

TRANSPORTATION INFORMATION

SCHOOL YEAR 2017/2018

General Information

The bus service for your school will be provided this year by Community Bus, Inc. Your primary contact for transportation will be Nichelle Church (nchurch@accelschools.com) and Chris Maynard (cmaynard@accelschools.com).

The criteria for student ridership on a bus is as follows:

- Proof of residency is required to receive bus ridership privileges
- The student must live at least 1 mile from the school, and not farther than 5 miles from the school
- The distance from their home to the bus stop will not be more than ½ mile
- Alternative addresses where proof of residency has not been established is not allowed

Transportation Forms & Process

Ridership Request Form: Students who are requesting ridership on the bus must have a completed transportation request form as part of their registration package. Forms received after initial final routing is completed by the Transportation Department must be forwarded to our transportation email address (transportation@accelschools.com) for processing.

Parent or Guardian Transportation Consent Form: This form is to be used when a parent or guardian is giving permission for a Kindergarten, 1st grade or 2nd grade student to be dropped off at their stop on the afternoon route without being received by the parent or guardian. Once the form is completed, it should be sent to our transportation email (transportation@accelschools.com) for processing.

School Bus Referral Form: This form will be completed by the bus driver to report any incidents that warrant a referral back to the school. Once completed, the bus company will send the completed form to Nichelle Church, Chris Maynard, and the principal for the respective school that the student attends. Once received, Principals are to enter the referral information into the transportation student conduct log (Note: Principals will receive a link to their school conduct log in a separate communication). Once the Principal has followed up with the student regarding the referral, and a disposition is determined, the bottom section of the form is to be completed and the form should be filed in the student record. In addition to completing the form, the Principal will update the record in the school conduct log file daily.

Routing: Once a ridership request form is received from the school, the Transportation Department will work with the bus company to add the student to a route and define their top location. Here are the steps that will be taken:

- The school sends the completed form to the Transportation Department email (transportation@accelschools.com).
- The form is reviewed by the Transportation Department for accuracy, proof of residency, and active student status.
- The Transportation Department has 3 business days to route the student, notify the bus company and the school Office Manager of the addition/changes, contact the family of the stop location, route, times, and effective date.
 - o The bus company will have 1-2 business days to provide a postcard to the school Office Manager to be sent home with the student.
- In the event a student cannot be routed because they do not meet the criteria listed above, the Transportation Department will contact the family to notify.
- If the Transportation Department is unable to reach the family due to incorrect information listed on the transportation form and/or in PowerSchool, an email will be sent to the Office Manager and/or School Leadership for clarification.

Accidents: In the event of any accident (big or small) please note the following procedures:

- The driver is responsible for dispatching police and/or paramedic assistance.
 - o School staff should NOT contact police or dial 911 UNLESS there is an EXTREME emergency that warrants the right to do so. For example, the driver is incapacitated and unable to follow his/her procedures.
- Students need to REMAIN ON THE BUS until they are cleared by the police and/or a paramedic to be removed from the bus and/or transferred to the spare bus.
 - o Note: Paramedics may require a guardian be present for release.
- School leadership that has ANY form of involvement (hear, see, involved, or witness), they are to complete a very detailed statement of the event, parties involved, and any information that could be helpful.
 - o School leadership should contact Nichelle Church at 216-308-0427, if Nichelle is unavailable contact Sarah O'Bryan (for former ICAN schools) at 216-296-8129, or Chris Maynard (for Academy schools) at 815-922-9047.
- Students involved (if able) should write a detailed statement as well. If the student is unable to write the statement due to age or refusal to write, a parent/guardian or school staff may write on their behalf.
- Please send any/all information to the Transportation Department ASAP by email to nchurch@accelschools.com, sobryan@accelschools.com and cmaynard@accelschools.com.

Incidents: Incidents that occur such as parent complaint, injured scholar on bus, etc. should have a written statement by the parties involved submitted to transportation@accelschools.com. Upon receipt of an incident report the Transportation Department will conduct a review of the situation. Once the review is complete, families/staff/vendors will be notified of the outcome of the event. Depending on the nature of the incident, please allow time for the investigation to be complete.

Video Request Form: Periodically there may be a need to request video footage to review from a bus. Video recordings are kept on file for no more than 7 calendar days. When needed, the video request form will be completed and sent to the transportation email (transportation@accelschools.com). When received, the video request will be made to the bus company to download the file. The bus company

send the file to the Transportation Department. The file will be made available to the Principal for viewing. **PLEASE NOTE:** The video files are not to be shared or viewed by anyone other than the Principals. This includes not sharing or being viewed by families. FERPA Laws include video footage recorded on the bus.

Student Returns: See the separate policy document for student returns.

All Clear: Schools must have a staff member at the school until they receive and “All Clear” communication from the bus company. This step is necessary to ensure that someone is at the school in the event that there is a student return from a route. The all clear will be sent once all bus drivers for your school have notified the dispatch office that they have completed their routes and no students are left on the bus. Once the notification is received, the school can be closed down for the day.

Reporting an Issue: To report an issue related to the transportation service, please send a message to the Transportation email (transportation@accelschools.com). Both Nichelle Church and Chris Maynard will be notified with the email. You will receive confirmation with a ticket number by email. Non-urgent issues will be responded to within 24 business hours. If the issue is urgent, please contact us directly by phone.

After Hours Contact: Each Principal is to provide an after-hours contact, including name, email address and cell phone number, for who can be contacted after school is closed in case of emergency.
