



**NATIONAL ASSOCIATION OF
STATE DIRECTORS OF
PUPIL TRANSPORTATION SERVICES (NASDPTS)**

MANUAL OF OPERATING PROCEDURES

Board of Directors Approved

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PREFACE

The National Association of State Directors of Pupil Transportation Services (NASDPTS) believes it is important to establish guiding principles and operational procedures to guide current and future members in the operation of the Association. This Manual of Operating Procedures is a living, working document that is subject to modification by the Executive Board as deemed necessary.

LEADERSHIP

The leadership pattern of the NASDPTS is the **Executive Board**, which is the President, President-Elect, Immediate Past President, Secretary, and Treasurer. The **Board of Directors** consists of the Executive Board, four Regional Directors and the elected chairpersons of the Supplier Council, and State/National Association Council.

FINANCE

All income and expenditures are closely monitored and documented based on procedures adopted by the Executive Board and outlined in this Manual.

MISSION

The mission of the Association is to lead, assist, and motivate the Nation's school transportation industry to provide high quality, safe, secure, healthy, and efficient, transportation for school pupils.

STATEMENT OF PURPOSE

The purpose of the Association is to lead, assist, and motivate the nation's school transportation industry to provide high quality, safe, secure, healthy, efficient, and clean transportation for school pupils.

To accomplish this, the Association works closely with many agencies and professional organizations at both state and federal levels. National-Level organizations with which NASDPTS has critical, ongoing relationships include:

- National Association for Pupil Transportation
- National School Transportation Association
- National Safety Council
- National Transportation Safety Board
- Transportation Research Board (National Academy of Sciences)
- United States Congress
- United States Department of Education
- United States Department of Homeland Security
- United States Department of Transportation
- National Highway Traffic Safety Administration

- Federal Motor Carrier Safety Administration
- Federal Railroad Administration
- Federal Transit Administration

Other National organizations with which NASDPTS may interact on specific projects or issues include: the American Public Transportation Association, the Community Transportation Association of America, the National Center for Homeless Education, the National Child Care Association, the National PTA, Transport Canada and the United Motor Coach Association, etc.

At the state level, NASDPTS is prepared to interact as needed with state legislators, state departments of education or transportation, and state pupil transportation associations.

The purpose of the Association is enhanced and further defined through its Strategic Plan. The Strategic Plan is centered on five goals:

1. Involve the Association in legislative and regulatory issues and achieve the role of primary representative for the Nation's pupil transportation industry.
2. Maintain and increase membership base.
3. Improve the Association's communication, influence, and effectiveness to the Nation's pupil transportation industry.
4. Establish and acquire resources to achieve goals.
5. Monitor existing procedures and organization to accommodate workload of goals.

The purpose of the Association will be accomplished through attainment of these goals and will result in a higher standard of safety for our Nation's most valued resource, our children.

OPERATING POLICIES AND PROCEDURES

MEMBERSHIP CATEGORIES

- State Director's (SD)
- Supplier Council (SC)
- State and National Associations Council (SNAC)
- Associate
- Complimentary

MEMBERSHIP DUES

Dues shall be paid by members in accordance with the following schedule:

- State Director Members: \$150.00
- Supplier Council Members: Established by Supplier Council Bylaws
- State and National Association Members: \$250.00
- Associate Members: \$150.00

CODE OF CONDUCT

Ethics violations or non-performance of duties, by board members or contractors retained by the association:

- a) Notice of alleged violation of the association's bylaws or ethics, or non-performance of duties, shall be made to the President or President-Elect within thirty (30) days of the alleged violation.
- b) The President or President-Elect shall contact the members of the Executive Board and shall convene a meeting with the affected member to present notice of the alleged violation and allow the affected member with an opportunity to respond to the allegation. This action shall be accomplished within thirty (30) days of the original notification to the President or President-Elect.
- c) The affected members have (14) days to respond in writing to the alleged violation.
- d) A summary of the alleged violation and response by the affected member shall be presented to the Board of Directors, minus the affected member. In accordance with Robert's Rules, the President (or President-Elect) shall ask for a "motion" on the matter. If no motion is made, the action dies for a lack of a motion.
- e) If a motion is made and after the board discusses the matter, the President (or President-Elect) shall call for a vote as to whether the allegations have merit and, if so, to have a subsequent vote to remove the affected member from office or take other appropriate action. This action shall be accomplished within thirty (30) days of the meeting of the Executive Board.
- f) All information and statements developed during this process shall be considered business confidential and shall not be shared with or divulged to anyone outside of the Board of Directors.

POSITION PAPER PROCEDURES

Position papers are a very important resource that the Association provides not only its members but the industry. Through the papers, the Association provides leadership for the industry on a range of controversial subjects.

The topic for a position paper and who should author the paper, will be approved by the Board of Directors. Final approval of the paper will be by the Board with comments from the state directors. State directors will have a reasonable amount of time to provide input.

Since controversial subjects as well as industry changes over time, position papers may become obsolete or no longer needed. All position papers should be reviewed at least every five years and revised if necessary.

ANNUAL CONFERENCE

The Association shall hold an Annual Conference with the specific date, time and location designated by the Board of Directors.

An annual meeting of the members shall take place at the Annual Conference where members shall elect directors, officers, review and approve financial reports and upcoming budget, receive reports on activities of the association, and determine the direction of the association for the coming year.

The Supplier Council and affiliated Councils and Committees shall meet at the annual conference and again during the School Transportation News Conference in July.

CONFERENCE SCHOLARSHIPS

When available and approved by the Supplier Council, Conference Scholarships will be offered to State Directors who demonstrate a need for financial assistance to attend the Annual Conference. Conference scholarships are only available to designated State Directors

To be eligible, an application will have to be submitted and include a brief statement of need. State Directors can seek reimbursement for one or all of the following:

- a) Travel – Up to \$500.00 for airfare or mileage. Insurance, pre-boarding, preferred seating, or other extra flight fees are not reimbursable.
- b) Hotel – Up to four nights. Required to stay at host hotel to be eligible for scholarship. Board of Directors are eligible for an additional night to attend Board meeting.
- c) Conference Registration
- d) National Association of Pupil Transportation Trade Show
- e) All other expenses (meals, parking, transportation to and from hotel, airport taxi/shuttle, etc.) will be the responsibility of the State Director or their agency.
- f) To qualify for a scholarship, the State Director must have participated in the NASDPTS Annual Illegal Passing Survey and the Kansas Loading & Unloading Survey and attend the Trade Show at the Annual Conference.
- g) Scholarship applications will be sent to the State Directors via email no later than August 15, each year.
- h) Applications must be received by the NASDPTS Administrative Services Director no later than October 1, of each year.

- i) The Administrative Services Director will send all applications and agency letters to the Board of Director's within one week of receiving the application for approval by simple majority.
- j) Applicants will be notified by the Administrative Services Director within a week of the vote.

CONFERENCE PRESENTATIONS

- a) The President-Elect is the Conference Chair and responsible for the overall planning, theme, and content of the Annual Conference.
- b) The Executive Director will schedule presentations from Federal Agencies.
- c) A Request for Presentations will be sent by the President-Elect to all members no later than August 15th. Presentations submitted must:
 - Be on the NASDPTS approved PowerPoint template.
 - Provide information and provide educational information that would benefit the members in attendance.
 - Cannot be a sales pitch or be manufacturer or supplier specific.
 - Meet time restrictions as specified in Request for Presentation.
- d) Presentation must be submitted to Conference Chair by specified deadline date. Once reviewed by the Conference Chair, the presentation will be sent to the Board of Directors for approval.
- e) Minimal Changes may be made to the presentation up until presentation time.
- f) Permission or denial for posting the presentation on the NASDPTS website shall accompany the submission.
- g) Speaker fees or reimbursement for travel expenses must be approved by the Board of Directors.

SERVICE AWARDS

Service awards (Plaques) are presented to the outgoing NASDPTS Board Member at the conclusion of their term. Service Awards are presented on the last day of the conference.

COMPLIMENTARY REGISTRATIONS

The President may elect to provide a complimentary Annual Conference registration each year. In addition, the following complimentary registrations will be provided to:

- Federal employee presenters
- NAPT and NSTA Executive Directors and current Presidents
- ASBC Coordinator

CONTRACTOR PROTOCOL & DUTIES

The positions of Executive Director, Administrative and Member Services positions report directly and exclusively to the President of the Association, or such persons as the President may designate in writing.

Any member of NASDPTS, or its affiliated Councils and Committees, may request the services of either the Executive Director, Administrative or Member Services positions.

CONTRACTOR PROTOCOL

All requests for the services of the contracted positions must be approved at all applicable levels of the Association as follows:

- a) All State Director Members must receive approval from the President.
- b) Supplier Council Members must receive approval from the Supplier Council Chairperson, who will then request approval from the President.
- c) Members of the School Bus Manufacturers Technical Council (SBMTC) must receive approval from the Chairperson of the SBMTC, who will then request approval from the President.
- d) Members of the State and National Association Council must receive approval from the Council Chairperson, who will then request approval from the President.
- e) The Executive Director may speak at SNAC member organizations, conferences, and meetings. SNAC will reimburse NASDPTS for any related travel expense. No speaker fee shall be charged to the SNAC member organization.

INDEPENDENT CONTRACTORS

The President may, with the concurrence of the Board of Directors, establish and retain the positions of Executive Director and Administrative and Member Services positions. The tenures of these positions can be terminated by the Board of Directors at any time.

- a) Contractors are reimbursed for services on the last day of each month.
- b) Contractors whose spouse travels and assists contractor at the Annual Conference will be reimbursed for travel expenses if approved by the President and President-Elect.
- c) The positions of Executive Director and Administrative and Member Services positions are established to provide continuity of administration in Association affairs and exist only to serve the President, Board or Directors and general membership.
- d) The Executive Director and Administrative and Member Services positions shall not hold another elective or appointive office in the Association nor shall he/she exercise any voting privileges as an Association member or in the Board of Directors during his/her tenure. He/she shall not exercise any policy-making function.

- e) The Member Services position, in cooperation with the Executive Director and Administrative Service positions shall actively engage in seeking out potential new members and provide on-going support to existing members. Specific venues for recruitment are the annual School Transportation News (STN) Conference, the annual National Association for Pupil Transportation (NAPT) conference, and the annual NASDPTS Conference, including seeking potential new members at the vendor trade shows.

FINANCIAL AND ACCOUNTING PROCEDURES

BUDGET REVENUE

- a) An annual budget for income and expenditures of Association funds shall be prepared by the Treasurer and adopted by the Board of Directors at the Annual Conference.
- b) Emergency amendments may be made in the budget after a three-fourths (3/4) affirmative vote of the Executive Board.
- c) It shall be the Treasurer's responsibility to establish and maintain records and accounts through the Administrative and Member Services position. Expenditures shall be made only in accordance with the budget or with approval of the Board of Directors. The Treasurer shall disburse funds, or shall authorize their disbursements by the disbursing agent, and shall require suitable receipts, statements, or vouchers to be submitted verifying the amount and purpose of expenditures.

ANNUAL AUDITS

- a) The Executive Board shall provide for an annual audit or financial review of all Association accounts.
- b) The fiscal year shall be defined as calendar year.

FISCAL MANAGEMENT

The fiscal management is administered by the Administrative Services Director in collaboration with the NASDPTS Treasurer. Changes to any procedures or policies must be approved by the Board of Directors.

Internal Control Structure

- a) NASDPTS uses QuickBooks to maintain association financial records.
- b) Wild Apricot is used for accounts receivable and membership management.

Control Procedures

NASDPTS uses a system of checks and balances to ensure the organization's financial records are true

and accurate through segregation of duties. The segregations are noted in the sections below.

- a) **IRS Form 990** - shall be timely filed before May 15 of each year. Copies of the report and schedules are sent to the Board of Directors for their review and comment before the final report is sent to the IRS.
- b) **Accounting** - shall be a modified cash basis of accounting.
- c) **Financial Review and Audit** - A financial review shall be conducted annually with a complete audit every five years.

Revenue and Accounts Receivable

- a) Receive dues, registration fees, sponsorships, and other revenue by Electronic Funds Transfer (EFT), check, credit card or cash.
- b) Checks shall be immediately endorsed as payable to NASDPTS. Checks and cash shall be stored in a secure location until deposited.

Deposit Procedures

- a) Cash and checks shall be deposited by month end.

SHORT-TERM AND LONG-TERM INVESTMENTS

Cash balances in excess of \$250,000.00 will be deposited in other accounts or institutions to mitigate potential risks and obtain FDIC Insurance. Potential investments will be decided by the Board of Directors and include, but are not limited to:

- a) Private Deposit Insurance
- b) Certificates of Deposit with a broker
- c) Certificates of Deposit Account Registry Service (CDARS)
- d) Purchase Certificates of Deposit (or other investments) as approved by the Executive Board and deemed to be in the best interests of the Association. All Certificates of Deposits require a two-person (President and Treasurer) authorization, including a password to transfer.
- e) Maintain electronic copies of all investment changes.

Accounts Receivable

- a) After November 1st, invoice members for annual dues for the next year.
- b) Membership dues paid in advance are recorded as "deferred revenue" and recognized as revenue in January of the next year.

- c) Unpaid members are contacted every 30 days with a reminder email and a copy of the membership dues invoice.

Revenue Reconciliation

- a) Conference revenues within the accounting system shall be reconciled with conference revenues recorded in the online conference registration database. Reconciliation will be completed monthly by the NASDPTS Treasurer.
- b) Membership dues revenues within the accounting system will be reconciled with the membership dues revenue recorded in the online membership database. Reconciliation will be completed monthly by the NASDPTS Treasurer.
- c) Findings from the monthly reviews will be emailed to the President and Administrative Director.

Accounts Payable and Cash Disbursements

- a) Receive invoices and/or expense reimbursement reports, and review for accuracy and appropriateness. (1st level of approval)
- b) Prepare invoice for payment by preparing an internal NASDPTS Payment Voucher that has a sequential numbering system that identifies the current Treasurer, President, fiscal year, and budget code.
- c) Submit the Payment Voucher and supporting documents via email to the President and Treasurer for electronic approval.
- d) Two approvals are required before payment can be made. Generally that is the President and Treasurer. If reimbursing the President, then the Treasurer and President-Elect must approve. (2nd level Approval)
- e) Once approved, payment will be made via a check or Electronic Funds Transfer (EFT).
- f) All financial transactions are recorded in QuickBooks.

CREDIT CARDS

- a) NASDPTS maintains a credit and/or debit card for business purposes and is issued to the Administrative Services Director.
- b) NASDPTS credit card can be used to pay for Board meeting expenses, conference expenses, and any NASDPTS related business that are approved by the President.
- c) Receipts/invoices of expenses paid by the credit card must be included and approved as required in the Payment Voucher procedure.

TRAVEL

This policy applies to the NASDPTS Executive Board, Board Members, staff, contracted staff, and anyone traveling on behalf of the Association.

The goal of this policy is to have NASDPTS travel costs kept to a minimum, while covering all necessary expenses to ensure that NASDPTS travel does not negatively impact the personnel involved. The Association was created by government employees and most individual members are government employees, this policy was developed to be reasonable consistent with the conservative spending policies of most governmental organizations, while providing sufficient flexibility to not hamper the mission of the association.

- a) Approval via email from the President or designee must be sought prior to making travel arrangements.
- b) Unexpected expenses beyond the guidelines may be submitted as an exception with an explanation of why the expense is reasonable and unavoidable. The request will be reviewed for approval by the two members of the Executive Committee for approval.
- c) NASDPTS will not reimburse for travel insurance.

ELIGIBLE REIMBURSEMENT

Food

- a) Reimbursement will not be provided for meals that are included as part of a conference or meeting being attended.
- b) Meals will be reimbursed based on Federal General Services (GSA) rates. <http://www.gsa.gov/portal/content/104877> for the city and state travel occurs in. Total reimbursement requests for a single day shall meet exact expenditures but not exceed GSA meal allotments otherwise receipts must be submitted.
- c) Reimbursement on the days that travel begins or ends require travel to occur:
 - Breakfast – Eligible if departing before 7:00 am
 - Lunch – Eligible if departing before 11:00 am or returning after 2:00 pm
 - Dinner – Eligible if returning after 7:00 pm

Transportation

- a) Air – Actual cost according to receipt for coach travel. Individual has the responsibility to obtain the best airfare for the appropriate schedule as possible. NASDPTS will not pay the cost of upgrades.
- b) Car – Personal car use will be reimbursed based on the current GSA mileage at the time of travel. NASDPTS will reimburse personal car mileage only if traveling by car is cheaper than air transportation or requested by the President.

- c) Cab/Shuttle – Actual cost according to receipt.
- d) Rental Car – Actual cost according to receipt for compact through full size vehicle. Requires prior approval of the President and is only applicable if destination cannot be reached by shuttles or taxis.
- e) Train/Public Transportation – Actual cost according to receipt.
- f) Parking – Actual cost according to receipt

Lodging

- a) The host hotel should be your first choice for all conferences. The best hotel rate should be obtained, balanced by the location of the conference or meeting. Reservations should be made in advance in order to obtain the conference rates. Staff may be assigned hotel rooms based on comp rooms at the annual conference.
- b) Reimbursement will be the actual cost according to hotel receipt showing a zero balance.
- c) NASDPTS will not pay cost of upgraded rooms, in-room entertainment, or room service (except for approved reimbursable meals).
- d) Every effort should be made to arrange for low or no cost internet access if needed. Any internet access fees in excess of \$20.00 per stay require prior approval from the President.

INFORMATION AND TECHNOLOGY

SECURITY AND USER ACCESS

The President, President-Elect and Treasurer shall establish their own individual usernames and passwords to allow monthly on-line review of all financial institution balances and monthly financial activity.

BOARD POLICIES

To improve tax compliance in coordination with the annual IRS 990 form, the following policies have been adopted:

- a) Conflict of Interest
- b) Whistle-Blower Protection
- c) Document Destruction and Retention Policy

