



17th National Congress on School Transportation

AMENDMENT CHANGE OR INTERPRETATIONS REQUEST

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 using this form:

- 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

Please fill out the form below and submit proposals via email to the Chairperson of the 17th NCST Interim/Steering Committee and to the Interim Amendment Committee Chairperson as listed at www.ncstonline.org. All changes must be received no later than March 1, 2024.

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.

If the Interim/Steering Committee determines that the Interim 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.

Name:	State:	Date:
Page Number (from 16th NSTSP; not more than one page per request):		
Check appropriate Category: Amendment:	New Addition:	Section of 2016 NSTSP:
Rationale for Request (USE EXTRA PAGES AS NECESSARY):		
Does your state mandate the use of all or part of the NSTSP document? All: Part: None:		
What Section(s) in the NSTSP document are Mandated?		
Copy the language to be amended and display proposed changes in amendatory style in the space below. Turn off Microsoft word “track changes (markup)” and do not use it for amendatory style. Use word “format...Calibri font 11pt” instead. Changes must be shown using strike through for eliminated word(s), and bold <u>underline</u> for replacement and/or additional word(s). Documents will be rejected if this style is not followed.		
Amended Verbiage (with changes as outlined above, use extra pages as necessary):		
PLEASE DO NOT WRITE BELOW; FOR COMMITTEE USE ONLY		
Interim Amendment Coordinator Received:		
Writing Committee Coordinator Received:		
Writing Committee Chair Received:		
Writing Committee Accept/Reject/Modify:	Date Responded:	
Writing Committee Notes:		
Writing Committee Log:		
Check the appropriate category: Unsubstantial/Administrative:		Substantial/Urgent: