



# CENTRAL RIVERS AREA EDUCATION AGENCY

TO: Superintendents and Transportation Directors

FROM: Lori Thomas, Board Secretary

DATE: March 12, 2018

RE: 2018-19 Transportation Approval Process

Central Rivers AEA is beginning year four of the online Request for Transportation Approval process. This year, the process will be even more streamlined than in the past as we only need to hear from districts that have changes.

Chapter 285.9(3) of the Iowa Code requires the Area Education Agency Board of Directors to approve all bus routes outside the boundaries of the school district operating the buses. This has been interpreted to mean regular routes and regular special education routes, not busing for field trips or activity trips. The Code requires you to request permission from neighboring district(s) before any bus routes cross other districts' boundaries.

Please review the attached copy of your district's agreement that is currently on file.

- **If you have changes**, send those to me at [lthomas@centralriversaea.org](mailto:lthomas@centralriversaea.org) and I will make the changes for you in the online system. Remember, if your change impacts another district, you'll need to contact them to make them aware that the change is being made. After the change is made, I'll follow-up with an updated agreement. **The deadline for sending me your changes is March 31.**
- **If you have no changes**, there is no need to do anything further at this time. Your current agreement will remain in force for 2018-19..

Do not hesitate to call me if you have any questions. My office phone is 319-273-8201 and my cell phone is 641-529-1263.

## Frequently Asked Questions

- 1. I have a change that impacts another district. Do I need to contact them?**
  - Yes, it's always a courtesy to notify the district you are crossing into. Once the district approves the change, you'll contact me to update the online system. I'll then follow-up with a new agreement for both districts to recertify. Only agreements with changes will go to our Board for approval.
- 2. I'm not sure of our routes yet for 2018-19.**
  - Our goal is to have districts approve their 2018-19 routes as much as possible by March 31, but edits can occur throughout the year. You can contact me at any time with a change.
- 3. Do districts still have viewing rights to the AEA Online Transportation System?**
  - Yes, districts still have viewing rights and can log in to view (but not edit) their agreements. Agreements should match the PDF version attached to this email. [www.bit.ly/TransportationAgreements](http://www.bit.ly/TransportationAgreements). Your username is your email, and if you have forgotten your password use the password retrieval tool on the main login screen.
- 4. My district has no changes; do I need to contact you?**
  - No. You don't need to do anything. Your current agreement will remain in force until a change occurs