

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Service Options for Non-Public and Charter Students	
Procedure No.	Eff. Date: 2/14/20
Implements Board Policy(ies) 8600.02 "Transportation of Students" 8600.01 "Supervision of Transported Students"	Last Reviewed: 4/13/20

1. Background

Describe relevant background to the implementation of the policy.

CPS is the district of residence responsible for providing transportation services for eligible students in pursuit O.R.C. 3327.01 and 3327.02. 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 service eligibility and method of transportation service for eligible students attending chartered nonpublic and community schools . Students enrolled in nonpublic or community schools may be entitled to pupil transportation services from their public school district of residence. Parents/guardians should submit a request for transportation services during the enrollment process to their school office, which will then submit the request to CPS Pupil Transportation Department through the online enrollment system.

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. Ensures the safest, least restrictive mode of transportation is consistently provided for students as determined by the District. 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
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> 1. Ensures implementation of this procedure with fidelity. 2. Organizes annual review for necessary revisions. 	

Title: Customer Experience Coordinator	
Address: 2651 Burnet Ave	
Phone: 513-363-0332	Cell phone:
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> 1. Develops and standardizes communication across multiple media formats to ensure effective communication to stakeholders regarding any service disruption. 2. Ensures communication procedures are executed in delivering the information pertaining to the closures. 3. Ensures implementation of this procedure with fidelity. 	

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. Analyzes 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. Authorized Methods of Transportation Service

Cincinnati Public Schools will follow the Ohio Department of Education guidelines in determining the most appropriate service option for students attending chartered nonpublic or community schools. CPS Transportation does not own or operate any vehicles used for pupil transportation. Therefore the district will utilize the three (3) remaining authorized modes of service in pursuit of ORC, including contracted transportation services, public transit, and shared services. The determination of the mode of service is the sole discretion of CPS as the district of residence. Parents do not have the choice of type of service offered. If transportation is offered but not used, the school district has no further obligation. CPS Director of Pupil Transportation and/or designee will ensure the safest, least restrictive mode of service available for the eligible student requesting service is provided within a reasonable time frame.

A. *ORC 3301-83-19 Authorized Vehicles for Transportation of Pupils To and From School and School Related Events*

1. CPS Director of Transportation or designee will establish the requirements for all vehicles used to transport pupils on the behalf of the district.
 - a) All requirements will be clearly defined within the terms and conditions of any current and/or future authorized transportation provider contract.
2. CPS Transportation Operations Supervisor or designee will ensure all authorized vendors remain in full compliance of federal, state, local, and board policies pertaining to the type of vehicles used to transport pupils.
3. CPS Transportation Specialists will conduct scheduled and random audits of authorized contracted providers to ensure vehicle compliance.
4. CPS Transportation Routers will only assign routes to vehicles and/or service providers that meet the following requirements.

B. *ORC 3327.01 Transportation of Pupils*

1. CPS Director of Transportation or designee will ensure all department personnel are trained to proficiency on the following regulations and implement within the district with fidelity.
2. CPS Transportation Operations Supervisor or designee will establish operational guidelines for determining the mode of service for eligible students.
3. CPS Transportation Customer Experience Coordinator will establish intake and processing guidelines for transportation service requests.

II. Impracticality of Transportation Services

Because of the logistics involved, it is frequently more difficult and expensive for a public school district to arrange for transportation for a nonpublic or community school student. In some cases, the CPS may find that it is not practical to provide that transportation.

A. *ORC 3327.02 Resolution of Declaring Impracticality of Transportation*

1. CPS Customer Experience Agent or designee will process the

transportation request for eligibility based on the following criteria:

- a) The student must reside within the CPS District Boundaries unless:
 - (1) the student is identified as experiencing homelessness;
 - (2) or the student is placed in Foster/JFS KISR/ESSA.
 - b) Elementary students (K-8th Grades) whose place of residence is one(1) mile or more from the CPS school of residence;
 - c) High School Students (9th-12th Grade) whose place of residence is one and one quarter (1¼) miles or more from the CPS school of residence;
2. CPS Transportation Router or designee will access each eligible student request for impracticality based on one or more of the following factors:
 - a) The time and distance required to provide the transportation;
 - b) The number of pupils to be transported;
 - c) The cost of providing transportation in terms of equipment, maintenance, personnel, and administration;
 - d) Whether similar or equivalent service is provided to other pupils eligible for transportation;
 - e) Whether and to what extent the additional service unavoidably disrupts current transportation schedules;
 - f) Whether other reimbursable types of transportation are available.
 3. CPS Transportation Specialist will review Transportation Router's assessment for accuracy and authorize for the student record within VersaTrans to be updated accordingly following the [Transportation Reimbursement Procedure](#).
 4. CPS Operations Supervisor will create and submit a formal report monthly to the Director of Transportation containing the following information:
 - a) Students Name
 - b) Students Address
 - c) School of Residence/address
 - d) School of Attendance/address
 - e) Justification for Impracticality including supporting evidence
 5. CPS Director of Transportation will review the Operations Supervisor's report for approval authorizing the recommendation for determining impracticality for the identified students.
 - a) The Director of Transportation will enable the following steps in requesting to provide payment- in-lieu of transportation to the parent/guardian of the student:
 - (1) The Operations Supervisor will draft a resolution of impracticality for CPS Board approval.
 - (2) Upon CPS Board approval The Customer Experience Coordinator will ensure the identified parent/guardian is provided a formal notification in the form of a contract that will include the following information:
 - (a) Board resolution of impracticality;
 - (b) Offer of payment in lieu of transportation service;
 - (c) Information regarding the rights of the parent/guardian should they reject the

determination.

- (3) The parent/guardian must acknowledge and return the contract to CPS indicating acceptance or rejection.
- (4) For the parent who accepts, the Operations Supervisor will ensure the verification of attendance for the school identified prior to the issuance of payment at the end of the school year.

B. Dispute of Impracticality of Transportation Service

Parents who decide to reject the determination of impractical transportation may request mediation. That request must be submitted in writing to the Superintendent of CPS and/or his/her designee and to the area coordinator's office of the Ohio Department of Education. Upon receipt of that request, the ODE Area Coordinator will schedule a fact-finding hearing, wherein the school district and the parent(s) will be allowed to present their reasons.

1. The Director of Transportation or appointed designee will represent the district at such a hearing.

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>Ohio Department of Education Transportation Services for Nonpublic and Community School Students</u>	
2.	<u>Transportation Request Form</u>	
3.	<u>ORC 3327.01</u> Transportation of pupils	
4.	<u>ORC 3327.02</u> Resolution declaring impracticality of transportation - offer of payment in lieu of transportation	
5.	<u>ORC 3301.83.19</u> Authorized vehicles for transportation of pupils to and from school and school-related events	
6.	<u>Transportation Reimbursement</u>	

6. Additional Information

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