

Transportation Assignment Procedures

City of Cape Coral Charter Schools

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

PURPOSE:

In order to provide a transparent bus assignment process we are providing the following definitions and criteria to be used in the transportation assignment of students attending the City of Cape Coral Charter Schools.

The parents and students will be notified of this policy during the recommit process, thereby allowing them enough time to make appropriate arrangements for the upcoming school year.

All families must submit a new Transportation Request Form each year. Even students/families currently riding the bus must fill out and return the form.

PROCEDURE:

A. Based on projected enrollment, the number of buses/routes and available seats will be determined for each school.

B. Students who need transportation will have to complete the Transportation Request Form (TRF). This applies to ALL students regardless of their transportation status in prior years. Students without transportation requests will not be considered for bus assignment. Incomplete TRFs will be returned to the school for completion.

C. For students living 2-4 miles from the school who request transportation, transportation will be assigned using the following priority assignments:

(Note: All mileages are measured as a radius distance from the school, not a driving distance)

Priority/Criteria:

1. Students living within 2-4 miles of the school.
2. Students living within 4-5 miles of the school who meet one of the following criteria:
 - a. rode the previous year
 - b. sibling of student that rode previous year
3. Students living within 4-5 from the school who apply for transportation by the last day of school in the current school year.

D. Students who live beyond the 4 mile radius of the school will be provided transportation if bus capacity and routing constraints permit. There is no guarantee that transportation will be provided to students who live beyond the 4 mile radius of the school.

E. Students living beyond the 2 mile radius of the school will be subject to depot stops. All attempts will be made to place these stops in centrally located public areas to provide equal access to all students assigned to these stops.

F. In the event that multiple students have the same criteria, students will be prioritized based on the receipt date of their transportation application.

G. Waitlists will be created once a bus has reached capacity. Seat assignment from a waitlist will be based on the priority given to a student and the receipt date of the application.

H. Routes will be created based on the transportation requests received by the last day of school in the current school year with the intent of maximizing the transportation for priority students as defined using the criteria stated above. Routes will not be modified for late applicants. Students submitting transportation requests after such time will be prioritized using the criteria outlined above, however, these students will not be considered for transportation until all requests received before the last day of school in the current school year have been processed.

I. A waiting list will be created for students not assigned a bus. A lottery will be used to order the list for all student forms received by the last day of school in the current school year. All forms received after the last day of school in the current school year will be ordered by date of receipt.

J. There will be no route changes or changes to routes or changes to a student's bus assignment in the first three weeks of school.

K. Students enrolling new to a school after the last day of school in the current school year are not guaranteed transportation. We will make every possible effort to accommodate these students.

L. There will be no changes to a student's bus assignment, due to address change, until proof of residency has been provided to that student's school.

M. In the case of multiple households, a student will be assigned to a bus that corresponds with their legal address on file. We will make every attempt to accommodate a family's request for a second bus **if space allows**.