

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Specialized Transportation Service	
Procedure No.	Eff. Date: 2/14/20
Implements Board Policy(ies) 5111.01 "Students Experiencing Homeless 8600.02 "Transportation of Students" 8600.01 "Supervision of Transported Students"	Last Reviewed: 05/01/20

1. Background

Describe relevant background to the implementation of the policy.

In order to ensure the safety of our students and efficiency of district transportation resources, the Transportation Department will implement the following procedures for determining specialized transportation services for students experiencing homelessness, students in foster care, or students with disabilities per an Individual Education Plan.

The District shall establish transportation for a student to the school assignment. If the student requires transportation to or from another school district, the District shall agree upon a method to apportion responsibility for the costs of transportation to the student's school assignment.

A student who is no longer experiencing homelessness may maintain his or her school assignment through the end of the school year.

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>	
1. Ensures the safest, least restrictive mode of transportation is consistently	

<p>provided for students as determined by the District.</p> <ol style="list-style-type: none"> 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.
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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. Ensure implementation of this procedure with fidelity. 2. Organizes annual review for necessary revisions. 	

Title: Transportation Specialist	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone: N/A
<i>Describe responsibilities:</i>	
<ol style="list-style-type: none"> 1. Reviews service changes for quality assurance. 2. Expedites communication regarding service impact with various stakeholders including authorized vendors. 3. Ensures implementation of this procedure with fidelity. 	

Title: Transportation Router	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone: N/A
<i>Describe responsibilities:</i>	
<ol style="list-style-type: none"> 1. Analysis information for potential impact to current and/or future transportation services. 2. Makes formal recommendations of changes to ensure the continuity of a high quality service(s) for families/students. 3. Ensures implementation of this procedure with fidelity. 	

3. Action Steps

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

I. Process

1. Project Connect or Hamilton County Job and Family Services KISR staff sends notice to CPS Access Pupil Transportation Services for request of service using their program's standard form for cross-district services and KISR/ESSA students (see example) and an email for preschool students experiencing homelessness or KISR/ESSA students to transesr@cpsboe.k12.oh.us
2. Routers pull the Hamilton County Job and Family Services KISR or ESSA request forms from transesr@cpsboe.k12.oh.us
3. Routers receives Project Connect cross district forms via email from Director of Transportation or designee
4. Router completes the UTS Transportation Request Form
<https://www.luminpdf.com/viewer/5e38a450c4fbd30011fb14e>
5. or ALC Transportation Request Form
<https://www.luminpdf.com/viewer/5e38a4a7c4fbd30011fb157>
6. and sends to vendor requesting acknowledgement of the request, service to start within 24 to 48 hours of the receipt of request and a follow up email with start date
7. Vendor acknowledges receipt of request and sets up the service within 24 to 48 hours of receipt of the request
8. Vendor communicates the start date of service to the router
9. Router communicates to Project Connect or Hamilton County Job and Family Services KISR
10. Project Connect or Hamilton County Job and Family Services KISR communicates start date to parent/guardian
11. UTS Vendor will provide master list of specialized transportation services to transportation dept daily

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>UTS Transportation Request Form</u>	
2.	<u>ALC Transportation Request Form</u>	
3.	<u>Example of Cross District Transportation Form</u>	
4.	<u>Example of JFS/ESSA Form</u>	

6. Additional Information

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