



**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF STUDENT TRANSPORTATION
PARENT PROVIDED TRANSPORTATION CERTIFICATION FORM**

This self-certification is a condition of the Division of Student Transportation policy regarding Parent/Guardian reimbursement for student transportation services. I do hereby waive and release any and all claims, damages and losses against the OSSE Division of Transportation and my child's Local Education Agency (LEA) whether pursuant to the Individuals with Disabilities Education Act (IDEA), contract or personal injury law, or otherwise, that may arise from the transportation of my student as described therein.

Please Print:

PARENT/GUARDIAN NAME	STUDENT NAME
PARENT/STUDENT ADDRESS	SCHOOL NAME
PARENT CONTACT PHONE NO./EMAIL ADDRESS	SCHOOL ADDRESS

I certify that I transported or secured transportation for my student on the following dates (print all dates that apply):

Note: If request is for more than one student, you must submit a separate request for each student. We will not reimburse for multiple students riding in the same vehicle OR for overlapping mileage.

I attest that (Please check all that apply and fill-in the related blanks):

I transported, via private automobile, the above named student to and from school. The number of miles from home to school is ____ one-way and ____ roundtrip. The total number of miles requested for reimbursement is ____.

The amount of reimbursement is determined by the GSA.gov Privately Owned Vehicle (POV) Mileage Reimbursement Rates at the time of travel.

I Secured transportation for the above named student to and from school using:

Metro bus or Metro rail Uber/Lyft/Ridesharing Service or Taxi

The total reimbursement requested for this period of transportation is \$ _____

Receipts must accompany each reimbursement request for Metro, Uber, Lyft, or taxi service.

OSSE-DOT will reimburse for Metrofare based on the current rate via the on-line WMATA Trip Planner.

Note: An official school attendance record listing the exact reimbursement dates requested must accompany the request.

The record must be on the official school letterhead and signed by a school official.

I certify/attest that I am requesting reimbursement due to (Please choose one):

- Transportation services that occurred as a result of failure on the part of OSSE/DOT to provide bus service, or
- The parent/guardian has chosen to transport the student(s) themselves, and also received authorization in advance from the Director of Student Transportation. Authorization is requested by contacting the OSSE-DOT Customer Engagement Department at (202) 576-5000.

Parent/Guardian Signature: _____ **Date:** _____

Please return or email this form with the required supporting documents to:

Office of the State Superintendent of Education - Division of Student Transportation (OSSE-DOT) Fiscal Management Department
1050 1st Street, N.E. – 2nd Floor - Washington, DC 20002
osse.financedot@dc.gov