### **CHAPTER 3 - CONTROLLER'S OFFICE**

### **SECTION .0100 - GENERAL PROVISIONS**

### 16 NCAC 03 .0101RESPONSIBILITIES16 NCAC 03 .0102ORGANIZATION

History Note: Authority G.S. 115C-29; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0103 LITERARY FUND: REGULATIONS

History Note: Authority G.S. 115C-458; Eff. February 1, 1976; Repealed Eff. August 1, 1984.

### 16 NCAC 03 .0104DIRE EMERGENCY LOANS16 NCAC 03 .0105THE RODMAN TRUST FUND

History Note: Authority G.S. 115C-410; 115C-466 Eff. February 1, 1976; Repealed Eff. January 1, 1985.

#### SECTION .0200 - DIVISION OF AGENCY SERVICES

16 NCAC 03 .0201GENERAL PROVISIONS16 NCAC 03 .0202ORGANIZATION

History Note: Authority G.S. 115C-29; 143-48 through 143-63.1; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### SECTION .0300 - DIVISION OF MANAGEMENT INFORMATION SYSTEMS

### 16 NCAC 03 .0301GENERAL PROVISIONS16 NCAC 03 .0302ORGANIZATION

History Note: Authority G.S. 115C-29; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0303 GUIDELINES FOR SALARY INCREASES FOR CLERICAL ASSISTANTS

History Note: Authority Section 21.1 of Chapter 983, Session Laws 1976; Eff. July 1, 1976; Repealed Eff. September 10, 1979.

#### **SECTION .0400 - AUDITING AND ACCOUNTING**

### 16 NCAC 03 .0401GENERAL PROVISIONS16 NCAC 03 .0402ORGANIZATION

History Note: Authority G.S. 115C-29; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0403SICK LEAVE REGULATIONS16 NCAC 03 .0404SUBSTITUTE TEACHER

History Note: Filed as an Emergency Amendment [(b),(d), (f)(2)(B), (f)(5)(B)] Eff. April 18, 1979 for a Period of 60 Days to Expire on June 17, 1979; Statutory Authority G.S. 115C-12(8); 115C-29; S.L. 1979, c. 838, s. 56; Eff. February 1, 1976; Amended Eff. April 1, 1982; February 21, 1980; July 1, 1977; April 2, 1976; Made Permanent with Change Eff. June 17, 1979; Amended Eff. April 1, 1982; Repealed Eff. July 1, 1984.

# 16 NCAC 03 .0405SICK LEAVE FOR EMPLOYEES NOT COVERED IN 16 NCAC 3 .040316 NCAC 03 .0406STATE SALARY SCHEDULES: DEFINITIONS AND INTERPRETATIONS16 NCAC 03 .0407SALARIES OF CERTIFIED PERSONNEL16 NCAC 03 .0408EXPERIENCE INCREMENTS16 NCAC 03 .0409MISCELLANEOUS

History Note: Authority G.S. 115C-29; 115C-284(c); 115C-296; 115C-315(d); Eff. February 1, 1976; Amended Eff. January 7, 1981; September 15, 1980; September 10, 1979; November 4, 1977; Repealed Eff. January 1, 1985.

#### 16 NCAC 03 .0410 PROPERTY AND COST CLERKS

History Note: Authority G.S. 115-16; 115-17; Eff. February 1, 1976; Repealed Eff. September 10, 1979.

16 NCAC 03 .0411COMPUTATION OF SALARIES PAID: STATE PUBLIC SCHOOL FUND16 NCAC 03 .0412STATE ADOPTED SALARY SCHEDULE: SUPERINTENDENTS16 NCAC 03 .0413SALARY SCHEDULE: ASSOCIATE AND ASSISTANT SUPERINTENDENT16 NCAC 03 .0414STATE ADOPTED SALARY SCHEDULE: CLASSIFIED PRINCIPALS

History Note: Authority G.S. 115C-29; 115C-284(c); 115C-296; 115C-315(d); Eff. February 1, 1976; Amended Eff. September 15, 1980; September 10, 1979; November 4, 1977; July 1, 1976; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0415 SALARY: BUILDING PRINCIPALS: 10 MONTHS EMPLOYMENT

History Note: Authority G.S. 115-16; 115-153; Eff. February 1, 1976; Amended Eff. November 4, 1977; July 1, 1976; Repealed Eff. September 15, 1980.

# 16 NCAC 03 .0416SALARY SCHEDULE: SUPERVISORS: DIRECTORS: COORDINATORS16 NCAC 03 .0417STATE ADOPTED SALARY SCHEDULE: CLASSROOM TEACHERS16 NCAC 03 .0418STATE ADOPTED SALARY SCHEDULE: VOCATIONAL EDUCATION16 NCAC 03 .0419BUDGET AND FISCAL CONTROL ACT: TEST PILOTING

History Note: Authority G.S. 115C-429; Eff. February 1, 1976; Amended Eff. September 15, 1980; September 10, 1979; November 4, 1977; July 1, 1976; Repealed Eff. January 1, 1985.

#### 16 NCAC 03 .0420 BUDGET AND FISCAL CONTROL ACT: USE OF PRESENT FORMS

History Note: Authority G.S. 115-100.9(b); Eff. February 1, 1976; Repealed Eff. September 10, 1979.

#### 16 NCAC 03.0421 APPORTIONMENT OF COUNTY APPROPRIATIONS

History Note: Authority G.S. 115C-437; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0422LONGEVITY PAY PLAN FOR PUBLIC SCHOOLS16 NCAC 03 .0423SPECIAL COMPENSATION: BONUS PAYMENT

History Note: Authority S.L. 1977, c. 802, s. 44.1; S.L. 1979, c.1137, s. 20; Eff. November 4, 1977. Amended Eff. September 15, 1980; September 10, 1979; Repealed Eff. January 1, 1985.

### **SECTION .0500 - DIVISION OF INSURANCE**

## 16 NCAC 03 .0501GENERAL PROVISIONS16 NCAC 03 .0502ORGANIZATION16 NCAC 03 .0503INSURANCE ON PUBLIC SCHOOL PROPERTY

History Note: Authority G.S. 115C-535; Eff. February 1, 1976; Amended Eff. July 1, 1981; Repealed Eff. January 1, 1985.

### SECTION .0600 - TEACHER ALLOTMENT AND GENERAL CONTROL

16 NCAC 03 .0601	GENERAL PROVISIONS
16 NCAC 03 .0602	ORGANIZATION
16 NCAC 03 .0603	TEACHER ALLOTMENT POLICIES AND REGULATIONS
16 NCAC 03 .0604	CLASS SIZE LIMIT
16 NCAC 03 .0605	REVISION OF THE ALLOTMENT OF TEACHERS AFTER TERM BEGINS
16 NCAC 03 .0606	NORTH CAROLINA PUBLIC SCHOOL REGISTER
16 NCAC 03 .0607	PUPIL ACCOUNTING FOR EXTENDED SCHOOL DAY PROGRAM

History Note: Filed as an Emergency Amendment [(c)(2)(F)] Eff. June 14, 1978 for a Period of 120 Days to Expire on October 12, 1978;
Authority G.S. 115C-12(6); 115C-29; 115C-28; 115C-30;
Eff. February 1, 1976;
Emergency Amendment [(c)(2)(F)] Made Permanent Eff. October 12, 1978;
Amended Eff. July 1, 1984; September 15, 1980; September 10, 1979;
Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0608 SCHOOL ATTENDANCE COUNSELORS: ALLOTMENTS

History Note: Authority G.S. 115-16; 115-168; Eff. February 1, 1976; Amended Eff. November 4, 1977; July 1, 1976; Repealed Eff. September 10, 1979.

### 16 NCAC 03 .0609ASSOCIATE AND ASSISTANT SUPERINTENDENTS: ALLOTMENTS16 NCAC 03 .0610SUPERVISORS: ALLOTMENT

History Note: Authority G.S. 115C-28; 115C-29; Eff. February 1, 1976; Amended Eff. July 1, 1984; January 28, 1981; September 15, 1980; September 10, 1979; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0611 INSTRUCTIONAL PERSONNEL: READING: MATH: ARTS

History Note: Authority G.S. 115-16; 115-17; Eff. February 1, 1976; Repealed Eff. September 10, 1979.

### 16 NCAC 03 .0612 STAFF DEVELOPMENT (K-12)

History Note: Authority G.S. 115C-28; 115C-29; Eff. February 1, 1976; Amended Eff. July 1, 1984; September 10, 1979; Repealed Eff. January 1, 1985.

#### 16 NCAC 03 .0613 SUPPORT PERSONNEL: HEALTH AND SOCIAL SERVICES

History Note: Authority G.S. 115-16; 115-17; Eff. February 1, 1976; Amended Eff. September 10, 1979; Repealed Eff. September 15, 1980.

## 16 NCAC 03 .0614OTHER EXPENSE: ADMINISTRATIVE COST16 NCAC 03 .0615CONSOLIDATION OF UNITS16 NCAC 03 .0616CLERICAL ASSISTANTS

History Note: Authority G.S. 115C-29; Eff. February 1, 1976; Amended Eff. July 1, 1984; September 15, 1980; September 10, 1979; November 4, 1977; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0617 FUNDS FOR PHYSICAL EDUCATION: K-6

History Note: Authority G.S. 115-16; Eff. February 1, 1976; Repealed Eff. September 10, 1979.

### 16 NCAC 03 .0618 GROUP INSURANCE RULES AND REGULATIONS

History Note: Filed as a Temporary Rule Eff. March 30, 1983 for a Period of 94 Days to Expire July 1, 1983; Statutory Authority G.S. 115C-340; 115C-342; Curative Repealed Eff. July 1, 1983.

### 16 NCAC 03.0619 GROUP INSURANCE RULES AND REGULATIONS

History Note: Authority G.S. 115C-340; 115C-342; Eff. July 1, 1983; Amended Eff. July 1, 1984; Repealed Eff. January 1, 1985.

### SECTION .0700 - PUPIL TRANSPORTATION: SCHOOL BUS MAINTENANCE AND SUPERVISION

### 16 NCAC 03 .0701GENERAL PROVISIONS16 NCAC 03 .0702ORGANIZATION

History Note: Authority G.S. 115C-28; 115C-29; 115C-239 through 115C-244; Eff. February 1, 1976; Amended Eff. September 18, 1981; May 18, 1979; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0703SUMMER SCHOOL TRANSPORTATION16 NCAC 03 .0704KINDERGARTENS

History Note: Authority G.S. 115-36; 115-205; Eff. February 1, 1976; Repealed Eff. May 18, 1979.

#### 16 NCAC 03 .0705 SPECIAL PURPOSES

History Note: Authority G.S. 115C-242; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

#### 16 NCAC 03 .0706 ADDITIONAL ALLOCATION

History Note: Authority G.S. 115-181; Eff. February 1, 1976; Repealed Eff. September 17, 1981.

### 16 NCAC 03 .0707 CONTRACT TRANSPORTATION OF PUPILS

History Note: Authority G.S. 115C-253; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

16 NCAC 03 .0708 TRANSPORTATION OF EXCEPTIONAL CHILDREN

History Note: Authority G.S. 115-11.1; Eff. February 1, 1976; Amended Eff. January 7, 1981; September 15, 1980; Repealed Eff. September 17, 1981.

### 16 NCAC 03 .0709TRANSPORTATION OF HANDICAPPED CHILDREN16 NCAC 03 .0710TRANSPORTATION SUPERVISORS: FORMULA FOR FUND ALLOTMENT

History Note: Authority G.S. 115-11.1; 115-181; Eff. February 1, 1976; Repealed Eff. May 18, 1979.

### 16 NCAC 03 .0711 TRANSPORTATION ALLOTMENTS

History Note: Authority G.S. 115-181; Eff. February 1, 1976; Amended Eff. September 10, 1979; May 18, 1979; Repealed Eff. September 17, 1981.

### 16 NCAC 03.0712 SALARY: TRANSPORTATION SUPERVISORS AND MECHANICS

History Note: Authority G.S. 115-181; Eff. February 1, 1976; Repealed Eff. May 18, 1979.

### 16 NCAC 03 .0713 SCHOOL BUS DRIVER QUALIFICATIONS

History Note: Authority G.S. 20-11(a); 20-218; 115C-240; 115C-323; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0714RULES AND REGULATIONS ON THE MAINTENANCE OF SCHOOL BUSES16 NCAC 03 .0715SCHOOL BUS INSPECTION

History Note: Authority G.S. 115C-240; Eff. September 1, 1977; Amended Eff. May 18, 1979; Repealed Eff. January 1, 1985.

16 NCAC 03 .0716TRANSPORTATION SUPERVISOR II16 NCAC 03 .0717TRANSPORTATION SUPERVISOR I16 NCAC 03 .0718MECHANIC FOREMAN16 NCAC 03 .0719TRANSPORTATION SUPERVISOR I

### 16 NCAC 03 .0720MECHANIC FOREMAN16 NCAC 03 .0721TRANSPORTATION SUPERVISOR I

History Note: Authority G.S. 115-181.1; Eff. September 1, 1977; Repealed Eff. May 18, 1979.

# 16 NCAC 03 .0722DISQUALIFICATIONS OF SCHOOL BUS DRIVERS16 NCAC 03 .0723INSTRUCTION OF SCHOOL BUS PASSENGERS16 NCAC 03 .0724EVALUATION OF SUPERVISORY AND SAFETY PRACTICES16 NCAC 03 .0725SEATING OF SCHOOL BUS PASSENGERS16 NCAC 03 .0726LOCAL RULES AND REGULATIONS16 NCAC 03 .0727SCHOOL BUS PURCHASES

History Note: Authority G.S. 115C-240; 115C-249; Eff. April 18, 1979; Repealed Eff. January 1, 1985.

#### 16 NCAC 03 .0728 RULES AND REGULATIONS FOR GASOLINE CONSERVATION

History Note: Filed as an Emergency Regulation Eff. August 3, 1979, for a Period of 120 Days to Expire December 1, 1979; Statutory Authority G.S. 115C-240; Made Permanent Eff. December 1, 1979; Amended Eff. January 1, 1984; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0729 CONTRACT TRANSPORTATION IN CITIES

History Note: Authority G.S. 115C-253; Eff. July 1, 1980; Repealed Eff. January 1, 1985.

#### 16 NCAC 03 .0730 REPLACEMENT OF VANS

History Note: Authority G.S. 115C-250(a); Eff. January 7, 1980; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0731 ALLOCATION OF OPERATIONAL FUNDS

History Note: Authority G.S. 115C-240(f); Eff. September 18, 1981; Repealed Eff. January 1, 1984.

### 16 NCAC 03 .0732 ALLOCATION OF PERSONNEL AND FUNDS

History Note: Authority G.S. 115C-240; Eff. September 18, 1981; Amended Eff. October 21, 1981; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0733 ALLOTMENT OF FUNDS: PRINCIPALS BUS TRAVEL IN ROUTING

History Note: Authority G.S. 115-181; Eff. April 1, 1982; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .0734 BUDGETS

History Note: Authority G.S. 115C-240(f); Eff. January 1, 1984; Repealed Eff. January 1, 1985.

### SECTION .0800 - SCHOOL BUS SPECIFICATION: BUS CHASSIS

16 NCAC 03 .0801	GENERAL
16 NCAC 03 .0802	MINIMUM REQUIREMENTS
16 NCAC 03 .0803	WEATHER PROTECTION
16 NCAC 03 .0804	AIR CLEANER
16 NCAC 03 .0805	AXLES
16 NCAC 03 .0806	BATTERY
16 NCAC 03 .0807	BRAKES
16 NCAC 03 .0808	BUMPER
16 NCAC 03 .0809	CLUTCH
16 NCAC 03 .0810	DRIVELINE
16 NCAC 03 .0811	ENGINE
16 NCAC 03 .0812	EXHAUST SYSTEM
16 NCAC 03 .0813	FENDERS
16 NCAC 03 .0814	FRAME
16 NCAC 03 .0815	FUEL TANK
16 NCAC 03 .0816	GENERATOR
16 NCAC 03 .0817	GOVERNORS
16 NCAC 03 .0818	HORNS
16 NCAC 03 .0819	IGNITION
16 NCAC 03 .0820	LIGHTS
16 NCAC 03 .0821	INSTRUMENT PANEL
16 NCAC 03 .0822	LUBRICATION SYSTEM
16 NCAC 03 .0823	OIL FILTER
16 NCAC 03 .0824	OPENINGS
16 NCAC 03 .0825	PAINT
16 NCAC 03 .0826	RADIATOR

16 NCAC 03 .0827	SHOCK ABSORBERS
16 NCAC 03 .0828	SPRINGS
16 NCAC 03 .0829	STEERING
16 NCAC 03 .0830	TIRES
16 NCAC 03 .0831	TOOLS
16 NCAC 03 .0832	TRANSMISSION
16 NCAC 03 .0833	WHEELS
16 NCAC 03 .0834	SERIAL NUMBER PLATE
16 NCAC 03 .0835	TOW HOOKS
16 NCAC 03 .0836	SMALL SCHOOL BUS CHASSIS
16 NCAC 03 .0837	METROPOLITAN AND CAB OVER TYPE CHASSIS

History Note: Authority G.S. 115-181; Eff. February 1, 1976; Repealed Eff. May 18, 1979.

### **SECTION .0900 - SCHOOL BUS BODIES**

16 NCAC 03 .0901	SCHOOL BUS SPECIFICATION: SCHOOL BUS BODIES
16 NCAC 03 .0902	SCHOOL BUS SPECIFICATIONS: BODIES: GENERAL
16 NCAC 03 .0903	BODY CONSTRUCTION
16 NCAC 03 .0904	BODY FLOOR
16 NCAC 03 .0905	BODY FRAME
16 NCAC 03 .0906	EXTERIOR PANELING: GUARD RAILS: BODY TESTS: INTERIOR
16 NCAC 03 .0907	SEATING
16 NCAC 03 .0908	STANCHIONS AND SAFETY BARS
16 NCAC 03 .0909	ELECTRICAL SYSTEM
16 NCAC 03 .0910	HEATING AND VENTILATING
16 NCAC 03 .0911	INSULATION MATERIAL AND LOCATION
16 NCAC 03 .0912	DOORS
16 NCAC 03 .0913	WINDOWS AND WINDSHIELD GLASS
16 NCAC 03 .0914	BATTERY CARRIER
16 NCAC 03 .0915	REAR BUMPER
16 NCAC 03 .0916	ACCESSORIES
16 NCAC 03 .0917	MOUNTING
16 NCAC 03 .0918	METAL TREATMENT AND PAINTING: LETTERING: PROTECTION
16 NCAC 03 .0919	SMALL SCHOOL BUS BODIES
16 NCAC 03 .0920	METROPOLITAN AND CAB OVER TYPE BODY

History Note: Authority G.S. 115-181; Eff. February 1, 1976; Repealed Eff. May 18, 1979.

### **SECTION .1000 - TEXTBOOKS**

16 NCAC 03 .1001	GENERAL PROVISIONS
16 NCAC 03 .1002	ORGANIZATION
16 NCAC 03 .1003	HIGH SCHOOL TEXTBOOKS: STATE APPROPRIATION
16 NCAC 03 .1004	DISPOSITION OF OLD TEXTBOOKS
16 NCAC 03 .1005	INVENTORY CONTROL AND DISTRIBUTION
16 NCAC 03 .1006	BASIC FOR DISTRIBUTION: ELEMENTARY BASIC BOOKS

History Note: Authority G.S. 115C-28; 115C-29; 115C-89; Eff. February 1, 1976; Amended Eff. July 1, 1976; Repealed Eff. January 1, 1985.

### **SECTION .1100 - PERSONNEL**

### 16 NCAC 03 .1101GENERAL PROVISIONS16 NCAC 03 .1102ORGANIZATION

History Note: Authority G.S. 115C-28; 115C-29; Eff. February 1, 1976; Repealed Eff. January 1, 1985.

### SECTION .1200 - DIVISION OF PLANT OPERATION

### 16 NCAC 03 .1201GENERAL PROVISIONS16 NCAC 03 .1202ORGANIZATION

History Note: Authority G.S. 115C-28; 130-170.01; 130-170.02; S.L. 1975, c. 941; Eff. February 1, 1976; Amended Eff. July 1, 1976; Repealed Eff. January 1, 1985.

#### **SECTION .1300 - OPERATION OF PLANT**

### 16 NCAC 03 .1301GENERAL PROVISIONS16 NCAC 03 .1302ALLOTMENTS

History Note: Authority G.S. 115C-28; Eff. September 10, 1979; Amended Eff. March 22, 1981; Repealed Eff. January 1, 1985.

### 16 NCAC 03 .1303 ENERGY MANAGEMENT POLICY: OPERATION OF PHYSICAL PLANT

History Note: Filed as an Emergency Regulation Eff. August 3, 1979, for a Period of 120 Days to Expire December 1, 1979. Statutory Authority G.S. 115C-28; Made Permanent Eff. December 1, 1979; Repealed Eff. January 1, 1985.