point in the inspection process, the inspector should check the vehicle's air loss rate following these procedures:
 - 1. Set engine at idle and release brakes;
 - 2. Reduce air pressure in reservoir to 80 psi;
 - 3. Make a full brake application with governor cut-in; and
 - 4. Check air pressure gauge after initial application for air loss. Air pressure should be maintained or increase. A drop in pressure indicates a serious air leak in the brake system.

Air Brakes Measurement

The following procedure is based on the applied stroke method for measuring the movement of the brake chamber push rod:

- A. Release the spring brakes and visually check each brake to ensure that it is in the normal released position.
- B. With the brakes released, make a mark where the pushrod exits the brake chamber.
- C. With the engine off, make a series of brake applications to reduce the reservoir pressure to between 90 to 100 psi.
- D. Apply and hold a full brake application (90 to 100 psi).
- E. Measure the distance between the mark and the face of the brake chamber. The difference between measurements is called the chamber applied stroke.

Note: Any brake that is beyond the re-adjustment limit will require repairs and/or adjustment. (See Table 1: *Brake Adjustment Specifications* below.)

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Table 1: Brake Adjustment Specifications

Brake adjustment: Shall be less than those specifications contained herein relating to "Brake Adjustment Limit."
(Dimensions are in inches.)

CLAMP TYPE BRAKE CHAMBER DATA		
Type	Outside Diameter	Brake Adjustment Limit
6	4 1/2	1.25
9	5 1/4	1.375
12	5 11/16	1.375
16	6 3/8	1.75
20	6 25/32	1.75
24	7 7/32	1.75
30	8 3/32	2
36	9	2.25

"LONG STROKE" CLAMP TYPE BRAKE CHAMBER DATA		
Type	Outside Diameter	Brake Adjustment Limit
12	5 11/16	1.75
16	6 3/8	2.0
20 (2 1/2" Rated Stroke)	6 25/32	2.0
20 (3" Rated Stroke)	6 25/32	2.5
24 (2 1/2" Rated Stroke)	7 7/32	2.0
24+ (3" Rated Stroke)	7 7/32	2.5
30	8 3/32	2.5

DD-3 Brake Chamber Data		
Type	Outside Diameter	Brake Adjustment Limit
30	8 1/8	2.25
Note: This chamber has three air lines and found on motor coaches.		

Wedge Brake Data
The combined movement of both brake shoe lining scribe marks shall not exceed 1/8 inch (3.18mm).

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Brake Shoe/Pad/Lining

- A. Visually inspect all brake linings/shoes/pads. Linings may be checked through inspection slots. All shoes/pads/linings shall comply with the applicable standards.
- B. The brake lining/pad thickness shall not be less than $\frac{3}{16}$ inch at the shoe center for a shoe with a continuous strip of lining, less than $\frac{1}{4}$ inch at the shoe center for a shoe with two pads, or worn to the wear indicator if the lining is so marked, for air drum brakes.
- C. The brake lining/pad thickness shall not be less than $\frac{1}{8}$ inch for air disc brakes, or $\frac{1}{16}$ inch or less for hydraulic disc brakes.
- D. Visually inspect the brake lining/pad to ensure that it is firmly attached to the shoe, is not cracked or broken, and that the friction surface is not saturated with oil, grease, or brake fluid.
- E. Visually inspect all brake components mounting hardware for any loose, cracked, broken or missing items. This inspection should be performed with the brakes released and with the brakes applied. It may be necessary to remove inspection access covers, brake dust covers or, in some instances, pull wheels and drums to accomplish the inspection.

Chamber Size

Visually inspect all brake chambers to ensure they are properly marked, in good operating condition, have no visible damage, and are properly matched. Chambers must be matched by size, type and stroke.

Drums/Rotors

- A. Visually inspect all brake drums/rotors for any external cracks that open when brakes are applied. (Do not confuse short hairline internal check cracks with flexural cracks.)
- B. Inspect for any portion of the drum/rotor missing or in danger of falling away.
Note: It may be necessary to remove inspection access covers, brake dust covers or, in some instances, pull wheels and drums to accomplish the inspection.

Hoses and Tubing

- A. Carefully perform a visual inspection of all system hoses, lines, and tubing.
- B. Inspect all hoses, lines, and tubing for any audible leak (if air), or visible leak (if hydraulic), any bulging/swelling when the system is pressurized, any hose, line, or tubing is cracked, broken or crimped in such a manner as to restrict flow, any hose abraded (chafed) through outer cover to fabric layer or any line/tubing, and for proper securement and support.

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Hydraulic Brakes Measurement

- A. With the brake pedal in the full upright position, the inspector shall measure the distance between the brake pedal and the floor or firewall. With the engine running, a single firm brake application shall be made and the distance between the brake pedal and the floor or firewall shall be measured a second time. The difference shall be recorded.
- B. With vehicle stopped and engine running, depress brake pedal. The system must be able to maintain brake pedal height under moderate foot force (40-60 pounds) for one minute without pumping. With vehicle in stopped position and brake pedal depressed under moderate foot force (40-60 pounds) there should be a minimum of $\frac{1}{3}$ of the total available pedal travel (manufacturer's specification) remaining on nonpowered systems.

Hydraulic Brake System

- A. With the engine off, turn the ignition switch to the "on" position and check the instrument panel for visible and audible warning signals to indicate system malfunction. If bus is equipped with vacuum assist, it shall have a visible warning signal and gauge to indicate any loss of vacuum. Audible signals must be loud enough to be heard over engine noise.
- B. Visually inspect the master cylinder to determine if it is below the minimum fill requirements, is leaking, is loose or improperly mounted.
- C. Visually inspect the hydraulic fluid reservoir level in the master cylinder unit. Inspect for any fluid leaks on wheel cylinders/calipers, master cylinders, hose connection and hydrovac and on buses using vacuum-assisted brakes. Check for brake fluid around the brake booster between the booster and firewall.

Parking Brake

- A. With the engine operating and the park brakes set, place the transmission in both forward and reverse gears to determine if brakes will hold vehicle stationary.
- B. Visually and physically check condition of parking brake system and parking brake warning light.

Pedal Reserve

- A. With the brake pedal in the full upright position, the inspector shall measure the distance between the brake pedal and the floor or firewall. With the engine running, a single firm brake application shall be made and the distance between the brake pedal and the floor or firewall shall be measured a second time. The difference shall be recorded.

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- B. With vehicle stopped and engine running, depress brake pedal. The system must be able to maintain brake pedal height under moderate foot force (40-60 pounds) for one minute without pumping. With vehicle in stopped position and brake pedal depressed under moderate foot force (40-60 pounds) there should be a minimum of $\frac{1}{3}$ of the total available pedal travel (manufacturer's specification) remaining on nonpowered systems.

Power Assist Unit

- A. Electric/Hydraulic Assist: With engine off, depress the brake pedal. The electric/hydraulic brake assist motor must operate.
- B. Hydrovac Assist: With engine off, the driver shall pump the brakes to exhaust all reserve. Hold firm pressure on the brake pedal and start the engine. The pedal should fall slightly. Failure of the pedal to fall slightly indicates a malfunction of the power assist unit.
- C. Hydro-boost: After 2-3 brake applications with the engine off, start the vehicle while maintaining pressure on the brake pedal. The pedal should push briefly, and then fall as the power assist engages.

Slack Adjuster Length

Measure from the center of the S-cam to the center of the push rod clevis pin. All slack adjusters on a single axle shall be of the same type and length.

DIFFERENTIAL

The Inspector shall visually inspect the differential and differential housing for cracks and leaks. Careful attention shall be made to the areas of mounting attaching hardware and wheel end areas. Housing vent shall be inspected to ensure that it is not clogged and is functional by twisting the vent cap by hand.

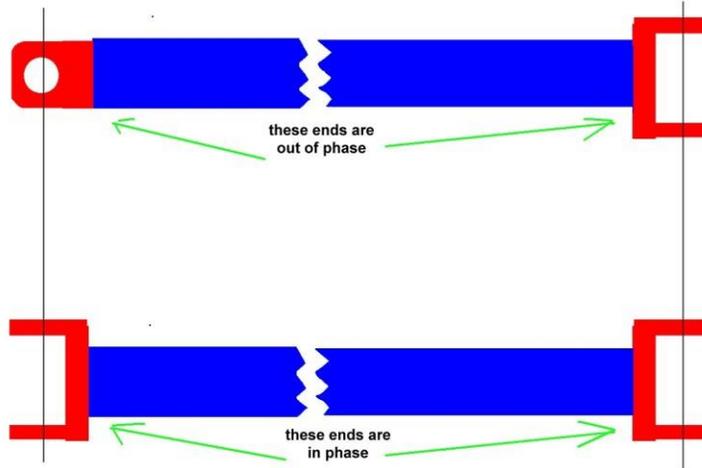
APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

DRIVESHAFT

- A. Visually and physically inspect each segment of the driveshaft and associated hardware. Inspect for bends, cracks, missing weights or debris entangled in the shaft.

Each shaft more than 18 inches long shall be equipped with a suitable guard to prevent an accident or injury in the event of its fracture or disconnection. The inspector shall check to ensure that the driveshaft guards are not loose, bent or missing.

- B. Visually and physically inspect each universal joint and center bearing. The universal joint(s) and center bearing(s) shall not be loose or worn and shall have all attaching hardware securely fastened. The inspector shall check for lateral and vertical movement of the universal joints and center bearing by grasping the universal joint and attempting to move the joint laterally and vertically. Inspector shall inspect universal joints for substandard or welded repairs.



- C. Visually inspect driveshaft for proper phasing. (See illustration.)

ELECTRICAL/BATTERY

Battery

- A. Visually and physically inspect that the battery(ies) is(are) securely mounted and no signs of leaking, or excessive corrosion.
- B. Crank engine to ensure adequate battery capacity to start engine.

Cables

- A. Visually inspect all electrical cabling and wiring for chafed, frayed, damaged or burnt insulation.
- B. Visually and physically inspect for corroded or loose connections at the battery terminals. Inspect for unsuitable insulation to electrical cabling.
- C. Inspect for missing or damaged protective grommets insulating all electrical cables through metal compartment panels. All electrical cabling passing through a metal surface shall pass through an insulated grommet as to provide adequate protection against chaffing and shorting.

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- D. Visually and physically inspect for any broken or unsecured mounting of electrical components.
- E. Visually and physically inspect electrical cabling for securement, routing or any unsecured wiring that may cause chafing or frayed conditions.

Windshield Wipers

Operate wiper and washer system. The wiping system should be power-driven with at least two speeds and should be able to clean the area of the windshield within the wiping pattern. Wipers should operate with a minimum of 45 cycles per minute.

EMERGENCY EQUIPMENT

- A. Visually inspect that the fire extinguisher is readily accessible to the driver and passengers, that it is fully charged of proper type and size, is properly secured and has a working pressure gauge.
- B. Visually inspect any other state-required equipment such as first aid kits, body fluid kits, webbing cutters and emergency reflectors and ensure that these items are fully stocked, functional and properly secured.

EMERGENCY EXITS

- A. Visually inspect all emergency exits.
 - 1. Operate all emergency exits. Exits must open freely and completely.
 - 2. Door prop rods must operate freely and hold door or exit in open position without obstructing exit.
 - 3. There shall be no padlocks or any other locking devices on exits except interlocking systems.
- B. Visually inspect all exits to ensure they are clearly labeled and marked on both the inside and outside of the bus.
- C. Ensure that all exits have an audible device to alert the driver of an open exit door or window.

Note: FMVSS 571.217 defines the number of exits for each type of bus.

ENGINE

- A. Visually inspect engine and surrounding components for evidence of fluid leaks and loose or damaged components. Inspector shall start engine. While engine is operating, inspector shall visually and audibly monitor engine for proper operation, leaks and unusual noises of engine or components.
- B. Inspect cooling fan per manufacturer's recommendations.

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- C. Visually and physically inspect all drive belts for proper alignment and tension per manufacturer's recommendations. All belts shall be free of cracking, frays, fluid, glazing and excessive wear. Inspect belt-tensioner per manufacturer's recommendations.
- D. Visually inspect all hydraulic, coolant, fuel and pneumatic hoses for damage, proper routing, proper type and proper securement. Hoses shall be routed in such a way as to avoid contact with exhaust, rotating or moving engine components or sharp edges. Hoses shall not be cracked, leaking, swollen or chaffed.

EXHAUST SYSTEM

- A. Visually and audibly inspect the complete exhaust system including muffler, diesel particulate filter (DPF) and diesel oxidation catalyst (DOC) for leaks, restrictions and damage and to ensure that exhaust is not discharging directly below the driver or passenger compartment. All exhaust emission control devices shall be installed and operating per the manufacturer's recommendations.
- B. Inspect for the presence and condition of heat shielding over and around all piping, and components where specified by vehicle manufacturer.
- C. Visually and physically inspect all exhaust system mounting hardware for loose, missing or damaged components and that it is securely attached. Inspect to ensure that all clamps are in place and secure.
- D. Visually inspect exhaust system for indications of, and areas likely to result in, burning, charring or damaging the electrical wiring, the fuel supply or any combustible part of the vehicle.

FUEL SYSTEM

- A. Visually inspect all parts of the fuel tank, fuel tank cage and fuel system to include lines, hoses, filters, fill cap and fittings for indications of damage or leaks.
- B. Visually and physically inspect fuel lines and hoses for proper securement, routing and missing or loose clamps that may cause chafing or come in contact with electrical components.

LAMPS/SIGNALS

- A. Visually inspect all lamps, such as brakes, turn signals, tail, head (low beam), overhead warning lights (amber and red), hazard warning and stop arm lights to ensure proper visibility and operation. Turn signals should flash at a rate of 60 to 120 times per minute.
- B. Inspect that the horn functions and is audible from approximately 200 feet away.
- C. Inspect the crossing control device, if equipped, for proper operation (e.g., that it extends and retracts as designed).

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MIRRORS

Visually inspect all mirrors to identify any mirror that is damaged, clouded or otherwise has an obscured area. All mirrors should hold a set adjustment. All mirrors should be directed to view the intended area for which they are designed.

STEERING SYSTEM

Ball and Socket Joints

- A. With the bus on the ground, the inspector shall examine the ball joint nut stud for movement while the steering wheel is being rocked in a back-and-forth action. The inspector shall examine the ball/socket joint for weld repairs.
- B. Check for lateral and vertical movement by grasping the tie rod and drag link sockets attempting to laterally and vertically move the ball joint. (Rotational movement will not be considered.) Any motion other than rotational, greater than 1/8 inch that can be detected by movement with two hands with moderate strength in any connecting joint is a defect.

Front Axle Beam

Visually examine the front axle beam for any obvious bend or twist, any cracks, or any welded repair.

Hoses/Fluids

Visually examine the power steering fluid reservoir for proper fluid level. With the system operating, inspect all system components, hoses and fittings for leaks.

Nuts

Visually examine all tie rods, pitman arm, drag link, steering arm and tie rod arm for looseness and missing fasteners.

Pitman Arm

- A. While the steering wheel is being rotated in a back-and-forth motion; visually inspect the pitman arm and output shaft connection for looseness at the output shaft joint.
- B. The pitman arm shall also be inspected for damage, cracks or welded repairs.

Power Steering

- A. The inspector shall manually manipulate the auxiliary power assist cylinder to check for looseness. The inspector shall start the bus and rotate the steering wheel in a back-and-forth action to ensure the power steering pump is operable.
- B. With the engine stopped inspect the system drive belt(s) for any fraying, cracks or fluid saturation. Check belt tension. On units equipped with automatic tensioner ensure that tensioner moves freely.

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- C. Inspect the fluid reservoir while at operating temperature to ensure that the fluid level is not below add mark. Inspect for signs of fluid leakage.

Steering

- A. Visually inspect for any modification or other condition that interferes with free movement of any steering component. Turn steering wheel through a full right and left turn and feel for binding or jamming conditions. Both front wheels must be capable of being turned to full right or full left without binding or interference.
- B. Inspect turn stops by observing for shiny spots and/or signs of wear due to contact with other vehicle components on the sides of tires, drag links, pitman arm, shock absorbers or brake lines.

Steering Column/Wheel

- A. Inspect steering column for any looseness in bolts, clamps, positioning parts or universal joints. Inspect flexible coupling in steering column (if the vehicle is so equipped) for excessive misalignment and tightness of clamp bolt or nut.
- B. The steering column and components shall also be inspected for damage, cracks or welded repairs. Inspect steering wheel to ensure that it is properly positioned and secured.
- C. Place steering axle wheels in a straight ahead position have an assistant turn the steering wheel until movement is observed at the left road wheel and measure the steering wheel movement from starting position to wheel movement position. Compare this measurement to the applicable listing in Table 2: *Steering Wheel Free Play*, below.

Table 2: Steering Wheel Free Play

Steering Wheel Free Play: Steering wheel free play shall not exceed the requirements listed in the following chart:

Steering Wheel Diameter	Manual System Movement 30	Power System Movement 45
16" (41cm)	2" (5.1cm)	4 1/2" (11.5cm)
18" (46cm)	2 1/4" (5.4cm)	4 3/4" (12cm)
20" (51cm)	2 1/2" (6.4cm)	5 1/4" (13.5cm)
22" (56cm)	2 3/4" (7cm)	5 3/4" (14.5cm)

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Steering Gear Box

- A. Visually examine the steering gear box for any loose, damaged or missing mounting bolts. Inspect for cracks in the gear box, mounting brackets or any obvious welded repairs.
- B. While having an assistant rock the steering wheel back-and-forth; visually inspect the steering shaft and gear box for any looseness where the steering gear box is mounted to the frame. Visually inspect steering shaft coupler for cracks, damage or looseness.
- C. With the engine operating inspect for excessive fluid and/or oil leak (observable movement of fluid).

Tie Rods/Drag Links

- A. While having an assistant to rock the steering wheel back-and-forth, visually inspect the tie rod ends, crossbar, and drag links for any looseness at the steering linkage pivot points.
- B. Check for lateral and vertical movement by grasping the tie rod and drag link sockets attempting to laterally and vertically move the ball joint (rotational movement will not be considered). Any motion, other than rotational, greater than 1/8 inch that can be detected by movement with two hands with moderate strength in any connecting joint is a defect.
- C. Check crossbar for structural damage and crossbar clamps for secure mounting.

SUSPENSION COMPONENTS

Axle Parts/Members

- A. Visually and physically inspect all front and rear axle components. Inspect all U-bolts and other suspension to axle mounting hardware for cracks, breaks, looseness or improper type.
- B. Inspect axle, axle housing, spring hanger(s), shackles or other axle components for alignment, cracks, breaks and loose or missing items that could result in shifting of an axle from its normal position.
- C. Inspect front axle beam for signs of improper repair (e.g., welding or heating).
- D. Inspect for any worn (beyond manufacturer specifications) or improperly assembled U-bolt, shock, kingpin, ball joint, strut, air spring or positioning components.
- E. Inspect all leaf spring hangers, hanger assemblies or portions of leaf for broken, separated, sagging, bent, abnormally worn (beyond manufacturer specifications), shifted or missing components.
- F. Inspect pins and bushings for wear, off-center spring eye, rubbing shackle or nonsymmetric joints. Inspect for any broken, weak or damaged coil spring and mounting assemblies.

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- G. Visually and physically inspect all hydraulic shock absorbers for leaks, looseness, damage or missing components.
- H. Inspect air suspension (if equipped). Observe that the vehicle is lifting level. With the air system fully charged, inspect for any audible or visual air leakage at the air spring assembly, supply hoses and connections.

Caution: Inspector should use caution whenever underneath the vehicle. There may not be sufficient room underneath the vehicle should a problem occur with the air suspension system.

Bumpers

Visually inspect front and rear bumpers for missing attaching hardware or broken hardware. Ensure bumpers are properly mounted and secure and that there is no point protruding beyond the confines of the vehicle so as to create a hazard.

Chassis/Frame/Unibody

- A. Visually inspect frame for cracks, loose attaching hardware, sagging, broken, or unapproved welds to frame side rail or flange.
- B. Visually and physically inspect for body hold-down components for damage that would permit the shifting of the body.
- C. Inspect for cracked, loose, bent, broken or unapproved welds to frame member that affect support of functional components (e.g., steering gear, engine, transmission, body parts or suspension). Welding to frame should be performed only by manufacturer or designee.

Note: Inspect for any crack 1 ½ inch or longer in the frame side rail web which is directed toward bottom flange or any crack extending from the frame side rail web around the radius and into the bottom flange.

Crossmembers

- A. Visually and physically inspect all crossmembers, attaching hardware and other structural supports for cracks or deformations. Visually inspect for three or more adjacent cross members that are missing, broken, damaged or loose.
- B. Inspect any area of the floor that is sagging, weak or damaged due to broken, damaged or loose crossmembers.

Outriggers/Body Supports

Visually inspect all outriggers and attaching hardware for cracks, missing bolts and damage.

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TIRES/WHEELS/HUBS

Hub & Assemblies

- A. Visually inspect kingpin and wheel bearing assemblies for looseness, damage, missing or loose fasteners. This shall include locking pins, draw keys, caps and bearings.
- B. Physically inspect kingpin and bearing assemblies for play as follows: with the tire raised off the ground, grasp tire at top and attempt to move the wheel assembly in and out. If movement is present, inspector can help to identify the source by following this procedure:

Have an assistant fully apply brakes while rechecking play. If movement disappears with brakes applied, then play is in the wheel bearings. If movement remains, it is most likely in the kingpin area. Assembly shall not have excessive kingpin play that exceeds .250 inch measured at outside edge of tire or wheel bearing movement that exceeds .010 inch measured at bearing hub.
- C. Visually inspect A-frames and bushings on Type A vehicles. Inspect bushings for wear, cracking, splitting, or severe extrusion from suspension parts.
- D. For vehicles equipped with "wet hubs" or oil bath hubs the inspector should visually check the site glass for lubricant level.

Tire Inflation

- A. Visually inspect that tires are properly inflated and do not have noticeable leaks. (See 393.76 (h)(1),(2).) If pressure is questionable, inspector shall use a tire pressure gauge to verify pressure.
- B. Visually inspect valve stem for damage and presence of valve cap.

Tire Sidewall

Inspector shall inspect tire sidewall for cuts, wear and any observable bumps or bulges.

Tire Tread Depth

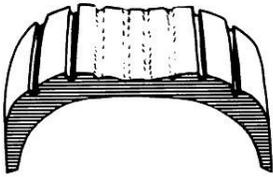
- A. Visually inspect for any front tire worn to less than $\frac{4}{32}$ inch.
- B. Visually inspect for any rear tire worn to less than $\frac{2}{32}$ inch.
- C. If a visual inspection cannot determine that the tire meets the minimum depth requirement, the inspector shall use a commercial tire depth gauge to verify tread depth.

Tire Type

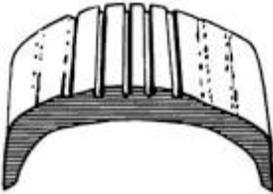
- A. Visually inspect the steer axle (front) to ensure that no recapped, re-grooved tires are present.
- B. Visually inspect tires for improper wear patterns. (See Tire Wear Chart below.)

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

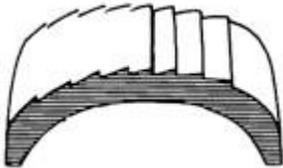
C. Check proper type (i.e., load range, size, mismatched on axle).



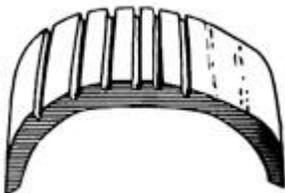
Over Inflation: Excessive wear at the center of the tread indicates that the air pressure in the tire is consistently too high. The tire is riding on the center of the tread and wearing it prematurely. Many times, this visual method of inflation (inflating the tires up until there is no bulge at the bottom) is at fault; tire inflation pressure should always be checked with a reliable tire pressure gauge.



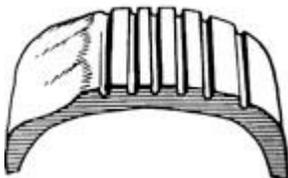
Under Inflation: This type of wear usually results from consistent under inflation. When a tire is under inflated, there is too much contact with the road by the outer treads, which wear prematurely. Tire pressure should be checked with a reliable pressure gauge. When this type of wear occurs, and the tire pressure is known to be consistently correct, a bent or worn steering component or the need for wheel alignment could be indicated. Bent steering or idler arms cause incorrect toe-in and abnormal handling characteristics on turns.



Feathering: Feathering is a condition when the edge of each tread rib develops a slightly rounded edge on one side and a sharp edge on the other. By running your hand over the tire, you can usually feel the sharper edges before you'll be able to see them. The most common cause of feathering is incorrect toe-in setting, which can be cured by having it set correctly. Occasionally toe-in will be set correctly and this wear pattern still occurs.



Side Wear: When an inner or outer rib wears faster than the rest of the tire, the need for alignment is indicated. There is excessive camber in the front suspension, causing the wheel to lean too much to the inside or outside and putting too much load on one side of the tire. Misalignment could be due to sagging springs, worn ball joints, worn control arm bushings or worn kingpin bushings.



Cupping: Cups or scalloped dips appearing around the edge of the tread on one side or the other, almost always indicate worn (sometimes bent) suspension parts. Adjustment of wheel alignment alone will seldom cure the problem. Any worn component that connects the wheel assembly to the vehicle (ball joint, kingpins, wheel bearing, shock absorber, springs, bushings, etc.) can cause this condition. Occasionally, wheels that are out of balance will wear like this, but wheel imbalance usually shows up as bald spots between the outside edges and center of the tread.

Wheels/Rims/Spiders

- A. Inspector shall inspect all nuts, bolts, studs, lugs and holes for damage. Visually inspect for broken, damaged, missing or loose fasteners. Rust around fasteners or on rim surface is sometimes an indication of cracked or loose mounting hardware.
- B. Visually inspect rim for, cracks, welds or broken components. Visually inspect for any lock or slide ring that is broken, cracked, improperly seated, sprung or has mismatched rings.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

WHEELCHAIR LIFT-EQUIPPED VEHICLES

- A. Visually inspect and operate wheelchair lift to ensure proper function as designed. Inspect for any leaks that would hinder the operation of the lift.
- B. Inspect all safety systems of the wheelchair lift (e.g., hand rails, ramp stops, etc.) and ensure that they are functioning as designed and in compliance with FMVSS 403 and 404.
- C. Ensure that all pinch points are protected from seated passengers.
- D. Visually inspect all wheelchair and occupant securement devices to ensure none are missing or broken and that straps are not frayed.
- E. Inspect that all components for each wheel chair position are compatible in accordance with manufacturers' specifications.
- F. Visually and physically inspect all anchorage points, tracking and fasteners for securement.

WINDOWS

- A. Any glass or glazing that is broken through or missing (393.60);
- B. Any glass not of approved type [393.60(a)];
- C. Windshield has discoloration or other damage in that portion extending upward from the height of the topmost portion of the steering wheel, but not including a two-inch border at the top and a one-inch border at each side of the windshield or each panel thereof, except as follows:
 - 1. Color or tint applied by the manufacturer for the reduction of glare;
 - 2. Any crack not over ¼ inch long, if not intersected by any other crack;
 - 3. Any damaged area, that can be covered by a disc ¾ inch in diameter, if not closer than three inches to any other such damaged area;
 - 4. Driver's side area window(s) have chips, clouding, or cracks that obscure the driver's vision [393.60(c)]; or
- D. No operable defrosting and defogging system to clear the driver's windshield (571.103).

APPENDIX I- MECHANIC’S PUPIL TRANSPORTATION VEHICLE INSPECTION REPORT

This report is included as an example and details minimum Inspection Points. Schools/contractors may include additional inspection points to this report. This form is to be kept in your school records and made available upon request. **This Checklist Indicates Compliance with Rule 92 Inspection Criteria**

District/System:			County District #:		
Vehicle Year:	Make of Chassis:	Make of Body:	Capacity:	VIN No:	

	First Quarter Date:		Second Quarter Date:		Third Quarter Date:		Fourth Quarter Date:	
	Approved Yes	Approved No	Approved Yes	Approved No	Approved Yes	Approved No	Approved Yes	Approved No
Brakes								
Steering	Yes	No	Yes	No	Yes	No	Yes	No
Suspension Components	Yes	No	Yes	No	Yes	No	Yes	No
Bus Chassis/Frame	Yes	No	Yes	No	Yes	No	Yes	No
Exhaust System	Yes	No	Yes	No	Yes	No	Yes	No
Drive Shaft/Differential	Yes	No	Yes	No	Yes	No	Yes	No
Engine & Fuel System	Yes	No	Yes	No	Yes	No	Yes	No
Tires/Wheels/Hubs	Yes	No	Yes	No	Yes	No	Yes	No
Electrical System	Yes	No	Yes	No	Yes	No	Yes	No
Windshield Wipers	Yes	No	Yes	No	Yes	No	Yes	No
Bus Interior, Floors and Seats (buses only)	Yes	No	Yes	No	Yes	No	Yes	No
Doors, Steps, and Handrail	Yes	No	Yes	No	Yes	No	Yes	No
Emergency Door/Hatches (buses only)	Yes	No	Yes	No	Yes	No	Yes	No
Windows	Yes	No	Yes	No	Yes	No	Yes	No
Heaters, Defrosters	Yes	No	Yes	No	Yes	No	Yes	No
Mirrors and Bus Exterior	Yes	No	Yes	No	Yes	No	Yes	No
Lights, Lamps, Signals	Yes	No	Yes	No	Yes	No	Yes	No
Stop Signal Arm (buses only)	Yes	No	Yes	No	Yes	No	Yes	No
Emergency Equipment:								
Fire Extinguisher	Yes	No	Yes	No	Yes	No	Yes	No
First Aid/Body Fluid Kit	Yes	No	Yes	No	Yes	No	Yes	No
Emergency Reflection	Yes	No	Yes	No	Yes	No	Yes	No
Wheel Chair Lift Equipment (if equipped)	Yes	No	Yes	No	Yes	No	Yes	No

APPENDIX I - MECHANIC'S PUPIL TRANSPORTATION VEHICLE INSPECTION REPORT

First Quarter Approved Not Approved

DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

Second Quarter Approved Not Approved

DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

Third Quarter Approved Not Approved

DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

Fourth Quarter Approved Not Approved

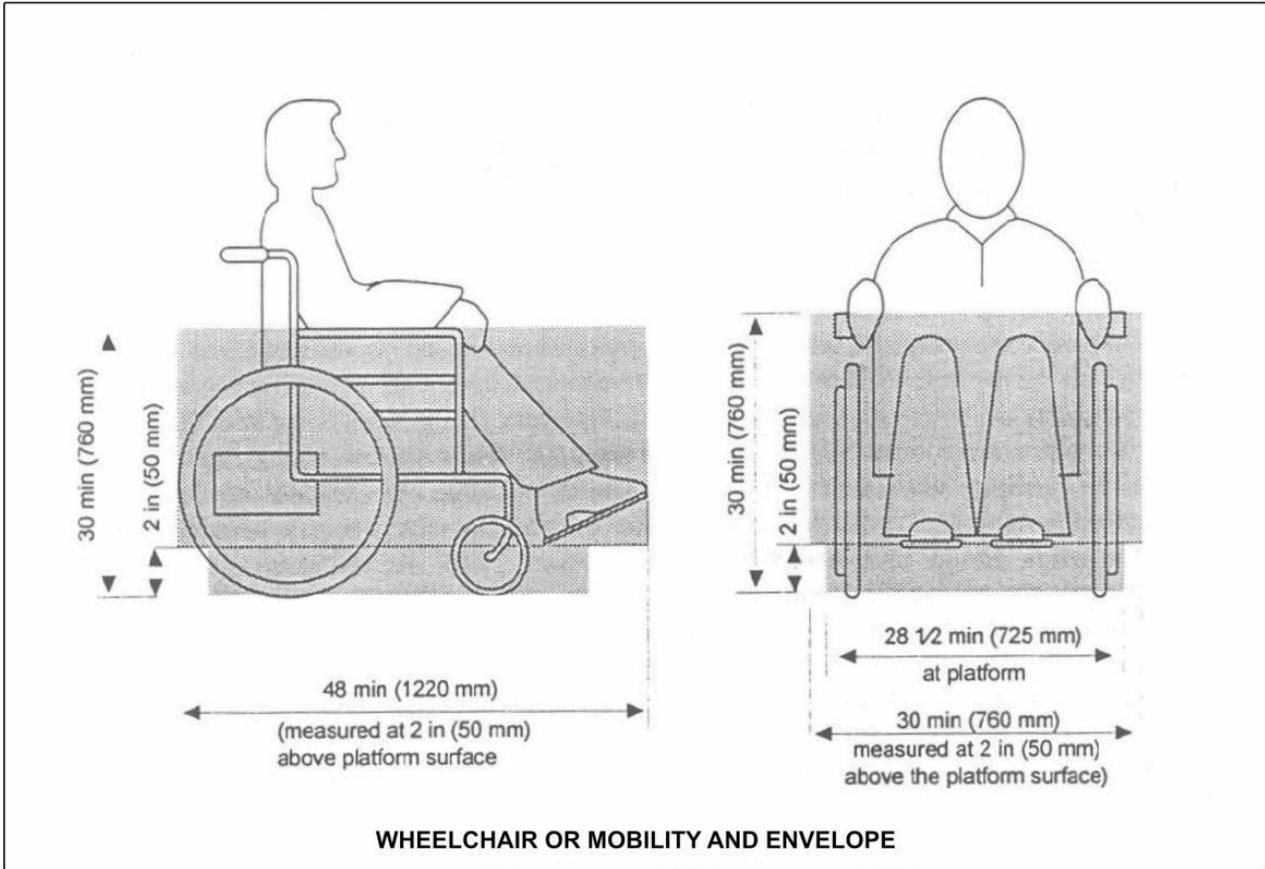
DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

APPENDIX J

Wheelchair or Mobility and Envelope



Charter (Coach Bus Use in some other Class A and large Class B districts)

Lincoln Public Schools (In 23-24 / 6 class A schools and 2 class B)

Fall and Spring - If trip is 1.5hrs or longer charter bus is contracted for Varsity activities only unless three lower level teams can be combined on one bus and trip

Winter - If trip is 1.0 hrs or longer charter bus is contracted for Varsity activities only unless three lower level teams can be combined on one bus and trip

All other trips that do not qualify for the above mentioned use yellow school bus

Charter company they are currently using is Adventure and Windstar

Omaha Public Schools (In 23-24 / 7 class A schools and 2 class B)

School buses are used for anything in the metro area, outside of that charter bus is used and if none are available then a school bus.

OPS uses a contract company (Student Transportation of America) for all transportation, this is typical in the metro area

Papillion Public Schools (In 23-24 / 2 class A schools)

School buses are used for anything in the metro area, outside of that charter bus is used and if none are available then a school bus.

Papillion uses a contract company (First Student) for all transportation, this is typical in the metro area

Elkhorn Public Schools (In 23-24 / 1 class A school and 2 class B)

Uses charter bus for anything 2.0hrs or longer

Grand Island Public Schools (In 23-24 / 1 class A school)

90 miles or more use charter buses, otherwise school buses. District uses Holiday Express and Adventure Travel for its charter services

North Platte Public Schools (In 23-24 / 1 class A school)

Own their own coach buses but will charter as needed when a bus is down or not enough buses on a particular day

Kearney Public Schools (In 23-24 / 1 class A school)

Own their own coach buses but will charter as needed when a bus is down or not enough buses on a particular day

Ralston Public Schools (In 23-24 / 1 class B school)

Only use charter buses if approved by the Asst. Supt., otherwise all transportation is handled by contract company(First Student)

Hastings Public Schools (In 23-24 / 1 class B school)

Only use charter buses when traveling to Scottsbluff/Gering

Bus #	Purchased From / Price / Fund source	Yr Purchased	Yr Model	Miles when purchased	Mileage Dec. 2022	Mileage difference	Repair Yr	Repairs
108 (A style)	MCI	2020	2012	367920	390556	22636	9/21 - 10/22	\$ 18,649.00
	\$260,000.00						22-23	\$ 12,150.00
	<i>Depreciation</i>	<i>260000</i>						
								<u>\$ 30,799.00</u>

Bus #	Purchased From / Price / Fund source	Yr Purchased	Yr Model	Miles when purchased	Mileage Dec. 2022	Mileage difference	Repair Yr	Repairs
107 (A style)	ABC Bus, Inc.	2015	2003	502172	612104	109932	14/15	\$ 3,237.00
	\$125,000.00						15/16	\$ 11,602.00
	<i>General Fund</i>	<i>\$33,400.00</i>					16/17	\$ 29,730.00
	<i>Depreciation</i>	<i>\$91,600.00</i>					17/18	\$ 768.00
							18/19	\$ 7,031.00
							19/20	\$ 1,347.00
							20/21	\$ 12,420.00
							21/22	\$ 15,361.00
						current	\$ 10,900.00	
								<u>\$ 92,396.00</u>

Bus #	Purchased From / Price / Fund source	Yr Purchased	Yr Model	Miles when purchased	Mileage Dec. 2022	Mileage difference	Repair Yr	Repairs
503 (A style)	Arrow	2008	1999	539740	751165	211425	8/9	\$ 11,472.00
	\$157,735.48						9/10	\$ 3,439.00
	<i>Depreciation</i>	<i>157735.48</i>					10/11	\$ 1,487.00
							11/12	\$ 3,083.00
							12/13	\$ 3,400.00
							13/14	\$ 22,384.00
							14/15	\$ 41,820.00
							15/16	\$ 3,816.00
							16/17	\$ 2,335.00
							17/18	\$ 2,016.00
							18/19	\$ 18,328.00
							19/20	\$ 1,953.00
						20/21	\$ 12,169.00	
						21/22	\$ 12,136.00	
								<u>\$ 139,838.00</u>

Bus #	Purchased From / Price / Fund source	Yr Purchased	Yr Model	Miles when purchased	Mileage Dec. 2022	Mileage difference	Repair Yr	Repairs
Pusher #28 (Yellow bus regular seats)	Truck Center	2016	2017	1367	28575	27208	16/17	\$ 60.00
	\$134,155.00						17/18	\$ 135.00
	<i>General Fund</i>	<i>\$97,933.00</i>					18/19	\$ 158.00
	<i>Depreciation</i>	<i>\$36,222.00</i>					19/20	\$ 324.00
	Warranty	Engine -		5 yrs 100,00 miles			20/21	\$ 331.00
		Transmission		5yr unlimited miles			21/22	\$ 380.00
		Axles		5 yrs				\$ 1,388.00
	Body		Limited 5 yr					
	A/C		Limited 3 yr					

Bus #	Purchased From / Price / Fund source	Yr Purchased	Yr Model	Miles when purchased	Mileage Dec. 2022	Mileage difference	Repair Yr	Repairs
Pusher #39 (White School Bus coach seating)	Truck Center	2016	2017	1343	33962	32619	16/17	\$ 60.00
	129956						17/18	\$ 162.00
	<i>General Fund</i>	<i>95039</i>					18/19	\$ 197.00
	<i>Depreciation</i>	<i>34917</i>					19/20	\$ 1,542.00
	Warranty	Engine -		5 yrs 100,00 miles			20/21	\$ 504.00
		Transmission		5yr unlimited miles			21/22	\$ 437.00
		Axles		5 yrs				\$ 2,902.00
	Body		Limited 5 yr					
	A/C		Limited 3 yr					

Def heater

Major ConstructionFacilities - Purpose

The Norfolk Public Schools Board of Education intends to provide proper school facilities. Decisions regarding such facilities will be guided by the following principles:

1. Facilities will be constructed to a systematic multi-year plan developed to support the district's educational programs.
2. Facilities will be designed to satisfy instructional goals.
3. Facilities will be constructed for long-term occupancy and low maintenance costs.
4. Facilities will be designed with community use in mind.
5. Facilities will be designed in accordance with contemporary engineering technology and architectural practice.

Date of Adoption: November 10, 2014
Date of Revision: July 8, 2019

Major Construction

Facilities - Planning

The purpose of planning is to make the best possible provisions for the educational program. Decisions regarding planning and specifics for any individual building plan will start with program considerations and be adjusted as educational programs change.

Date of Adoption: November 10, 2014
Date of Revision: July 8, 2019

Major ConstructionFacilities - Guidelines for Building New Schools or Major Remodeling of Existing Schools

Educational specifications including program and space requirements are to be developed by committees of, with input from, teachers, patrons and administrators who meet with architects and engineers. Upon completion, the specifications and schematic building plans shall be presented to the Board of Education for approval.

Generally, the content of a set of educational specifications should include all or part of the following items:

Community and Norfolk Public School District characteristics:

- 1) The plan or organization and expected enrollment of the school,
- 2) The construction plan for this facility,
- 3) The special services to be provided,
- 4) The special provisions needed for community use,
- 5) The design characteristics important to the functional layout of the structure.

Date of Adoption: November 10, 2014

Date of Revision: July 8, 2019

Major ConstructionFacilities – Major Remodeling of Existing Schools

A plan for future building modifications shall be maintained and continuously updated for inclusion in planning for construction. These planning elements shall be followed:

1. The Board of Education establishes priorities when considering remodeling project needs, which include, but are not limited to:
 - a. Security
 - b. Correction of safety and health deficiencies
 - c. Housing of students
 - d. Program requirements, including outdoor space
 - e. Integrity of current Norfolk Public Schools' buildings
 - f. Repair/renovation of ancillary facilities
 - g. Parking
2. Superintendent **or designee** requests building modifications based on priorities.
3. Superintendent **or designee** submits requests for building modifications to the Board on an as needed basis.

The safety and health of students and staff will be considered during the construction process.

Minor remodeling may follow the same procedures as major construction but there are also alternate provisions for that work which can be done without architectural services.

Date of Adoption: November 10, 2014

Date of Revision: July 8, 2019

Major Construction

Facilities - Selection of Architect/Engineer

Architects and/or Engineers will be selected based on the recommendations of the Superintendent or designee. The selection will be approved by the Board of Education.

Legal Reference: Neb. Rev. Stat. § 81-3445

Date of Adoption: November 10, 2014

Date of Revision: July 8, 2019

Major Construction

Facilities - Financing of Construction - Building Fund

The Norfolk Public Schools Board of Education is authorized under state statutes to establish a special building fund for the purpose of acquiring sites for school buildings or purchasing existing buildings for use as school buildings and the erection, alteration, equipping and furnishing of school buildings and additions to school buildings.

Proceeds from the sale of real property will be placed in the building fund.

Interest accumulation from the current building fund balance shall remain in the fund.

Legal Reference: Neb. Rev. Stat. § 79-10,120

Date of Adoption: November 10, 2014

Date of Revision: July 8, 2019

Major ConstructionFacilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement over ~~\$50,000.00~~ **108,999** or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. §§ 73-101 to 73-106

Date of Adoption: November 10, 2014
Date of Revision: September 14, 2015
Date of Revision: July 8, 2019

Major Construction

Facilities - Awarding Contracts

The Superintendent **or designee** shall make final recommendations to the Board of Education concerning awarding of contracts.

Date of Adoption: November 10, 2014
Date of Revision: July 9, 2019

Major ConstructionFacilities - Change Orders

1. Change order requests will be initiated by the architect/engineer/owner prior to the implementation of the change contemplated.
2. Change order requests will be reviewed and approved by the Superintendent or designee.
3. When approved, copies of change orders will be distributed to the Superintendent or designee, the contractor, and the architect.
4. All change orders will be reported as part of the monthly claims report. Significant Change Orders will be discussed by the Finance and Facilities Committee, and all Change Orders in excess of \$~~40,000~~108,999 will require Board approval.

Date of Adoption: November 10, 2014

Date of Revision: July 8, 2019