



May 15-20, 2010
University of Central Missouri
Warrensburg, Missouri

**MANUAL OF OPERATING
PROCEDURES
2010**

Revised 04/17/08

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I. Information Flow Chart and Schedule of Activities **15th National Congress on School Transportation, May 15-20, 2010**

July 2007: (34 months out)

- Interim/Steering Committee Meets
- Steering Committee Selection Finalized
- Congress Organizational Structure Finalized
- Coordinators and Writing Committee Chairs Selection Process Begins

November 2007: (31 months out)

- Steering Committee Meets
- Manual of Operating Procedures Completed
- Coordinators and Writing Committee Chairs Selected
- Writing Committee Members Selection Process Begins

February 2008: (27 months out)

- Writing Committees Finalized

March 2008: (26 months out)

- Writing Committees Orientation Workshop by Steering Committee

March-July 2008: (26 months out)

- SBMTC Submits Recommendations for Revisions to Document Content to Vehicle Specifications Coordinator
 - Writing Committees Hold First Meeting, Begin Review Process
- Note: Writing Committees should meet at least semi-annually until Warrensburg
- Revisions Submission Process Begins (all parties begin process of offering proposed additions/revisions/deletions to document)

July 2008: (22 months out)

- Steering Committee Meets

November 2008: (19 months out)

- Steering Committee Meets
- Steering Committee Meets with Writing Committees to Review Procedures and Progress

January 31, 2009: (17 months out)

- Deadline for Public Submission to Writing Committees of Additions/Revisions/Deletions to Document

June 2009: (11 months out)

- State Delegation Selection Process Begins

July 2009: (10 months out)

- State Delegation Selection Process Ends
- Steering Committee Meets

September 2009: (8 months out)

- Writing Committee Draft Proposals Completed
- Operations/Body/Chassis Coordinators Receive all Writing Committee Draft Proposals for Review

October (early) 2009: (7 months out)

- Coordinators Submit Draft Proposals to Congress Chair
- Congress Chair Submits Draft Proposals to UCM

Information Flow Chart and Schedule of Activities (continued)

October (late) 2009: (7 months out)

- Editing and Technical Assistance Committees Review Draft Proposals
- Steering Committee Meets

November 2009: (6 months out)

- Writing Committee Proposals Submitted to State Delegations for Comment and Posted to Web
- Deadline for Public Submission to State Delegations of Suggested Revisions/Additions/Deletions
- Review Meeting with Coordinators and Writing Committee Chairs

February 1, 2010: (3 months out)

- Comments from State Delegations, NASDPTS Suppliers Council, or Steering Committee on Writing Committee Proposals Completed and Forwarded to Coordinators
- Coordinators Forward State Delegations' and Others' Comments to Appropriate Writing Committees

March 1, 2010 (2 months out)

- Writing Committees Finalize and Submit Proposals to Coordinators

March 14, 2010: (2 months out)

- Final Writing Committee Documents (Warrensburg Documents) Forwarded to the University of Central Missouri in Preparation for the Congress

April 1, 2010: (1 month out)

- All Working Documents for the Congress Posted to State Delegation Chairperson(s)

May, 2010:

- Schedule of On-site Activities in Warrensburg to be Determined

II. INTRODUCTION AND BACKGROUND

The 2005 National Congress on School Transportation was the latest in a series beginning in 1939 and continuing in 1945, 1948, 1951, 1954, 1959, 1964, 1970, 1980, 1985, 1990, 1995, 2000 and 2005. All congresses (referred to as “conferences” before 2005) have been made up of official representatives of state departments of education, public safety, motor vehicles, and police or other state agencies having state-wide responsibilities for the administration of student transportation; local school district personnel; contract operators; advisors from industry; and representatives from other interested professional organizations and groups. Each conference has resulted in one or more publications that contain the recommendations of that particular conference.

The recommendation of specifications and procedures for school buses and their operation has been a major purpose of all conferences. The 1939 Conference was called for this sole purpose and formulated a set of recommended standards for school buses of 20 or more passengers. The 1945 Conference revised the 1939 recommendations and added standards for small vehicles of 10 to 18 passengers. Both standards were further revised by the 1948 Conference. There were additional revisions in 1959, and the 1964 Conference added standards for school buses to be used in transporting students with disabilities. In addition to revising standards for larger vehicles, the 1970 Conference refined the standards for school buses designed to transport fewer than 24 passengers.

Other major issues in student transportation have received attention at these national conferences. On several occasions, recommendations concerned primarily with overtaking and passing of school buses were transmitted to the National Committee on Uniform Traffic Laws and Ordinances for consideration in connection with revisions of the Uniform Vehicle Code. The 1948 Conference made recommendations on uniform records and reports for student transportation. The major purpose of the 1948 Conference was the formulation of recommendations related to standards and training programs for school bus drivers. These recommendations were revised by the 1959 Conference, and a new publication on the topic was issued. The 1954 Conference gave considerable time to the discussion of the extended use of school buses in the school program. The 1970 Conference also adopted standards for school bus operation (issued in a separate report).

The 1980 Conference updated the standards for school bus chassis and bodies, rewrote the complete standards for the specially equipped school bus, and included definitions for Types A, B, C and D buses. One of the major tasks of the 1980 Conference was to revise the standards to remove any conflicts with superseding federal regulations, many of which were mandated by sections of the Motor Vehicle and School Bus Safety Amendments of 1974 (Public Law 93-492).

The 1985 Conference updated the standards for school bus chassis, bodies, special education and operations procedures. A major project was completed in the adoption of a uniform school bus accident reporting form. This form was designed to standardize school bus accident data reporting throughout the school transportation industry. Major issues such as safety inside the

vehicle, loading and unloading, emergency procedures and special education were discussed with appropriate resolutions passed for future research and implementation.

The 1990 Conference removed the word minimum from the title of the conference publication. The format of the conference publication was reorganized into two parts, Standards for School Buses and Standards for Operations. All sub-parts, such as accident reporting and special education transportation, were incorporated into the section on the school bus or the section on operations.

A major change was incorporated into the procedures for the 1990 Conference. Any mandatory standard could be recommended for a special vote for forwarding action to the appropriate federal agency with a request for rulemaking. This rulemaking request would be an attempt to have the standard adopted at the conference become a federally mandated requirement. For this forwarding action to be approved, any such item had to receive two-thirds affirmative vote. The delegation approved forwarding action on standards for mirrors, emergency exits, accident reporting and special education transportation. This procedural change was carried forward for the 1995 Conference.

The 1995 Conference was the first to begin to address the expanded role of student transportation as prescribed in the revised Highway Safety Program Guideline #17 - Pupil Transportation Safety. The revised guidelines became effective May 29, 1991, and this was the first conference convened since its adoption. Transportation of pre-kindergarten age students, including infants and toddlers, was addressed for the first time. A comprehensive section dealing with the use of alternative fuels in school bus operations was discussed and included in the publication. A new section, Terms and Definitions, was added to the appendices to promote consistency throughout the industry and consolidate into one resource the acronyms, abbreviations and standard terms used in the industry. It provided easy access to definitions of terms used or referenced within the document.

The 2000 Conference included significant discussion of the purpose and intended use of the document, which had been known in previous conferences as the "National Standards for School Transportation." Leading up to the 2000 Conference, arguments were made for retention in the title of the term Standards or adoption of the new term Guidelines. These deliberations were an attempt to accurately describe the document to state and local transportation providers, industry suppliers, governmental oversight agencies, representatives of the legal profession and other users. The new title approved by the delegates was the "National School Transportation Specifications and Procedures." A significant majority of the delegates believed that title described the actual contents and intended use of the document more precisely. The Introduction was expanded to explain clearly that the National School Transportation Specifications and Procedures comprises recommendations of the delegates to the states and other potential users of the document. It also clarified that these entities may choose, under their respective regulatory authorities, to adopt all or part of the specifications and procedures into laws or regulations.

Other significant changes or additions adopted by the 2000 Conference delegates included: a new side intrusion test for school bus bodies; a strong recommendation to states to require the use of school buses or buses having equivalent crash protection for all student transportation;

reorganization of the operations sections into a more user-friendly format; sanctioning of the recent federal guidelines for seating of pre-school age students; conformance of the procedures for transportation of students with disabilities with updated federal regulations; and, a new section on school bus inspection.

In 2005 the delegates changed the name of the conference to the National Congress on School Transportation to describe more accurately the longstanding nature of the proceedings, involving deliberation and decision-making following parliamentary procedure. Significant changes or additions adopted by the 2005 Congress delegates included: a request to the School Bus Manufacturers Technical Council (SBMTC) to develop specifications for the fire-blocking performance of school bus chassis firewalls; clarification of the allowance for either black or yellow trim coloration on school bus bodies; augmentation of the recently updated Federal Motor Vehicle Safety Standard 217 emergency exit requirements to include additional roof hatches; accommodation of the new Multifunction School Activity Bus sub-category of school buses; a recommendation to require “high-back” passenger seats in all large school buses as a further improvement to school bus passenger crash protection; a recommendation to require noise canceling switches for use by school bus operators during railroad crossings; a recommendation, based on research findings, to prohibit the installation of two-point lap belts in large school buses, except to secure child safety restraint systems; elimination of requirements that were duplicative of recent federal and Society of Automotive Engineers (SAE) standards for specially equipped school buses; new operational procedures calling for reduced school bus engine idling, use of two-way communications systems, and required post-trip checks of buses by drivers for unattended children; addition of new sections on School Transportation Security and School Activity Transportation; and, updating of the sections on Transportation for Students with Disabilities and Special Health Care Needs, and Infants, Toddlers, and Pre-school Children to conform to recent federal reauthorizations.

With the enactment in 1966 of the National Traffic and Motor Vehicle Safety Act, the federal government was given responsibility for developing and promulgating motor vehicle safety standards for motor vehicles sold in the United States. These Federal Motor Vehicle Safety Standards (FMVSS) are continually evaluated and revised, as needed. Such standards in their present form, or as subsequently amended, will void any action taken during the 2005 Congress wherever there is a conflict. Whenever specifications and procedures adopted by the 2005 Congress go beyond, or are in addition to the FMVSS, they remain valid.

The structure for the 2005 Congress and its operating guidelines were carried out by the Steering Committee. Funding for the congress was shared solely by each individual participant of the Steering Committee, the writing committees and all delegates at the congress.

III. OBJECTIVES AND GUIDING PRINCIPLES

Certain objectives and guiding principles have a vital role in the development of the specifications for school buses and procedures for their operation. These objectives and guiding principles have been reaffirmed and emphasized at the National Congresses (formerly

Conferences) since 1939. The major objectives, safety, security and efficiency, along with the guiding principles stated herein, have served as guideposts for making decisions regarding the specifications and procedures and in arriving at sound and common agreement.

Adequate state and federal regulations governing school bus specifications and operation provide the key ingredients for the safe, secure and efficient transportation of students. Safety and security include all factors relating to school bus equipment, performance specifications and operational procedures that may directly or indirectly affect the safety, security and welfare of students transported. Efficiency includes the management of specifications, procurement and maintenance of school buses, the operational practices and procedures of staff consistent with the safety and welfare of students and the effective use of financial resources.

GUIDING PRINCIPLES

A. Federal standards and state specifications for school buses and procedures for their operation should:

1. Be consistent with the objectives of safety, security and efficiency;
2. Ensure the construction and use of safe buses;
3. Reduce conflicting specifications and procedures among states, wherever possible; and
4. Specify exact dimensions, where necessary, to increase the quality and efficiency of manufacture.

B. Any adaptation of these national specifications and procedures should be made by states only in order to adjust to local needs and only when such adaptations do not:

1. Conflict with Federal Motor Vehicle Safety Standards (FMVSS);
2. Conflict with the National Highway Traffic Safety Administration's Highway Safety Guideline #17 - Pupil Transportation Safety; and
3. Unduly increase operation or production costs.

C. State specifications for school buses and operational procedures should:

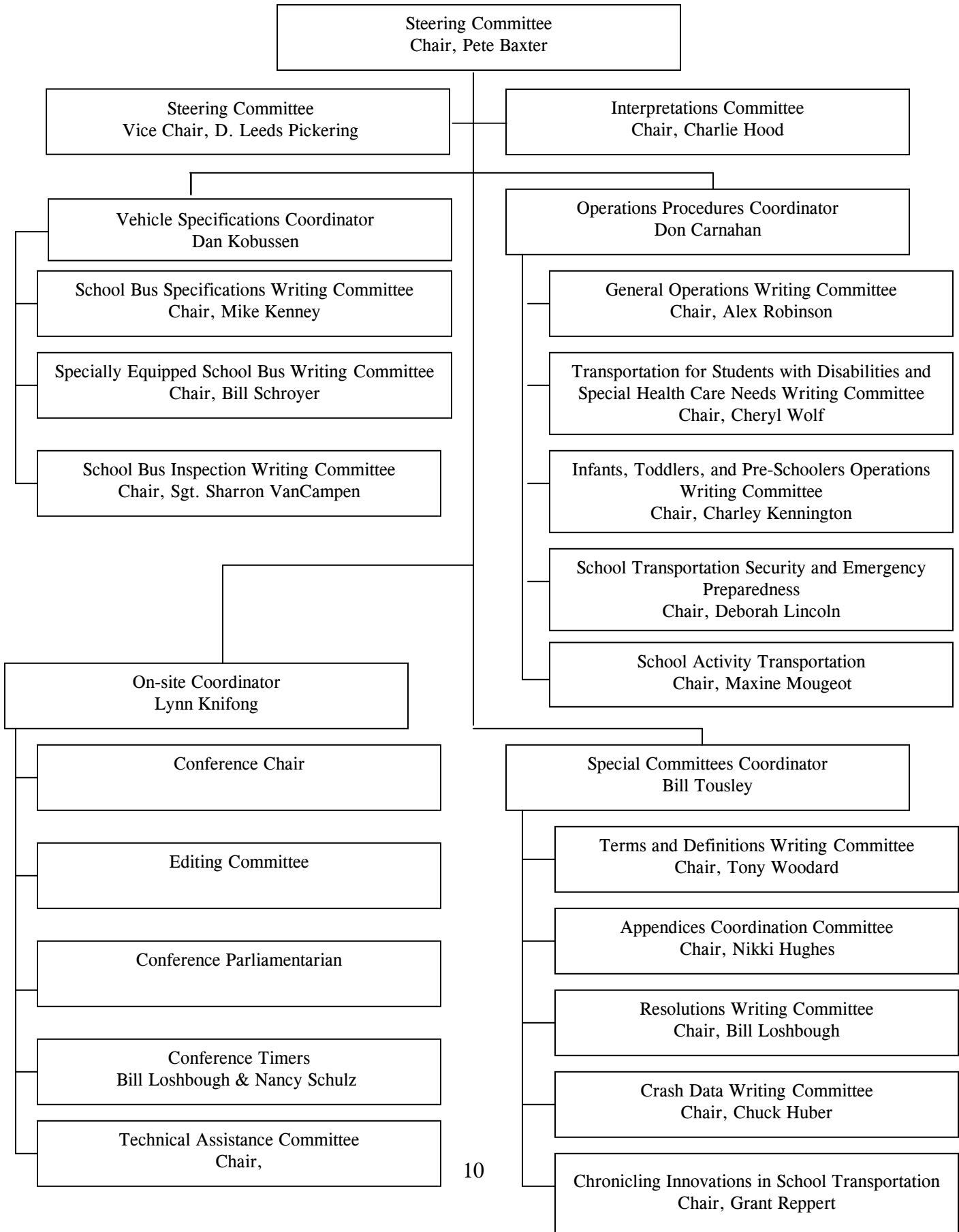
1. Be written in terms of the performance desired, thus assuring that the resulting state regulations are enforceable.
2. Be periodically reviewed and revised.
3. Allow for state approval of the use of new inventions and improvements that are consistent with safety and efficiency.

4. Provide for a degree of flexibility (consistent with safety and efficiency) to accommodate the various manufacturers.

5. Recognize that the actual design of school buses is a responsibility of the manufacturers.

D. The current National School Transportation Specifications and Procedures are considered as recommendations to the states. **Revisions of the specifications and procedures are made only when evidence indicates that such revisions are needed.**

IV. ORGANIZATIONAL CHART



V. COMMITTEE QUALIFICATIONS

The success of the National Congress on School Transportation and the validity of the work provided by the writing and special committees is directly related to the ability of the individuals selected to complete the assigned tasks. The selection of qualified individuals to carry out these tasks is of paramount importance. Therefore, the criteria in the following sections have been developed to assist in selecting qualified individuals to serve as committee representatives.

VI. INTERIM/STEERING COMMITTEE/CONGRESS CHAIRPERSON QUALIFICATIONS, SELECTION, DUTIES AND RESPONSIBILITIES

A. Interim/Steering Committee Governance Structure

1. The Interim/Steering Committee is comprised of representatives of the following organizations:
 - The National Association of State Directors of Pupil Transportation Services (4 members).
 - The National Association for Pupil Transportation (2 members).
 - The National School Transportation Association (2 members).
 - School Bus Manufacturers Technical Council (2 members).
 - The School Transportation Section, National Safety Council (2 members).
 - University of Central Missouri (1 member).
2. It is the responsibility of each sponsoring organization to designate their representative(s) to the committee(s). Each member shall serve without term until replaced by their respective organizations.
3. The Steering Committee shall remain active until the close of the congress at which time the Steering Committee shall become the Interim Committee.

B. Interim/Steering Committee General Qualifications Criteria

1. Leadership

- a. Committee candidates shall possess strong abilities to get people with divergent views and interests to work together cooperatively toward a common goal.
- b. Candidates should have a broad perspective of the school transportation industry so that the interest of all parties is given fair consideration.

- c. Candidates shall have the ability to work for the benefit of all providers engaged in the transportation of school students and refrain from self-serving positions on proposed ideas and solutions to issues.
- d. The candidate should have a good understanding of the policy and organizational implications regarding the decisions made by the committee.

2. Vision

- a. Candidates should have foresight and demonstrate the ability to “look forward” and anticipate needed change and obtain “acceptance” to the vision.
- b. Candidates should not hold to past practices just because it has always been done that way.
- c. Candidates should have demonstrated competency to implement change that will make improvements based on concept implementations and not “change just for the sake of change.” These individuals shall have the ability to develop objective rationale and justification for necessary changes that will be convincing to others.

3. Initiative

Candidates should be self-starters and motivators with enthusiasm for positive change.

4. Resources

- a. Candidates shall have sufficient staff resources and administrative support to accomplish the tasks of their committee responsibilities.
- b. Service on the Interim/Steering Committee may require a significant amount of time to accomplish the work of the committee. The following should be explored in depth:
 - Extent of financial support from employer
 - Ability to attend the National Congress (up to 7 days)
 - Ability to attend committee meetings throughout the year
 - Extent of family support due to time commitment (min. 5 years)

5. Follow-through

The candidate should demonstrate a history of follow-through with successful completion of project assignments and commitments in a timely manner.

6. Duties and Responsibilities of the Interim/Steering Committee Members

- a. Serve as committee representative for his/her respective organization.

- b. Attend all mandatory committee meetings and other meetings as directed by the Committee Chairperson.
- c. Develop and present written reports as directed by the Committee Chairperson.
- d. Attend the National Congress on School Transportation and perform such duties as directed by the Committee Chairperson.
- e. Report as required the activities of the committee to their respective organizations.
- f. As appointed and directed by the Steering Committee, serve as Coordinators overseeing the major writing areas and writing committees for the NCST document. These Coordinator positions shall consist of the following:
 - (1) Vice-Chair
 - (2) Vehicle Specifications Coordinator
 - (3) Operations Procedures Coordinator
 - (4) Special Committees Coordinator
 - (5) On-site Coordinator

C. Steering Committee Chairperson Qualifications and Selection Process

- 1. In addition to the qualifications outlined above, the Chairperson of the National Congress shall be a general member of the National Association of State Directors of Pupil Transportation Services.
- 2. Approximately four years prior to the National Congress on School Transportation the National Association of State Directors of Pupil Transportation Services shall nominate the Chairperson of the National Congress.
- 3. The Chairperson shall be confirmed within two months of the nomination by the majority of the active voting members of the Interim/Steering Committee by a mail ballot vote. The confirmation balloting shall be administered by the Administrative Director of NASDPTS.

D. Duties and Responsibilities of the Chairperson

- 1. Organize and direct the proceedings of the National Congress on School Transportation.
- 2. Plan and preside at all Interim/Steering Committee meetings.
- 3. Appoint and be responsible for committees and notifying committee chairs of the respective responsibilities.
- 4. Assist in preparing the budget for the National Congress for review and approval by the Steering Committee.
- 5. Forward and track all resolutions approved by the congress delegates requiring action by

the Interim/Steering Committee.

6. Upon appointment and confirmation the Chairperson shall appoint the Interim/Steering Committee representatives from the State Director's Association and contact the appropriate organizations and agencies requesting their selection to the National Congress Interim/Steering Committee.

VII. WRITING COMMITTEES

A. Selection Process

1. The **Vehicle Specifications Writing Committees** are comprised of at least the following, under the general direction of the Vehicle Specifications Coordinator:
 - a. The **School Bus Specifications Chairperson** is responsible for all content in the Congress publication related to the school bus body, chassis, and related equipment. This individual is selected by the Steering Committee, with input from the Vehicle Specifications Coordinator.
 - b. The **Specially Equipped School Bus Chairperson** is responsible for all content in the Congress publication related to the special needs bus and related equipment. This individual is selected by the Steering Committee with input from the Vehicle Specifications Coordinator.
 - c. The **School Bus Inspection Chairperson** is responsible for all content in the Congress publication related to the school bus inspections. This individual is selected by the Steering Committee with input from the Vehicle Specifications Coordinator.
 - d. The **School Bus Writing Committees** are comprised of individuals who are responsible for the content of selected parts of the School Bus sections of the Congress publication. These individuals are selected by the School Bus Writing Committee Chairs.
2. The **School Bus Operations Writing Committees** are comprised of at least the following, under the general direction of the Operations Procedures Coordinator:
 - a. The **General Operations Writing Committee Chairperson** is responsible for all content in the Congress publication related to general school bus operations. This individual is selected by the Steering Committee with input from the Operations Procedures Coordinator.
 - b. The **Infants, Toddlers, and Pre-schoolers Operations Writing Committee Chairperson** is responsible for all content in the Congress publication related to transportation operations for infants, toddlers, and pre-schoolers. This individual is selected by the Steering Committee with input from the Operations Procedures

Coordinator.

- c. The **Transportation for Students with Disabilities and Special Health Care Needs Writing Committee Chairperson** is responsible for all content in the Congress publication related to transportation operations for special needs students. This individual is selected by the Steering Committee with input from the Operations Procedures Coordinator.
 - d. The **School Transportation Security & Emergency Preparedness Chairperson** is responsible for all content in the Congress publication related security and emergency preparedness. This individual is selected by the Steering Committee with input from the Operations Procedures Coordinator.
 - e. The **School Activity Transportation Chairperson** is responsible for all content in the Congress publication related to activity travel. This individual is selected by the Steering Committee with input from the Operations Procedures Coordinator.
 - f. The **Operations Writing Committee members** are comprised of individuals who are responsible for the content of selected parts of the Operations sections of the Congress publication. These individuals are selected by the Operations Writing Committee Chairs.
3. **Special committees** are necessary to the development of national specifications and procedures and are comprised of individuals who are responsible for the content of selected parts of the Special topics sections of the Congress publication. Research and development activity not specific to the school bus vehicle or operations may fall under the special committees category. The Special Committee Chairpersons are responsible for all content in the Congress publication related to their writing committees, and are selected by the Steering Committee with input from the Special Committees Coordinator. Committee members are selected by the Special Writing Committee Chairs. These committees include at least the following, under the general direction of the Special Committees Coordinator:
- a. **Crash Data**
 - b. **Appendices**
 - c. **Terms and Definitions**
 - d. **Resolutions**
 - e. **Chronicling Innovations in School Transportation Chairperson**
4. The Steering Committee may establish other committees as required to address other identified problem areas and prepare solutions.
5. To the extent possible, the individuals selected to serve as chairs of committees and to serve as members on writing committees shall be from all geographic areas and shall be representative of the sponsoring organizations from both the public and the private sectors.

B. Qualifications Criteria

1. Leadership

- a. Committee candidates should possess strong abilities to get people with divergent views and interests to work together cooperatively toward a common goal.
- b. Candidates should have a broad perspective of the school transportation industry so that the interest of all parties is given fair consideration.
- c. Candidates should have the ability to work for the benefit of the committee and refrain from self-serving positions on proposed ideas and solutions to issues.
- d. Candidates should have a good working knowledge about their respective sections of the publication.
- e. Candidates should demonstrate the ability to work with people and have a good understanding of consensus building when working with several individuals who have differing opinions on the same subject.

2. Vision

- a. Candidates should have foresight and demonstrate the ability to "look forward" and anticipate needed change and obtain "acceptance" to the vision.
- b. Candidates should not hold to past practices just because it has always been done that way.
- c. Candidate should have demonstrated competency to implement change that will make improvements based upon concept implementation and not "change just for the sake of change." These persons shall have the ability to develop rationale and justification for necessary changes that will be convincing to others.

3. Initiative

- a. Candidates should be self-starters and motivators with enthusiasm for positive change.
- b. Candidates shall be able to write well enough to communicate their ideas and be willing to take constructive criticism of their written work as it is being edited.

4. Resources

- a. Candidates shall have sufficient staff resources and administrative support to accomplish the tasks of their committee responsibilities.

b. Service on the Writing Committees may require a significant amount of time to accomplish the work of the committee. The following should be explored in depth:

- Extent of financial support from employer,
- Ability to attend the National Congress if also selected to serve on a State Delegation, (7 days) and
- Ability to attend committee meetings if they are deemed necessary to carry out the duties of the committee.

5. Follow-through

The candidate should demonstrate a history of follow-through with successful completion of projects, assignments and commitments in a timely manner.

6. Editing and Proofreading

In addition to the qualifications above, the Chairperson of each committee shall ensure that at least one member of the committee or a designee possesses strong writing and editing skills and that this person is appointed to perform editing and proofreading of all documents produced by the committee.

C. Duties and Responsibilities of Writing Committee Members

1. Serve as committee member at the discretion of the Committee Chairperson.
2. Attend all committee meetings as directed by the Committee Chairperson.
3. Develop and present written reports as directed by the Committee Chairperson.
4. Attend the National Congress, if necessary, and perform such duties as directed by the Committee Chairperson.

D. See Appendix A for additional requirements and procedures to be followed by writing committees.

VIII. STATE DELEGATIONS

A. Delegation Chairperson Selection

The selection of the chairperson for each state delegation shall be made by the chief state school officer (CSSO), except that when the educational agency is not involved in the state's pupil transportation program, the selection may be made by the Chief Executive Officer (CEO) of the state agency in which the designated or acting state director of pupil transportation is employed. In the event that the CSSO or the CEO fails to or chooses not to appoint a chairperson for the state delegation, the Chair of the Steering Committee shall solicit appointment of a delegation by the president(s) of the state's professional student transportation association(s) as identified by the Steering Committee.

B. Delegate Selection

The state delegation shall be selected by the chairperson and approved by the chief state school officer, appropriate state agency chief executive officer, or by the president(s) of the student transportation association(s), as described above. State delegations should be comprised of individuals that represent the fullest possible range of school transportation interests. For example, a delegate from each state agency directly involved in the state's pupil transportation program should be considered. Public and private sector professional organization representatives should also be considered as state delegates. Delegation expertise should encompass body and chassis equipment specifications, and all aspects of both regular and special education operational procedures. All qualified state delegates should be selected at least 10 months prior to the National Congress. All state delegates shall be employed in the state they represent. Exceptions shall be approved by the Congress chair.

C. Delegates

Each state delegation is limited to a maximum of seven (7) delegates and entitled to one (1) vote on the congress floor. Each state should have a list of qualified alternates in the event an approved delegate is unable to participate in the congress. Only seven (7) delegates from each state shall be on the congress floor at any time.

D. Consultants/Technical Advisors

Individuals selected to serve on committees (writing committees and/or Steering Committee), that are not selected as a state delegate, may attend the congress as non-voting representatives. Manufacturers may attend the congress to provide technical assistance; however, manufacturers or representatives of school bus body, chassis, and/or component suppliers shall not be voting delegates of a state.

IX. REVISIONS AND ADDITIONS FOR CONSIDERATION BY THE CONGRESS

A. Public Proposals for Revisions and Additions

1. Any person may submit proposed revisions or additions to items published in the latest edition of the National School Transportation Specification and Procedures in accordance with the following procedures. Proposals shall be submitted to the Steering Committee Chair, the appropriate Coordinator, or the appropriate Writing Committee Chair. All proposed revisions or additions received by the Steering Committee Chair or the Coordinators will be promptly forwarded to the appropriate Writing Committee Chair.
2. All revisions or additions shall be submitted in the format and layout specified in Appendix A. All proposed revisions or additions shall be submitted, as prescribed, on or before the deadline specified in the Schedule of Activities contained in Section I herein. This will allow writing committees the opportunity to adequately research and review the proposals and prepare recommendations for review by state delegations by the prescribed timelines.

B. Proposals from State Delegations, NASDPTS Supplier Council, or Steering Committee

1. The chairperson of the state delegation, the chairperson of the NASDPTS Suppliers Council, or any member of the Steering Committee may submit proposed revisions or additions to the recommendations of each writing or special committee. All proposed changes to the recommendations of the writing or special committees shall be submitted to the appropriate Coordinator on or before the deadline specified in the Schedule of Activities, contained in Section I herein.
2. Writing or special committee chairpersons shall include in the final writing committee document each rejected proposal along with their rationale for the rejection. Also see Appendix A for additional requirements and procedures.

X. CONGRESS GENERAL OPERATING PROCEDURES

A. General information

1. Robert's Rules of Order (latest edition) shall be the congress guide for all General Sessions.
2. All material presented by writing committees for delegate acceptance shall be presented by specific committee chairpersons who shall be supported by the vice-chairperson and/or other individuals specifically selected by the chairperson as needed.
3. All writing committee reports shall be presented and deliberated by the delegates.
4. The committee chairperson, who presents material, shall move the acceptance of only the proposed revised content, either by section, chapter, paragraph, line, or word.

5. Substantive amendments shall be presented in compliance with the form provided by the Technical Assistance Committee.

B. Discussion

1. Each delegate may speak one time for a maximum of three minutes from a floor microphone.
2. All discussion on the specific topic or issue shall be limited to fifteen minutes.
3. Delegates who have previously spoken on an issue shall not be recognized until all others desiring to speak have had their turn.

C. Voting

1. All voting shall be conducted by the Congress Chairperson.
2. Each delegation shall have one vote (by State).
3. Approval of an issue shall be given when the vote of the delegates reaches one vote over 50 percent of those voting delegates on the floor of the Congress session. In case of a tie, the Congress Chairperson shall cast the deciding vote.

D. Specific Problems

1. Arbitration of problems which committees and/or delegates have been unable to resolve shall be handled by the appointment of a special committee by the chairperson reporting on the committee materials.
2. These special committees shall each consist of a chairperson and a recorder with a total number adding to an uneven figure so that a tie vote cannot develop as issues are resolved.
3. This group shall meet in special session, resolve the issue and report back to the Congress.
4. All committees with similar problems shall have the same method of resolving differences on issues available to them.

E. Technical Assistance Committee

1. The purpose of the Technical Assistance Committee (TAC) is to provide technical assistance to questions raised by the delegates during the proceedings of the congress. The committee shall be introduced to the congress delegates at the opening of the congress and shall consist of at least five members and a chairperson voting only in case of a tie. Three TAC members representing industry manufacturers and suppliers shall be

recommended by the School Bus Manufacturers Technical Council (SBMTC) with the approval of the Steering Committee. At least two members shall have operational experience.

2. The Congress Chairperson may recognize a request only when it is made by the committee person making the presentation, by the chairperson of a state delegation, the designee of a state chairperson, or when the Congress Chairperson wishes clarification. The Congress Chairperson shall ensure that committee responses relate only to the item being addressed.
3. The TAC chairperson may permit more than one TAC member or other technical person(s) to respond to an item being addressed by the committee and ensure that the committee responses relate only to the item being addressed.

F. Qualifying a Congress Action for Federal Consideration

1. Any congress action qualifying for federal agency consideration shall contain mandatory, rather than discretionary requirements.
2. Only a state delegation may move for acceptance of a qualifying congress action for recommendations to the appropriate federal agency. The action shall be proposed during the appropriate writing committee presentation unless a waiver is granted by the onsite congress chairperson.
3. A congress action must receive a two-thirds vote of the delegates to qualify for forwarding action.

XI. FORWARDING AND TRACKING PROCEDURES

The National Congress Interim or Steering Committee shall be responsible for forwarding and tracking all approved congress actions and resolutions and report annually the status of each action and resolution at the annual conference of the National Association of State Directors of Pupil Transportation Services.

At the call of the chairperson, the Interim or Steering Committee shall meet as necessary, but no less than once annually. Expenses for members serving on the committee shall be provided by either their sponsoring association, employer, themselves or any combination of the three.

XII. INTERPRETATIONS COMMITTEE

A. Governance Structure

1. The Interpretations Committee shall be comprised of at least five members as follows:

- a. The committee chairperson shall be a general member of the National Association of State Directors of Pupil Transportation Services and a member of the Steering Committee.
 - b. The vice-chairperson may be any school transportation industry member.
 - c. The remaining members should have expertise in legal, operational, equipment and technical aspects of the school transportation industry.
2. The committee members should have a good understanding of the policy implications regarding the decisions made by the committee.

B. Resources

1. Committee members shall have sufficient staff resources and administrative support to accomplish the tasks of their committee responsibilities.
2. Service on the Interpretations Committee may require a significant amount of time to accomplish the work of the committee. The following should be explored in depth:
 - Extent of financial support from employer
 - Ability to attend the National Conference (up to 5 days)

C. Follow-through

The committee members should demonstrate a history of follow-through with successful completion of project assignments and commitments in a timely manner.

D. Procedures for Requesting an Interpretation

The following criteria describe the procedure to follow when requesting clarification or interpretation of a specification or procedure listed in the latest edition of the NCST publication:

1. The request shall be submitted in typed format to the Chairperson of the National Conference Steering/Interim Committee and/or Chairperson of the Interpretations Committee.
2. Requests for interpretation shall reference the page and item number of the item in question and shall be accompanied by rationale for submitting the request. The request shall be for the clarification of a paragraph, sentence, or word contained in the official publication.
3. A request for interpretation involving the waiving, deletion or modification of an adopted item shall be rejected for interpretation by the committee and referred to the full Steering Committee for appropriate action. The steering committee has the right to reject the request or defer it until the next NCST meets.

4. The inability or unwillingness of a manufacturer, governmental agency, school corporation or school bus contractor to comply with a recommendation adopted and published in the official publication does not, in and of itself, constitute grounds for interpretation by the committee.

E. Interpretation Response

1. Once a request for interpretation request has been authenticated, the chairperson of the committee shall forward a copy of the request and all supporting information to all members of the Interpretations Committee, the chairperson of the Steering Committee, and when possible, the chairperson of the appropriate writing committee.
2. The chairperson of the Interpretations Committee shall confer with all committee members involved in the interpretation and prepare a response within 30 days of receiving the request for interpretation. If the response is not completed within 30 days the chairperson of the Steering Committee shall be notified.
3. After the Interpretation Committee comes to agreement on the interpretation, ~~they~~ the Interpretation Committee chair will forward their recommendation to the Steering Committee. At this point the Steering Committee will reject the recommendation, defer it until the next NCST meets or accept it and forward it for publication and inclusion in the document.

XIII. INTERIM AMENDMENTS TO THE NSTSP DOCUMENT

A. Procedure for Requesting an Amendment

1. A request to add a section to the document (other than an interpretation) shall be submitted to the Steering Committee through a state delegation chairman, NCST sponsoring organization or a Supplier Council member. The Steering Committee shall decide whether the action requested is an administrative action or a request for a substantive change. The request must describe the item(s) to be added, including the specific page number and paragraph reference if addressed in the current NSTSP. The rationale must describe how the item(s) will improve safety, security and/or efficiency of school transportation. All requests shall include appropriate rationale, cost benefit analysis and risk assessment.
2. If it is an administrative change, the Steering Committee will act on it and will either reject the request, defer it until the next NCST or accept it.
3. If the Steering Committee accepts the request, it will be sent to the appropriate writing/special committee for review. After meeting to discuss the request, the writing/special committee will forward a recommendation to the Steering Committee. The Steering Committee shall review the writing/special committee recommendations and may submit proposed revisions or additions to the appropriate writing/special committee for consideration. Upon completion of the writing/special committee review

the Steering Committee shall forward the writing/special committee recommendations to the State Delegations for a 30 day comment period or defer the recommendations to the next National Conference on School Transportation (NCST). After all State Delegations' comments are received by the comment deadline the Steering Committee shall return the original request and delegation comments received to the writing/special committee for final draft.

4. The Steering Committee will receive and review the final draft and send it out to the state delegations for a 30 day voting period.
5. At the conclusion of the voting period, the final draft will either be rejected by the delegations or accepted and published by the Steering Committee.

B. Publication of Interpretations and Amendments

Once an interpretation or amendment has been finalized and approved by the Steering Committee, the chairperson of the Steering Committee, or designee, shall notify the following:

- The Steering Committee
- The originator of the interpretation or amendment
- The appropriate Federal Agency (ies)
- National Transportation Safety Board (NTSB) if relevant to an open recommendation
- National Association of State Directors for Pupil Transportation Services (NASDPTS)
- National Association for Pupil Transportation (NAPT)
- National School Transportation Association (NSTA)
- National School Boards Association (NSBA)
- National Safety Council (NSC)
- University of Central Missouri (UCM)
- School Bus Manufacturers Technical Council (SBMTC)
- School Transportation News (STN)
- School Bus Fleet Magazine (SBFM)
- Federal News Service (FNS)

Such notification may be provided by direct contact with the above entities or by announcement in trade publications and posting of the interpretation or amendment to the NCST website.

APPENDIX A

Instructions to Writing Committees

Purpose of Procedure

The purpose of this procedure is to provide writing committee chairpersons and members with more specific guidance in researching proposed revisions and recommending changes to the NCST document. The procedure will also help ensure uniformity in the scope of the document. It will also provide standardization of the electronic and writing format to be followed and ensure that delegates and persons submitting proposed revisions are notified in writing of the status of their recommendations and the rationale for any changes made by the writing committee.

Rationale for Procedure

Past congresses demonstrated a need for improvement in several areas of the writing committees' procedures. These included, among others, the documentation of requests received, especially their disposition and communication of same to all parties, the efficacy and uniformity of the word processing format used, and variations in the perceived scope and purpose of the document by various committees. The procedures below will provide writing committees with needed guidance and specificity on these issues.

Procedure

Persons serving on writing committees shall possess expertise in the subject matter of the particular writing committee. Persons serving shall also have a commitment of available resources from their employers or sponsoring organizations (time, money for travel, communications resources) sufficient to meet the schedule and scope of work of the committee. Most committees should plan to meet twice per year, in association with the two major national school transportation conferences (July and November). Qualifications to serve should be submitted to committee chairs to assist them in appointing their committees.

Writing committee chairpersons shall provide prompt, complete contact information for their committee membership to the Steering Committee and their Coordinator, including regular updates regarding any changes in committee membership.

The guiding philosophy in reviewing the specifications and procedures for proposed revisions shall be as follows:

- Revisions shall not re-state the provisions of existing Federal regulations, including Federal Motor Vehicle Safety Standards (FMVSS), Federal Motor Carrier Safety Regulations (FMCSRs), Omnibus Transportation Employees Testing Act of 1991 (OTETA) and others that may apply.
- Specifications and procedures shall, to the extent practical, meet the needs of all 50

states, unless specific exceptions are noted for particular regions due to extremes in climate or other factors.

- Generally, an item shall be recommended for retention or revision only when it specifies an equipment specification or operational procedure that is recommended as an industry norm or baseline procedure. Some flexibility may be exercised in recommending items or procedures that would constitute acceptable practice, but that may not be universally recognized as standard industry practice.

Terms used in revisions shall be defined as follows:

1. **SHALL** - a mandatory condition. Where certain school bus designs, equipment, or operations are described with the "shall" stipulation, it is mandatory that all school buses and all school bus operations meet those requirements as written.

Note: The word "shall" is also used when referring to items that are already adopted into federal laws, standards, or regulations.

2. **SHOULD** - an advisory condition. Where certain school bus designs, equipment, or operations are described with the word "should," such items are considered to be advisable usage. In other words, the item is recommended, but not mandatory for all school buses or all school bus operations.

3. **MAY** - a permissive condition. Where certain school bus designs, equipment, or operations are described with the word "may," such items are considered for possible usage. However, there is no intent that the item be required for all school buses or all school bus operations.

Equipment and service vendors and suppliers are encouraged to serve on writing committees as non-voting, technical advisors.

Every proposal for revision shall be submitted in writing to the writing committee and shall include the specific wording of the proposed revision and the objective, i.e., how will the proposal improve safety, efficiency, and/or economy? The proposal shall include the requester's complete contact information, including name, affiliation, address telephone and fax, and e-mail address. A sample Request for Changes form is included in this Appendix.

Every proposal received meeting the above requirements shall be considered and researched by the writing committee. The writing committee shall keep a log of all requests received, to include a summary of the request, its current status, and the name and affiliation of the requester. Items originating from within the writing committee do not need to be "logged in." A sample Revision Items Log form is included as part of this Appendix.

The Estimated Fiscal Impact Statement (EFIS, pending) shall be included for all proposed revisions.

Revisions are to be submitted in the prescribed electronic format and layout. For 2010 the prescribed format is Microsoft Word, 8 ½” X 11”, portrait orientation. Specific information on required fonts will be supplied by the applicable Coordinator to the writing committees. The **layout** shall include, in order: 1) the **Current Wording** of the document (to be provided electronically to each committee); 2) the **Proposed Revisions** (in Microsoft Word “revisions” or “track changes” format; i.e., underline for additions, strike-through for deletions); and, 3) the **Rationale** for the revisions.

It is important that all suggested revisions received from outside sources (including state delegations) be considered fairly and attributed as to their source and disposition. The latter portion of each writing committee’s report shall include a summary of each proposed revision received from outside sources that was modified or rejected, from whom the revision was received, and the rationale for rejection.

A sample of the format and layout, as prescribed above, will be provided to the chair of each writing committee. Coordinators will work with their writing committees on additional questions and issues related to the required format and layout of the writing committees’ reports.

All interpretations issued since 2005 shall be considered and proposed for incorporation into the 2010 revision as is or with modifications by the writing committee. Modifications to issued interpretations shall include the writing committee’s rationale. Resolutions of the 14th NCST shall also be considered by the applicable writing committee(s).

As an informational item, prospective writing committee members should note that legal opinions were received by the NCST Steering Committee members and sponsoring organizations on the subject of the whether volunteers to the congress may incur potential legal liability arising from their actions. The general consensus of these opinions is that volunteers to the congress, acting reasonably and in good faith, are not subject to legal liability. Interested parties may wish to contact the Steering Committee or their employer’s legal counsel for more information on this issue.

APPENDIX B

Request For Interpretation or Amendment

to the

2005 National School Transportation Specifications and Procedures (NSTSP):

Date: _____

To: _____
NCST Steering Committee Chairperson

From: _____
Name/Person

Agency/Company

Address

Telephone and Fax

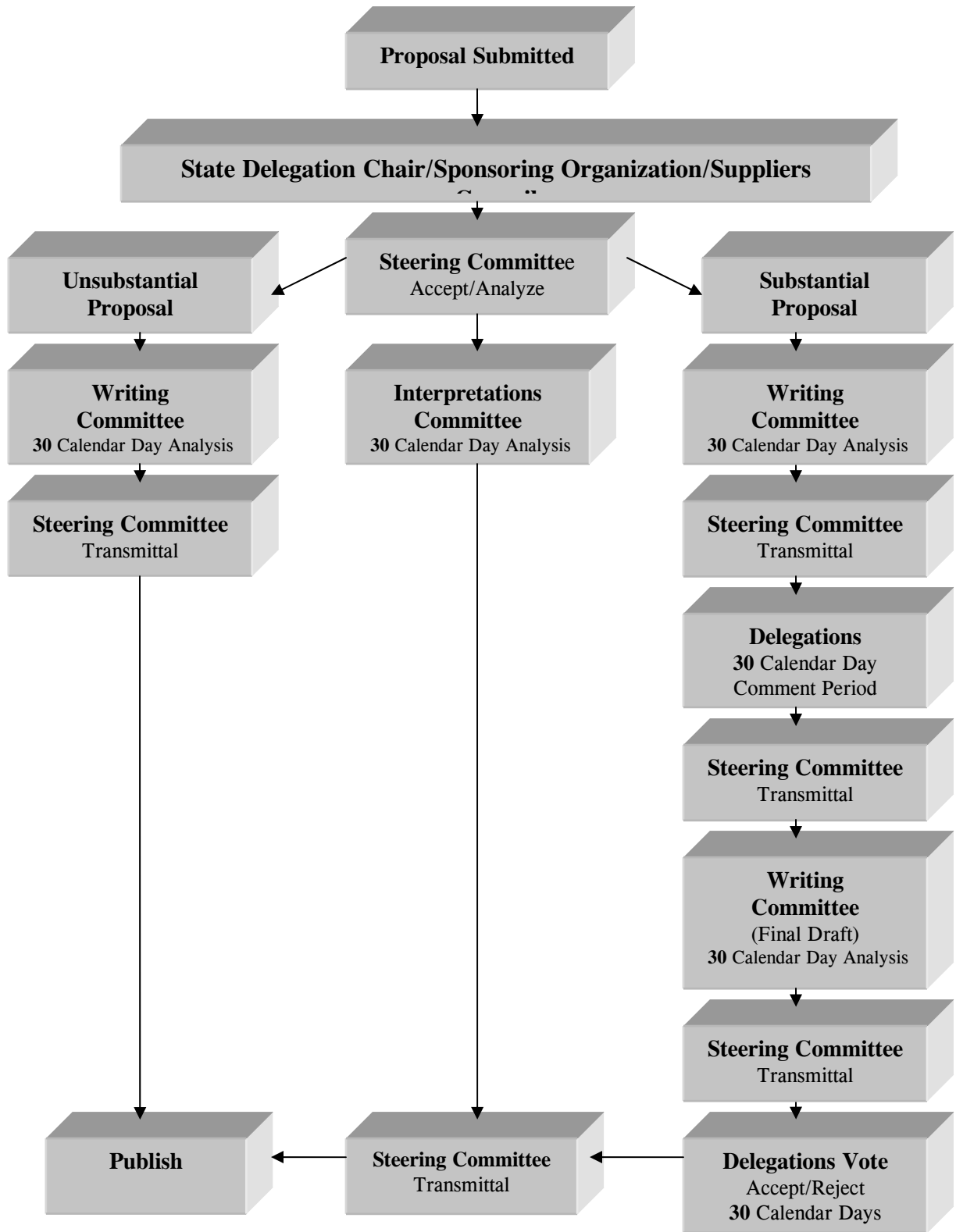
E-mail address (required)

1. **Item:** Describe the item(s) to be reviewed, including specific page number and paragraph reference if addressed in the current **National School Transportation Specification and Procedures**. Additional pages may be attached to this form.

2. **Rationale:** Describe how the item(s) will improve safety, security, health and/or efficiency of school transportation. All requests shall include appropriate rationale, cost benefit analysis and risk assessment. Additional pages may be attached to this form.

APPENDIX C

Interpretation or Amendment Process



APPENDIX E

Policy on Display and Distribution of Materials or Literature at the National Congress on School Transportation

Purpose of Policy

The purpose of this procedure is to ensure the efficient and orderly operation of the congress.

Rationale for Policy

This procedure will clarify for interested parties that the NCST is not a trade show and reduces the need to answer individual questions on this topic.

Policy

- An equipment display (trade show) is not appropriate to the goals of the congress and shall not be planned or permitted.
- In general, distribution of materials unrelated to the congress shall be prohibited on the congress floor.
- All materials for general distribution in the packet of materials that will be supplied to each congress delegate and attendee shall be approved by the Steering Committee.
- All materials for general distribution to congress delegates while they are on the floor of the congress shall be approved by the Steering Committee.
- Display or distribution of products or services, or display or distribution of sales, promotional, technical, or any other literature related to products or services offered by individuals, organizations, or companies, shall be prohibited on the congress floor, unless approved by the Steering Committee.
- If an individual, company, or organization wishes to obtain a list of the delegates to the National Congress on School Transportation for distribution of material pertaining to the NCST a written request, on letterhead, shall be submitted to the Missouri Safety Center, University of Central Missouri.