CINCINNATI CITY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES

Procedure Name Versatrans R&P Students & Student Files					
Procedure No.	Eff. Date: 04/17/2020				
Implements Board Policy(ies) 7540.00 "Computer Technology and Networks" 7540.01 "Employee Technology Privacy" 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy"	Last Reviewed:				

1. Background

Describe relevant background to the implementation of the policy.

Cincinnati Public Schools Pupil Transportation Services utilizes VersaTrans Routing & Planning as the department's primary software application. The application is the District's centralized database for routine transportation services provided for eligible students within the District. The access and use of the following application is limited to authorized trained personnel as determined by the District.

The Student file consists of student records that contain student information (i.e. addresses, photos, user defined field values, transportation requests etc.). A user may create multiple Student files, but it is strongly suggested that only one Student file is created for routing purposes. Maintaining a single file makes most operations easier because Routing & Planning bases routing data on the Student file.

The following steps show authorized software administrators how to add student files to the database for routing purposes.

2. Responsibilities

Title: Director of Pupil Transportation Services

Address: 2651 Burnet Ave

Phone: 513-363-0343 Cell phone: 513-680-4869

Describe responsibilities:

- 1. Determines Group/User eligibility requirements for each position within the CPS Transportation Network (internal/external).
- 2. Advises District leadership on service implication that can potentially impact the educational experience of students.
- 3. Ensures implementation of this procedure with fidelity.
- 4. Ensures annual review for necessary revisions.

Title: Transportation Operations Supervisor

Address: 2651 Burnet Ave

Cell phone: 513-485-5180

Describe responsibilities:

Phone: 513-363-0327

1. Organizes required training to receive user/group permissions.

- 2. Ensures the appropriate use of the application by assigned groups/users.
- 3. Ensure implementation of this procedure with fidelity.
- 4. Organizes annual review for necessary revisions.

Title: Applications Support Administrator	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone:
 Describe responsibilities: 1. Assigns and monitors users rights Network. 2. Ensure implementation of this procession 	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

I. Training Requirements

The VersaTrans Routing & Planning application has a variety of features and functions. Training is a requirement for any user prior to being issued an user account and being assigned to a "Group."

A. Training Plan

Operations Supervisor or designee will work with the <u>Tyler Technologies</u> <u>Support Services</u> in developing and implementing a comprehensive training plan on the various features specifically for following essential positions:

- 1. Customer Experience Agent (Senior Support Specialist);
- 2. Transportation Router;
- 3. Transportation Specialist;
- 4. Authorized Essential Contracted Provider Personnel
 - a. Dispatch
 - b. Call Center Agents
 - c. On Board Instructors
 - d. Lot/Area Management
- 5. Customer Experience Coordinator
- 6. Operations Supervisor
- 7. Director of Transportation

C. Training User Accounts

Upon direction from the Operations Supervisor or designee the

Applications Support Administrator assigned to Transportation will create

temporary user accounts to be used for training purposes for any new user

to access the training database only.

- 1. No user will be assigned permissions to the active databases until the user has successfully completed all training requirements.
 - a. Each user will have to complete a <u>VersaTrans User</u> <u>Assessment</u>.
- D. The Applications Support Administrator will develop inservices for users on any software updates that result in a change of features or functional use of the application.

III. Eligibility and Approval

C. Eligibility

Authorized VersaTrans Users will be assigned to "Groups" with associated

permissions based on the following criteria:

- Position Classification
- Successful Completion of Training
- B. Approval

The Director of Transportation or designee approves all users.

- 1. The Transportation Director will determine users with Administrative rights to the application.
 - Administrative rights will be reserved for internal district personnel only and should never be granted to external parties.
- 2. The Applications Support Administrator will create an active VersaTrans account upon direction from the Transportation Director or the Operations Supervisor.
- I. To add a Student File:

Path: Option List > Student Files

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The	number of students in the Student file.
5. Click the window.	Save button. The new or edited Student file appears in the Student Files

II. To edit a Student file:

Path: Option List > Student Files

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III. To de	lete a	Stud	ent fil	e:				

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	1. Click	on the Studen	t file that is to be d	eleted and click t	the X Delete	button.
	2. If the	Student file co	ntains any records	s and/or if the Stu	ident file appears	in any routes,
	a warnir	ng is displayed.				
	3 If it is	decided to pro	ceed, all associate	ed records (i.e. a	ddresses photos	user defined
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			•	risponation satis	faction records, e	ic.) will be
	removed	d from the data	base.			
		Yes				
	4. Click	the	button and the St	udent file is remo	ved from the data	abase.
	Any rout	tes for which tra	ansportation satisf	action records ar	e deleted will be t	timed again to
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Only use	ers with A	dministrative ri	ghts can delete stu	ident files		
IV.	Annual	review				
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			e performed at a c	lesignated time c	letermined by the	Director for
p	oreparatio	ons of the upcor	ning year.			

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Unwanted sets of student's records can be permanently deleted. However, be absolutely sure that the records selected are the ones that are to be deleted. Once deleted, the records can not be recovered; as the system does not have an Undo function.

Only users with Administrative rights can delete student files.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Non-CPS Network and/or GroupWise Account Request Form	To request internet access to the CPS Network <u>https://docs.google.com/document/d/</u> <u>1eyrnxzqjTJIzG9qJUBmrjDo002BMU</u> <u>67f</u>	
2. Non-CPS Employee/Contracto r/Partner Acceptable Use Policy for Electronic Communications Access	Policy on the use of CPS internet access. <u>https://drive.google.com/drive/folders/</u> <u>OALQuCtu8v4ltUk9PVA</u>	
3. Cincinnati Public Schools Consultant Confidentiality Agreement	Agreement on the confidentiality of any information obtained in the use of the CPS network. <u>https://docs.google.com/document/d/</u> <u>1jhVLc5w7ltQSLxRxHXKGGF1ThCn</u> <u>6eh1p</u>	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.