

# Helena Public Schools Transportation Contract

## School Year 2022- 2023

### Student Information

### Parent Information

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Student Name                      School                                      Grade

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Parent Name                      Phone Number

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Student Name                      School                                      Grade

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Street Address

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Student Name                      School                                      Grade

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City                                      State                                      Zip Code

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Student Name                      School                                      Grade

\*Information above pertains to the parent who is being reimbursed.  
A reimbursement check will only be issued to one parent.

Deadlines:

**Transportation contract** due to Helena Public Schools Transportation by 11-1-2022 Helena Transportation Dept.  
3020 Big Sky Loop  
Helena, MT 59602  
Phone Number (406) 324-2100

**W-9 form** must be mailed to the Helena Public Schools Business Office by 11-1-2022  
Helena Public Schools  
Attn: Business Office  
1325 Poplar St.  
Helena, Mt 59601  
Phone Number (406) 324-2000

Agreement between parent \_\_\_\_\_ and \_\_\_\_\_ Helena School District #1

The parties agree as follows:

1. The parent shall transport or provide transportation for the student(s) to and from school or bus stop on the days when school is in session. The parent or guardian assures that a licensed or insured driver will transport the student. This contract is valid only when transportation for the route that has been suspended.

2. The district will reimburse as follows: \$50 reimbursement if the student rides the bus 7 or less times during a four week cycle.  
\$100 reimbursement if the student rides the bus more than 7 times during a four week cycle.

Note: If the total reimbursement exceeds more than \$600 in a calendar year, a 1099 form will be filed with the IRS as required by law. A W-9 form (available on the Transportation website <https://helenaschools.org/departments/transportation/>) must be completed and mailed to Helena Public Schools Business Office.

3. The payment shall be computed on the basis of the process described above. If the rolling suspensions end in Nov/Dec, the payment will go out Jan 31. If rolling suspensions continue into 2023, payment will be made at the end of June 2023.

**I attest the above information is true and correct**

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Helena School District Transportation Manager                                      Date

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Signature - Parent or Guardian                                      Date

Office Use Only:  
Is this contract shared between elementary and high school?    Yes    No

