



## **STANDARD OPERATING PROCEDURE 5.03**

### **PROCEDURE TITLE: School Transportation Monitoring Process**

**Department: Compliance Department**

**Proposed by: Special Projects Coordinator**

**Effective Date: 04/02/2017**

#### **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 partner schools 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 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 newly opening 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 survey annually by July to all schools to verify how students are being transported and the transportation providers' information if it is not the local school district and to verify if they will be transporting students the following year.
4. The Compliance Department sends out a reminder notice annually in October to all schools who have been identified as providing transportation to students to ensure they meet deadlines in setting and approving bus routes per OAC 3301-83-13 and have all documentation on file with ODE/SFPS system prior to transporting students for the upcoming year.
5. The Compliance Department sends an email in April to all schools providing transportation as a reminder to submit all documents required for the sponsor evaluation.
6. Once information has been collected and tracked, the Compliance Department notifies/sends reminders as needed to any school that has outstanding documents.
7. The Compliance Department collects required documentation and verifies for accuracy and consults with the Ohio Department of Education Transportation Department.
8. The Compliance Department monitors the school's transportation compliance throughout the school year.
9. The Compliance Department notifies individual schools providing transportation if issues arise with their policies or documentation.
10. 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 and that information is current.
11. A Compliance Department designee attends all required transportation training, including annual in-service and pre-service.
12. The Compliance Department sends communication to schools providing transportation informing them of annual in-service and pre-service training.
13. 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

### **DOCUMENT HISTORY**

Orig. Date April 2017

Rev. Nov 2018

Rev. Aug 2019

Rev. Apr 2019

Rev. Apr 2020

Rev. June 2023

### **REVIEW AND APPROVAL**

Reviewer of the SCHOOL TRANSPORTATION MONITORING PROCESS is as follows:

Reviewed by: Management Team

Date: 06/30/2023

Approved by: President David L. Cash, Jr.

Date: 06/30/2023

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.