

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Student Conduct on Yellow Bus	
Procedure No.	Eff. Date: 4/28/20
Implements Board Policy(ies) 5500 "Student Conduct" 5610.04 "Suspension of Bus Ridings/Transportation Privileges" 8600.01 "Supervision of Transported Students"	Last Reviewed: 4/28/20

1. Background

Describe relevant background to the implementation of the policy.

The Department of Pupil Transportation Services primary responsibility is to ensure the health and safety of all students, employees, and community partners while utilizing transportation services for school/home, and extracurricular events. Currently CPS has four (4) authorized vendors (First Student Transportation, Petermann Transportation, Queen City Transportation, and Universal Transportation Services) that execute services on the behalf of the District on yellow bus.

CPS Access Pupil Transportation Service utilizes the Geico Microsolutions T.O.M Student Conduct Software as the department's primary bus discipline software. The access and use of the software is limited to our yellow bus vendors and administration or designee at the CPS, NonPublic and Charter schools CPS offers transportation service to.

In order to ensure the safety of our students, the CPS Access Pupil Transportation Service will implement the following procedures for student discipline on yellow buses.

2. Responsibilities

Title: Director of Pupil Transportation Services	
Address: 2651 Burnet Ave	
Phone: 513-363-0343	Cell phone: 513-680-4869
<i>Describe responsibilities:</i>	

<ol style="list-style-type: none"> 1. Determines Group/User eligibility requirements for each position within the CPS Transportation Network (internal/external). 2. Ensures implementation of this procedure with fidelity. 3. Ensures annual review for necessary revisions.

Title: Transportation Operations Supervisor	
Address: 2651 Burnet Ave	
Phone: 513-363-0327	Cell phone: 513-485-5180
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> 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: 513-363-0322	Cell phone:N/A
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> 1. Provides support with Transportation applications. 2. Research questions and issues with the applications. 3. Decides if IT or the application vendor will be needed for more information. 	

Title: Authorize Contracted Vendor	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone:
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> 1. Ensures the safest, least restrictive mode of transportation is consistently provided for students as determined by the District. 2. Advise the administrators or designee at the schools of the student(s) discipline using the T.O.M Student Conduct System. 3. Ensures implementation of this procedure with fidelity. 4. Ensures annual review for necessary revisions. 	

Title: Administration or Designee at Schools	
Address: 2651 Burnet Ave	
Phone: 513-363-0000	Cell phone:
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> 1. Follow the district's Student Conduct Policy. 2. Advise bus vendor's leadership on the assigned discipline issued to 	

- student(s) using the T.O.M Student Conduct System
3. Advise parents on assigned discipline issued to student(s).
4. Ensures implementation of this procedure with fidelity.

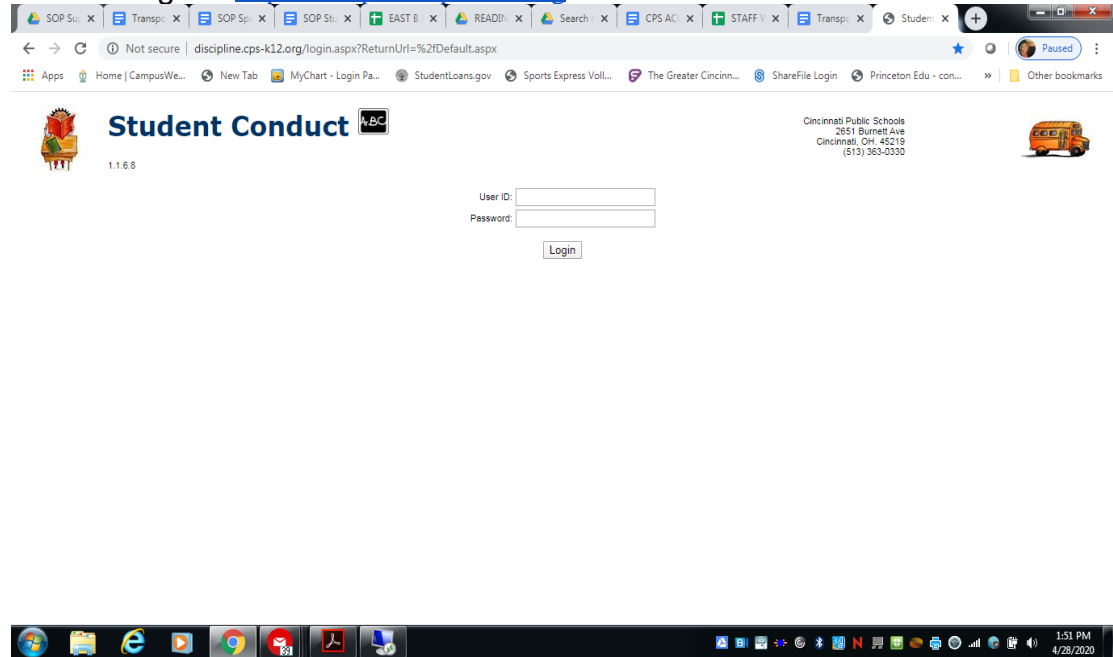
3. Action Steps

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

I. Log In

All users must complete a Transportation Software User Account Request form to be issued an user id and password by the Application Support Administrator.

Search engine: <http://discipline.cps-k12.org>



See the Student Conduct on the Yellow Bus process map for the process steps.

4. Equity Considerations

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

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.	<u>Transportation Software User Account Request</u>	
2.	<u>Student Conduct on Yellow Bus Process Map</u>	
3.	<u>Manual for Transportation Student Conduct Tracking Software</u>	

6. Additional Information

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