



Cleveland Heights - University Heights City School District School Transportation Appeal Information

As directed by Board Policy the primary mission of student transportation services is to develop a comprehensive transportation plan that ensures all students, riders and non-riders alike, arrive at school in a safe, efficient and timely manner. To fulfill this objective transportation staff, with the support of senior administration, arranges school transportation, using in-house and contracted resources, for eligible riders and appropriate assistance (boundary information, accepted walking routes, courtesy transportation eligibility, Vo Tech pick-up locations and safe walking guidelines) for non-riders.

From time to time extra ordinary circumstances may arise which lie outside established guidelines and traditional practices. For these occasions, the Board has established an appeal process by which parents may make school transportation hearing committee aware of what they feel constitute special conditions meriting further review and, if approved, an exception to existing transportation policies.

Appeal Information

Parents wishing to initiate transportation appeal are asked to read the following school information prior to requesting an appeal. Appeals must be executed in writing on approved forms. *Approved exceptions shall expire at the end of each school year.*

Transportation Guidelines

Assumptions for Riders:

- Bus stops are generally at or near a street corner. These are safer and more accessible to numbers of students than a mid-block bus stop. Home, or Curb-to-curb, stops are used in cases of a mid-day transport (kindergarten and pre-school aged children) and pre-approved busy streets only.
- The bus stop, by Ohio law, must within one half mile of the student's residence.
- Buses are unable to enter dead-end streets or cul-de-sacs that create safety hazards. Limited exceptions may be made when the student live more than one half mile from the nearest through street or when students are unable to walk to the bus stop due to a (confirmed / approved) physical limitation.
- Bus stops are assigned to efficiently group students together. This provides a gathering place for students allowing parents to share monitoring responsibilities.

Assumptions for Non-Riders:

- Parents are responsible for walking or transporting non-riding students to and from school in a timely manner.
- Walking conditions perceived as “unsafe” must present an imminent hazard likely to result in harm. Exceptions shall not be granted when there is only a possibility of harm. The police department or the Coordinator of Safety and Security would verify exceptions.
- Board Policy does allow courtesy transportation for non-rider siblings who attend the same school (location and hours) as younger family members entitled to Board provided transportation.
- Exceptions for temporary medical or health conditions that prevent students from walking to school require a physician’s letter stating the condition and term of disability. The school nurse will verify medical conditions prior to the granting of an short term exception. (Student Services or Special Education staff shall address long-term medical exceptions)

Initiating an Appeal

Transportation appeal forms may be mailed or hand carried to the Cleveland Heights – University Heights City School District Administrative Office 2155 Miramar Blvd., University Heights, OH 44118. The Transportation Exception Committee (TEC) shall review each appeal and respond to parents in writing in a timely manner.

All communication between parents and the TEC must be in writing, the TEC does not meet with parents or schedule parent presentations.

Copies of all appeals shall remain on file for Board review for one year. By Board Policy, all TEC decisions shall be considered final.