

STANDARD OPERATING PROCEDURE 5.03: SCHOOL TRANSPORTATION MONITORING PROCESS

July 1, 2025

A. 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.

B. APPLICABILITY

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.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Compliance Department**

Other Departments: *Legal Department*

D. 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 requests all new school representatives provide a transportation plan to determine if the school is electing to transport its students. The Legal Department shall share this plan with the Compliance Department once it is received.
 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 survey annually by June 10 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. A reminder is included with the survey
-

that notifies schools of their responsibility if they transport students or contract with a vendor. It also includes a statement that no school shall contract with a vendor unless they have contacted ODEW, Pupil Transportation Office to ensure the vendor and drivers are compliant and that the vehicles used to transport students meet all legal requirements.

4. The Compliance Department reviews the June survey to determine any schools that will now be providing transportation.
 5. 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 in setting and approving bus routes per OAC 3301-83-13, are aware of reporting deadlines, and have all documentation on file with DRIVES system prior to transporting students for the upcoming year.
 6. The Compliance Department sends an email in September to all schools providing transportation as a reminder to submit all documents required for the sponsor evaluation.
 7. The Compliance Department sends an email in March to remind the schools of the deadline in which they must provide the school calendar and bell times to districts if requesting district transportation.
 8. Once information has been collected and tracked, the Compliance Department notifies/sends reminders as needed to any school that has outstanding documents.
 9. The Compliance Department collects required documentation and verifies for accuracy and consults with the ODEW Pupil Transportation Office.
 10. The Compliance Department monitors the school's transportation compliance throughout the school year.
 11. The Compliance Department notifies individual schools providing transportation if issues arise with their policies or documentation.
 12. The Compliance Department ensures that schools providing transportation have followed the ODEW Transportation guidelines of entering information into the DRIVES systems through their OHID accounts and that information is current.
 13. The Compliance Department attends all required transportation training, including annual in-service and pre-service.
 14. The Compliance Department sends communication to schools providing transportation informing them of annual in-service and pre-service training.
 15. Annually the Compliance Department provides Professional Development to schools that are providing transportation.
-

E. DOCUMENTATION

Location of documentation:

S:/School Transportation

F. GLOSSARY

New school, opening, transportation, transported, transport, driver, vendor, vehicles, survey, bus, van, routes, Pupil Transportation Office

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2026
