

### **XIII. INTERIM AMENDMENTS TO THE NSTSP PUBLICATION**

#### **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).

#### **INTERIM INQUIRES AND AMENDMENT REQUEST:**

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

The Interim/Steering Committee shall develop policies and procedures to implement the “Interim Inquiries and Amendment” process, which shall be outlined within the NCST Manual of Operating Procedures (MOP).

The Interim/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 Interim/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 Interim/Steering Committee. The Interim/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 Interim/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.

## APPENDIX C

### PROCEDURE FOR REQUESTING AN INTERIM AMENDMENT:

An official 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 and Chairperson of the Interim Amendment Committee by one of the following:

- A State Delegation Chairperson (majority of State Delegation must approve)
- 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 official Interim 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 (where applicable) 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 and forward to the appropriate writing committee for review and recommendations.

#### **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 and recommendations. After analyzing the request, the writing/special committee will forward its recommendations to the Chairpersons of the Interim/Steering and Interim Amendment Committees. 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 re-consideration or accept the writing committee’s recommendations. If the proposal is rejected by the writing committee and Interim/Steering Committee the State Delegation Chairperson (if applicable) will be notified of the Interim/Steering Committees action. If the proposal is accepted by the Interim/Steering Committee the Interim/Steering Committee Chairperson shall forward the writing/special committee recommendations to each State Delegation Chairperson of record for a 30-day comment period by the State Delegations or defer the recommendations to the next National Congress on School Transportation (NCST). If in the opinion of the majority of the Interim/Steering Committee members there were insufficient comments received back from the State Delegations to

satisfactorily address the proposal (more than 50% of the state delegations of record), the proposal will be deferred to the next NCST. If there are sufficient comments 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 and may recommend additional revisions to the final draft from the appropriate writing/special committee. Upon a final decision by both the writing/special committee and Interim/Steering Committee send the final proposal out to the state delegations of record (which must be approved by the majority of the State Delegation members) for a 30-day voting period. If in the opinion of the majority of the Interim/Steering Committee members there were insufficient votes (less than 50% of the state delegations of record) received back from the State Delegations to satisfactorily address the proposal, the proposal will be deferred to the next NCST.

#### **Step 5.**

At the conclusion of the 30-day voting period, if sufficient votes were received, (more than 50% of the state delegations of record) the final draft will either be rejected by the delegations or accepted and published by the Interim/Steering Committee.

#### **STATE DELEGATIONS PROCEDURES:**

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

#### **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 (SBF)
- 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 at.

An addendum 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 interpretations process.