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	
Phone: 513-363-0327	Cell phone: 513-485-5180

Describe responsibilities:
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 for users within CPS Transportation Network.
2. Ensure implementation of this procedure with fidelity.

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 Tyler Technologies Support Services 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 VersaTrans User Assessment.

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.
   a. 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
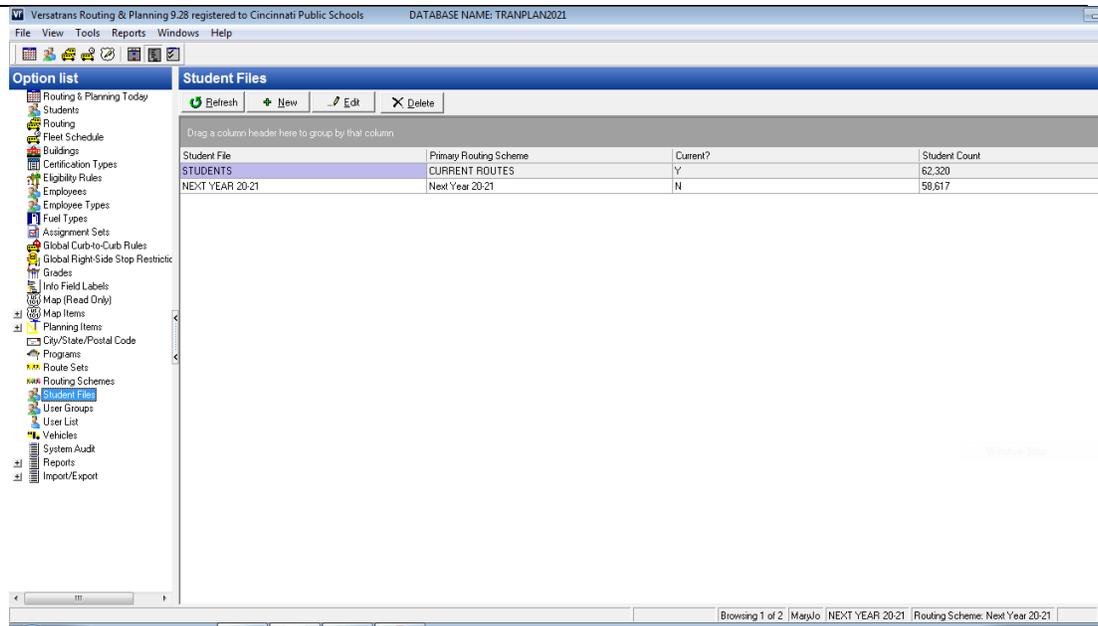
1. Click the **＋ New** button to add a Student file. The Student File Entry dialog displays.
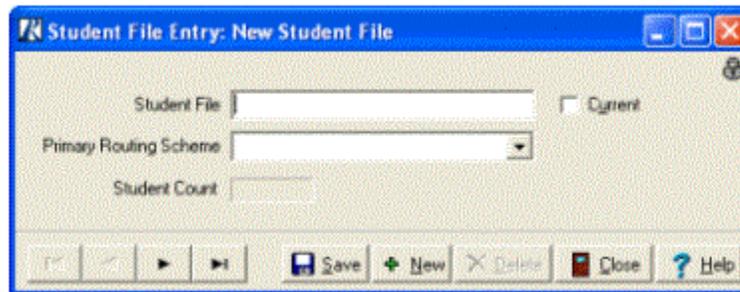
2. Type a name for the new or existing Student file in the Student File field.

3. If the new Student file is to be the current file, check the Current box.

   Current
   Checking this box gives the Student file a status of "current". All "current" Student files must use the same *primary routing scheme*

   Note: If you have checked "Current" and there are multiple Student files, they must all use the same primary scheme; otherwise, when an attempt to save the Student file is made, a conflict dialog will display. This dialog allows the user to correct the situation and then proceed with saving the file.

4. Select the routing scheme that is to be linked to the Student file from the *Primary Routing Scheme* drop-down list.

   Student Count

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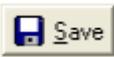
5. Click the ![Save] button. The new or edited Student file appears in the Student Files window.

II.   To edit a Student file:

Path: Option List > Student Files
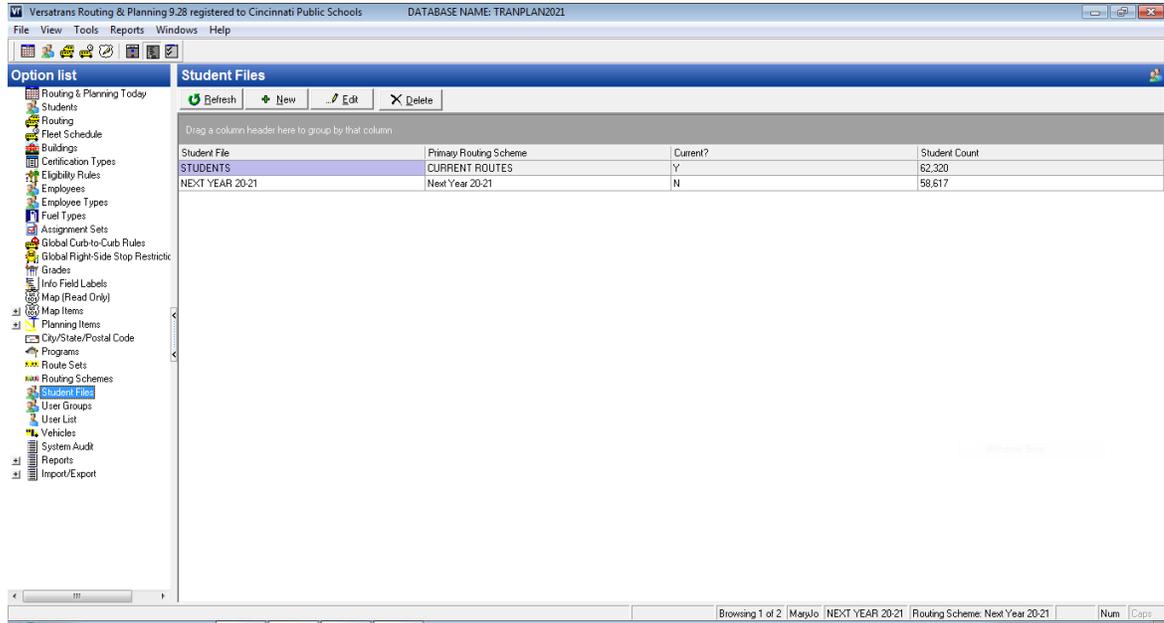
1. Click the ![Edit] button to edit the Student file. The Student File Entry dialog displays.

2. Type a name for the new or existing Student file in the *Student File* field.

3. If the new or existing Student file is to be the current file for storing student records, check the *Current* box.

4. Select a *primary routing scheme* from the Primary Routing Scheme drop-down list.
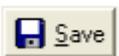
5. Click the ![Save] button. The new or edited Student file appears in the Student files window.

III.   To delete a Student file:

Path: Option List > Student Files

1. Click on the Student file that is to be deleted and click the ✕ Delete button.

2. If the Student file contains any records and/or if the Student file appears in any routes, a warning is displayed.

3. If it is decided to proceed, all associated records (i.e. addresses, photos, user defined field values, Transportation Requests, transportation satisfaction records, etc.) will be removed from the database.
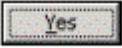
4. Click the Yes button and the Student file is removed from the database.

Any routes for which transportation satisfaction records are deleted will be timed again to account for the loss of those riders.

Only users with Administrative rights can delete student files

IV. Annual review

An annual review will be performed at a designated time determined by the Director for preparations of the upcoming 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 *https://docs.google.com/document/d/1eyrnxzqjTJlzG9qJUBmrjDo0O2BMU67f*	
2. Non-CPS Employee/Contractor/Partner Acceptable Use Policy for Electronic Communications Access	Policy on the use of CPS internet access. *https://drive.google.com/drive/folders/0ALQuCtu8v4ItUk9PVA*	
3. Cincinnati Public Schools Consultant Confidentiality Agreement	Agreement on the confidentiality of any information obtained in the use of the CPS network. https://docs.google.com/document/d/1jhVLc5w7ltQSLxRxHXKGGF1ThCn6eh1p	

6. Additional Information

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