



SCHOOL BUS STRIKE PAYMENT VOUCHERS

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Due to the citywide school bus strike, the New York City Taxi and Limousine Commission (TLC) wishes to inform livery car services that the Department of Education (DOE) is instituting an *assignment of payment* process for parents who use TLC-licensed car services to transport their children to school. This *assignment of payment* process will only apply to a subset of parents and children who are affected by the school bus strike.

The *assignment of payment* process will work as follows:

1. Parents of affected students will decide on a car service they want to use and notify their child’s school.
2. The school will then fax or e-mail a ‘Transportation Assignment of Payment Program Voucher Authorization Form’ (example below) to the car service the parent has decided to use. This form must be used by the car service to track the trips provided to the student.
3. Once the form has been sent to the car service, the student’s parent will contact the selected car service to arrange a pick-up and drop-off schedule. **These trips are only for travel to-and- from school.** Car services must make sure that the authorization number the parent provides matches the one on the form sent by the school.
4. Each pick-up and drop-off must be recorded on the form. This form is only valid for 10 trips (five (5) pick-ups and five (5) drop-offs). Once ten trips have been completed, the car service must complete and send the form back to the DOE along with supporting documentation (such as receipts or vouchers) that shows the trips were completed.

Any car service participating in this process should expect to be paid for trips provided in approximately two (2) weeks from submitting their forms to the DOE.

Car services wishing to participate in this process will need to file a W-9 Form with the DOE. If your W-9 is not on file, please email it immediately to Ray Burke at RBurke6@schools.nyc.gov with “Transportation Provider W-9” in the subject line. Questions about the W-9 process may be directed to Mr. Burke at (718) 935-2058.

Below is an example of the header for the Transportation Assignment of Payment Program Voucher Authorization Form:

	TRANSPORTATION ASSIGNMENT OF PAYMENT PROGRAM VOUCHER AUTHORIZATION FORM
PART 3 Instructions (TRANSPORTATION PROVIDER): See below	
<p>The parent of the student named in Part 1 has assigned payment of transportation expenses of the student to/from school to you so that the NYC DOE can pay you directly. Please note that such payments will be made only for trips to/from school on the date(s) listed in Part 2. The parent has been instructed to contact you directly to schedule drop off/pick up. In order to receive payment, please</p> <ol style="list-style-type: none"> 1. When the parent calls, make sure that the authorization number the parent states for the student matches the authorization number in Part 2 of this form 2. Make sure that for each trip, the driver and parent/student fill out a voucher, and have drivers return these vouchers to the base at the end of the week 3. Complete the following information regarding the date(s) and cost of the trip(s): 	