



2018-2019

## Request for Transportation Parent/Guardian Guidelines Grades K-8 only

Akron Public Schools \* Central Registration/Transportation \* Attn: Ramona Carroll  
70 N. Broadway Street \* Room 17 \* Akron, OH 44308

Phone: (330) 761-2738

Fax: (330) 761-3224

Paperwork may also be scanned to: [rcarroll@apslearns.org](mailto:rcarroll@apslearns.org)

APS is striving to maintain our goal in providing and maintaining transportation services for our families and community. We have created the Request For Transportation (RFT) form in order to meet Ohio Revised Code guidelines. We have made a few changes to the form to further assist our parents to stay within compliance with APS District policy. **The 2018-2019 RFT may only be turned in from April 1, 2018 to May 30, 2019.**

Listed below is procedural information regarding procedural policies we are enforcing and are currently in place for the RFT. Please contact us should you have any questions regarding procedural policy or any other requirements you may need information on.

**PHONE CALL REQUESTS ARE NOT ACCEPTED.** This form **MUST** be turned in to Central Registration/Transportation **no later than 4 weeks prior** to the start of the first day of school of your choice of attendance. Late return of a completed form and/or required documentation can impede transportation routing up to **10-15 days or more**. Please note, it can take a minimum of 48-72 hours (2-3 days) to process and route a request if it has been approved and not met with any delays. Holidays will increase this time frame. RFT are accepted throughout the school year.

The **Parent/Guardian is responsible** for completing this form and turning it in to Akron Public Schools Central Registration/Transportation located at the address listed above. **Schools are not required to turn this application in for transportation arrangements.** This form **MUST be completed any time there is a change of address, school of attendance, and/or custody.** In order to speed up your request for transportation services, it is helpful if you provide your student's birth certificate – especially if your student is new to transportation services from Akron Public Schools. **You are also required to provide custody documentation for any type of custody – temporary or permanent.** Please list **both** Parent/Guardian names and sign the application together if you are married **and** reside together.

A valid **POR (proof of residency)** is to be attached to this form. A valid **POR** is a **current** utility bill, bank statement, medical bill, credit card bill, computerized rent receipt, paystub, lease with Parent/Guardian name, address, beginning and end date of lease, and signatures of both landlord and tenant/s. "Current" means no more than 60 days prior to date of request. Date of issue must be legible on all documents provided. Hand-written receipts are not valid forms of residency.

School Bus stops may be up to a 1/2 mile from residential address. All bus stops are located at corners. Students are to be at bus stops 5 minutes **prior** to bus stop time. **Buses do not wait for students.** Kindergarten and 1<sup>st</sup> grade students require a Parent/Guardian or older sibling to be at the bus stop for AM and PM pick-up/drop-off times. If transportation is not used for 10 consecutive school days, it may be considered invalid and subject to cancellation. Parent/Guardian will then be responsible to notify Akron Public Schools Transportation Services or contracted vendor in order to reinstate transport services at already previously approved stop. Depending upon length of absence, a new RFT may need to be completed.

This transportation request is only for students in grades KG–8. High School students must complete a separate RFT form to be considered for APS provided transport. That form allows a High school student to receive a limited METRO Bus Pass. Proof of residency must accompany both type of requests. APS does not transport pre-school students. Transportation is provided for students over **2.0 miles** from school of enrollment in grades K-8; High school age students will meet the METRO bus at a regular METRO bus route stop. All students receiving bus transportation are required to behave in a safe and courteous manner. **Students may be removed and/or refused transportation services for behavioral and/or unsafe actions following due process evaluation guidelines.** This is for the safety of every person upon the bus.

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All students who are eligible for transportation will be placed on an APS school bus, contracted school bus, provided a METRO bus pass, or considered for payment-in-lieu. When provided a METRO bus pass, it is the Parent/Guardian's responsibility to determine a valid bus line for service. **Payment-in-lieu is at the discretion of Akron Public Schools. If there is a bus stop available, there will not be Payment-In-Lieu made available.** You must meet eligibility requirements for Payment-in-Lieu status. If approved for Payment-in-Lieu, you will be required to complete an additional contract that will be mailed out and, once completed, returned to Akron Public Schools Transportation Department, 550 E. North Street, Akron, OH 44304. Failure to complete and return the additional contract voids all payment. All Payment-in-Lieu requests are required to be in by September 30, 2018. *Failure to turn in by September 30, 2018 may result in the payment being given a pro-rated status based upon date of approval.* **Payment-in-Lieu status begins at time of date stamp and approval, not retroactively.**

**You must meet eligibility requirements in order for transportation to be provided to your student(s).** Eligibility requirements include, but are not limited to, completed RFT, accurate and current POR, mileage qualifications, time restraint qualifications, and/or custody. If you are denied, you will receive a one-time written notification regarding said denial. The denial (unless mileage/time restraint issues) may be amended with proper documentation being received by the Central Registration/Transportation office. Transportation cannot start until the student is actually enrolled and attending school of choice.

In the event of inclement weather that requires Akron Public Schools to close, transportation services **will not** be provided for that day. If your student's school is open when Akron Public Schools is closed, the Parent/Guardian will be responsible to get their child to school.

Parent/Guardian must notify the APS Central Registration/Transportation department **in writing** when they are cancelling transportation due to personal reasons, moving, refusal of transportation services, and/or changing of schools. Written notification can be mailed to the address provided below. Please note that Parent/Guardian may also opt out of receiving any transportation services, including Payment-in-Lieu, by marking the **"I am opting out of all transportation services"** selection located at the upper right of the application. If you have marked this and are in need of transportation services, you may always re-apply by completing an RFT and turning it in with appropriate documentation.

All documentation must include student name and school of attendance, especially when faxing or mailing in required paperwork. Failure to do so may result in your RFT (Request for Transportation) not being processed and/or updated.

All documentation and requests may be sent to Central Registration via any of the following methods:

**To Mail**

Akron Public Schools  
ATTN: Central Registration/Transportation  
70 N. Broadway  
Room 17  
Akron, OH 44308

**To Fax:** (print student name & school on cover sheet)

(330) 761-3224  
ATTN: Central Registration/Transportation

**To Email:**

[rcarroll@apslearns.org](mailto:rcarroll@apslearns.org)

*Please note that APS is not responsible for lost, damaged, or misdirected mail. It is suggested that you contact the Central Registration/Transportation office for verification of receipt if you have not heard back regarding transport within 3 weeks.*

**The 2018-2019 RFT form is accepted from April 1, 2018 – May 30, 2019.** This form will not be accepted prior to or after these dates.

We appreciate your help in this matter. We look forward to serving you during the current school year.

Sincerely,

Ramona Carroll  
Central Registration/Transportation  
Akron Public Schools