

**NATIONAL CONGRESS ON SCHOOL TRANSPORTATION**  
**INTERIM AMENDMENT OR INTERPRETATIONS PROCESS**

**INTERPRETATIONS AND INFORMATION**

Requests for interpretation of the 2015 specifications and procedures document shall be sent to the Steering Committee Chairman listed at [www.ncstonline.org](http://www.ncstonline.org). Interested parties are encouraged to visit the website for the most current information on all aspects of the 2015 16<sup>th</sup> NCST, the 17<sup>th</sup> NCST, and for any published interpretations to the 2015 *National School Transportation Specifications and Procedures (NSTSP)*.

**INTERIM INQUIRIES AND AMENDMENT REQUESTS**

The Interim Steering Committee acts on behalf of the Congress between congresses. Inquiries, requests for modifications and/or amendments of the 2015 NSTSP document shall be directed to the chairman of the Steering Committee. Contact the Steering Committee Chair as listed at [www.ncstonline.org](http://www.ncstonline.org).

The Steering Committee and/or Interim Steering Committee shall develop policies and procedures to implement the “Interim Inquiries and Amendment” process. The “Interim Inquiries and Amendment” process is outlined in the 17<sup>th</sup> NCST Manual of Operating Procedures (MOP), and Appendix I of the 2015 NSTSP document.

The Steering Committee will remain in place and will meet a minimum of annually during the NASDPTS/NAPT conference time frame. If vacancies occur in the Steering Committee, the sponsoring organization will fill these vacancies in a timely manner, according to the MOP.

Writing committee chairs shall remain in place as directed by the Steering Committee. The Steering Committee shall consider the needs of each of the various committees, and the ability of the writing committee chairs to provide a continuation of those needs.

If a writing committee chair is unable to continue in the performance of their duties, they will notify their assigned coordinator with a cc: to the NCST Chair. Writing committee chairs should make recommendations to their coordinators for possible replacements. The coordinator will make recommendations to the Steering Committee through the Steering Committee Chair.

Writing committee chairs will maintain a current listing of those who are still able to serve on their committees. As vacancies occur, writing committee chairs shall report committee vacancies to their coordinator and discuss possible replacements with them.

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**INTERIM AMENDMENT PROCESS**

**INTRODUCTION:**

The purpose of the “Interim Inquiry and/or Amendment” process is to allow “substantial and/or urgent” amendments to be considered by the sitting Interim/Steering Committee, Writing and/or Special Committees (where applicable), and the State Delegations without having to wait for the next National Congress on School Transportation (NCST). **It is not the purpose of the “Interim Inquiry and/or Amendment” process to replace the NCST.** Any Change Request Proposal that is not considered “substantial and/or urgent” will be set aside and processed through the standard writing/special committee review process as outlined in the NCST Manual of Operating Procedures (MOP Appendix C).

**PROCEDURE FOR REQUESTING AN AMENDMENT:**

A Change Request Proposal to add or amend a section in the latest published edition of the National School Transportation Specifications and Procedures (NSTSP) document (other than an interpretation) shall be submitted to the Interim/Steering Committee Chairperson by one of the following:

- A State Delegation Chairperson
- A Sponsoring Organization of the National Congress on School Transportation
- A NASDPTS Supplier Council Member Company

**Step 1.**

Go online to the National Congress on School Transportation (NCST) website ([www.ncstonline.org](http://www.ncstonline.org)), download the Amendment Change Request Form, and follow the instructions on the form. The Interim/Steering Committee shall determine whether the proposed change requested is an administrative/unsubstantial action or a request for a substantial/urgent change in the NSTSP document. The amendment change request proposal must describe the item(s) to be added or amended, including the specific page number and paragraph reference as addressed in the current NSTSP document. The rationale must describe how the item(s) will improve safety, security and/or efficiency of school transportation. All change request proposals shall include an appropriate rationale, cost benefit analysis, and risk assessment.

**Step 2.**

If, the Interim/Steering Committee determines that the Amendment Change Request Proposal is an “unsubstantial/administrative” change, the action taken will be to reject the request, defer it until the next NCST or accept it.

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**Step 3.**

If the Interim/Steering Committee determines that the Amendment Change Request Proposal is substantial or urgent, it will be sent to the appropriate writing/special committee for review. After analyzing the request, the writing/special committee will forward its recommendations to the Chairperson of the Interim/Steering Committee. The Interim/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 Interim/Steering Committee shall forward the writing/special committee recommendations to each State Delegation Chairperson for a 30-day comment period by the State Delegations or defer the recommendations to the next National Congress on School Transportation (NCST). After all State Delegations' comments are received by the comment period deadline the Interim/Steering Committee Chairperson shall return the original Change Request Proposal and delegation comments received to the writing/special committee for final draft.

**Step 4.**

The Interim/Steering Committee will receive and review the final draft from the appropriate writing/special committee and send it out to the state delegations for a 30-day voting period.

**Step 5.**

At the conclusion of the 30-day voting period, (simple majority vote) the final draft will either be rejected by the delegations or accepted and published by the Interim/Steering Committee.

**INTERIM/STEERING COMMITTEE PROCEDURES:**

At the close of the current year NCST, the existing Steering Committee becomes the Interim Steering Committee. The Interim Steering Committee, although the chairperson and members may change, will remain active until 2½ years prior to the next NCST. At that time, the Steering Committee is activated and oversees the proceedings for the upcoming NCST (for example the 17<sup>th</sup> NCST).

**WRITING/SPECIAL COMMITTEE PROCEDURE:**

At the close of the current year NCST, the existing Writing/Special Committees (although the committee chairperson and members may change) remain active until the next NCST.

**STATE DELEGATIONS PROCEDURES:**

At the close of the current year NCST, the existing State Delegation Members (although the State delegation chairperson and members may change) remain active until the next NCST.

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**PUBLICATION OF “INTERPRETATION” AND/OR “AMENDMENT”:**

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

- The Interim/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)
- 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 ([www.ncstonline.org](http://www.ncstonline.org)).

An addendum or revision to the current electronic version of the NSTSP document will be added to reflect any approved changes by the State Delegations and/or Interim/Steering Committee utilizing the interim amendment and/or interpretation process.

Approved 6-16-15

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