

R 8691 TRANSPORTATION COMPLAINTS

The Administration is charged with implementing Board Policy 8635, Transportation of Pupils as well as New Jersey law and code regarding pupil transportation. Parents who believe that an administrative decision regarding transportation fails to adhere to either policy or law and code may appeal that decision through following the process delineated below.

Generally, appeals to transportation will fall into one of two categories: Distance or Hazard.

Distance

If the parent believes that a miscalculation of distance to school (portal to portal) has been made, he/she may appeal an administrative decision regarding the distance.

Hazard

If the parent believes that the assigned bus stop or walking route to school constitutes a hazardous condition under the definition in Policy 8635, he/she may appeal an administrative decision regarding the stop or the denial of transportation services.

First Level

A formal request using a complaint form may be made to the Business Administrator. The Business Administrator will evaluate the distance or bus stop or walking route with the Director of Transportation with the assistance of representatives from the local police departments and/or a professional traffic engineer as determined necessary by the Business Administrator. A determination will be made and provided to the parent in writing within ten working days of the receipt of the written request, unless the request is made during school or summer vacations when more time may be permitted at the discretion of the Superintendent.

Bus stops and walking paths that have been recently evaluated and determined to be not hazardous in prior reviews will not be re-evaluated, but the written decision for such prior determinations will be shared with appellants.

Second Level

The decision of the Business Administrator may be appealed to the Superintendent in writing. The Superintendent will review the Business Administrator's decision to determine whether or not it is consistent and fair and conforms to policy, law and regulation. If experts have not been used to date to advise the administration, the Superintendent may use experts to help determine

his/her decision. The Superintendent may offer a meeting with a parent if it is deemed relevant to the review. A determination will be made and provided to the parent in writing within ten working days of the receipt of the written request, unless the request is made during school or summer vacations when more time may be permitted at the discretion of the Superintendent.

Board Level

Parents wishing to appeal the decision of the Superintendent may do so in writing addressed to the Board of Education. The Board may consider the complaint solely on the basis of relevant written documentation, or it may conduct an in-person hearing. Decisions of the Administration deemed by the Board to be consistent and fair and conforming to policy, law and regulations will be confirmed in writing as a final administrative determination, and parents will be informed of their right to appeal to the Commissioner of Education.

If the Board elects to conduct an in-person hearing, the Board as a whole or in committee, will inform the parents of the time, place and manner of such hearing. After deliberation on the matter, the Board shall inform parents in writing of its decision, which will be confirmed as a final administrative determination, and parents will be informed of their right to appeal to the Commissioner of Education.