



## DEPARTMENT OF EDUCATION

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District Transportation Supervisors,

The Delaware Department of Education School Transportation Office has been provided with the following information regarding School Bus Contractor Reimbursement during the COVID-19 closure. Each District Transportation Supervisor will be required to send this letter to their bus contractors.

1. Contracts are guaranteed during the closure with a revisit as we approach May 15<sup>th</sup>. The guarantee does not include fuel and homeless/foster transportation.
2. School bus contractors are required to submit to the District Transportation Supervisors the following items:
  - a. Certification that the funds are (1) used to continue to pay their personnel and (2) that their personnel are going to continue to work during the closure.
  - b. A staffing report at the end of each month, starting from February 28<sup>th</sup> through the end of April, identifying total personnel and explaining any differences in staffing.
    - i. District Transportation Supervisors will send the reports to DDOE School Transportation at the end of each month.
  - c. The State will reserve the right to recoup payments from a school bus contractor should a contractor reduce their staffing for employees to file for unemployment insurance.

Attached are two suggested templates that can be used to complete the requirements in Section 2 a & b. Any contractor having a question regarding the information provided should communicate with their District Transportation Supervisor or Laird Stabler of the Delaware School Bus Contractor's Association. District Transportation Supervisors will direct their questions to the Delaware Department of Education.

Thank you,

Tyler J. Bryan  
Education Associate, School Transportation