



**SCHOOL TRANSPORTATION  
MONITORING PROCESS**

EFFECTIVE DATE 4/02/17

**SOP 3.7**

SIGNATURE

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PROPOSED BY Special Projects Coordinator

**PURPOSE**

The SCHOOL TRANSPORTATION MONITORING PROCESS applies to schools that elect to provide transportation to students and ensures monitoring, collection and review of any school's transportation plan and statutorily required documents to ensure the school's compliance with the Ohio Department of Education requirements. The SCHOOL TRANSPORTATION MONITORING PROCESS is conducted to ensure that students are being transported according to statute.

**SCOPE**

The Compliance Department is responsible for monitoring CSS partnered school sponsored by St. Aloysius who have elected to provide all or partial transportation to students.

**PROCEDURE**

The procedure includes, but is not limited to the following tasks and responsibilities:

1. During the NEW COMMUNITY SCHOOL CONTRACT PROCESS, the Legal Department distributes a request to all new start-up school representatives for their transportation plan to be electronically sent to the Compliance Department to determine if the school is electing to transport its students.
2. The Compliance Department reviews transportation plans for new schools. If the school will be providing its own transportation, the Compliance Department sends a request for



documentation required prior to students being transported by the school. The information is reviewed and verified for accuracy.

3. The Compliance Department sends out a reminder notice annually in July to all schools who have been identified as providing transportation to students to ensure they meet deadlines set by ODE.
4. The Compliance Department sends out notice annually in September to all existing schools to verify how students are being transported and the transportation providers' information if it is not the local school district.
5. Once information has been collected and tracked, the Compliance Department notifies any school providing transportation of the documents that will be required prior to students being transported for the upcoming school year.
6. The Compliance Department collects required documentation and verifies for accuracy and consults with the Ohio Department of Education Transportation Department.
7. The Compliance Department monitors the school's transportation compliance throughout the school year.
8. The Compliance Department notifies individual schools providing transportation if issues arise with their policies or documentation.
9. The Compliance Department ensures that schools providing transportation have followed the ODE Transportation guidelines of entering information into the SFPS systems through their SAFE accounts.
10. A Compliance Department designee attends all required transportation training, including annual in-service and pre-service.
11. The Compliance Department sends communication to schools providing transportation informing them of annual in-service and pre-service training.
12. Annually, the Compliance Department reviews documentation required for school transportation and sponsor compliance.

## **DOCUMENTATION / VERIFICATION**

The transportation plan and related documentation is maintained by the Compliance Department and accessed on the s drive as follows:

*Location of documentation:*

S:/School Transportation



*Naming Convention: FYXX/School Name*

Ex: S: School Transportation/FY17/School Name

S: School Transportation/FY17/Transportation Tracking

*Supporting documentation included with this process:*

1. Tracking Sheet
2. Sample Email Communication on training
3. Sample communication with ODE Transportation Department
4. Sample email request for annual transportation information from all schools
5. Sample email request for documentation required for schools providing transportation

## **DOCUMENT HISTORY**

Orig. Date April 2017

Rev. November 2018

Rev. August 2019

## **REVIEW AND APPROVAL**

Reviewer of the SCHOOL TRANSPORTATION MONITORING PROCESS is as follows:

Reviewed by: Management Team

Date: 08/30/2019

Approved by: President David L. Cash, Jr.

Date: 09/11/2019

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The SCHOOL TRANSPORTATION MONITORING PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.