

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Procedure Name</i> <i>Transportation Reimbursement</i>	
Procedure No.	Eff. Date: 4/17/20
Implements Board Policy(ies) 8600.02 "Transportation of Students"	Last Reviewed:

1. Background

<p><i>Describe relevant background to the implementation of the policy.</i></p> <p>CPS is the district of residence responsible for providing transportation services for eligible students in pursuit O.R.C. 3327.01 and 3327.02. Ohio Law allows for public schools to determine impracticality of transportation after consideration of a number of factors.</p> <ul style="list-style-type: none"> ● The time and distance required to provide the transportation ● The number of pupils to be transported ● The cost of providing transportation in terms of equipment, maintenance, personnel, and administration ● Whether similar or equivalent service is provided to other pupils eligible for transportation ● Whether and to what extent the additional service unavoidably disrupts current transportation schedules ● Whether other reimbursable types of transportation are available <p>Upon that determination, the local public school is then permitted to provide payment- in-lieu of transportation. To enable that action, school boards and parents must complete several steps as follows:</p> <ul style="list-style-type: none"> ● The public school board will pass a resolution of impracticality ● The public school board will then provide the parent with notification of that resolution, and ask for the parent to accept or reject the determination. At the same time, the board is to provide the parent with information regarding their rights should they reject the determination. ● The parent must acknowledge and return a waiver/contract to the public school indicating their acceptance or rejection. ● For the parent who accepts, the school board will verify attendance for the school identified, and make payment to the parent at the end of the school year. <p>Parents who decide to reject the determination of impractical transportation may request mediation. That request must be submitted in writing to the superintendent of their public school and to the area coordinator's office of the Ohio Department of Education. Upon receipt of that request, the ODE area</p>

coordinator will schedule a fact-finding hearing, wherein the school district and the parent(s) will be allowed to present their reasons. “

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. 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
<p><i>Describe responsibilities:</i></p> <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

<p><i>Describe the action steps relevant to the implementation of the policy.</i></p> <p>Based on its consideration of the factors, the board or governing authority may pass a resolution declaring the impracticality of transportation. The resolution shall include each pupil's name and the reason for impracticality. See examples: #5 Related Documents / Forms</p> <p>I. <u>Impracticality of Transportation Services</u> 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, CPS may find that it is not practical to provide that transportation.</p> <p>A. <u>ORC 3327.02 Resolution of Declaring Impracticality of Transportation</u></p> <ol style="list-style-type: none"> 1. CPS Customer Experience Agent or designee will process the transportation request for eligibility based on the following criteria: <ol style="list-style-type: none"> a) The student must reside within the CPS District Boundaries unless: <ol style="list-style-type: none"> (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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.
 - (5) For the parent who accepts and have not received their payment by July 1st should contact CPS Access Pupil Transportation Services (513) 363-7433

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>Process for Flagging Students</u>	
2.	<u>Process for Board Resolution</u>	
3.	<u>Board Impracticality Resolution Example</u>	
4.	<u>Amended Board Impracticality Resolution Example</u>	
5.	<u>Example of List of Students for Board Impracticality Resolution</u>	
6.	<u>Example of Parent Reimbursement Form</u>	
7.	<u>Example of Parent Reimbursement Notification Card</u>	
8.	<u>3327.02 Resolution declaring impracticality of transportation</u>	

6. Additional Information

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