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**TRANSPORTATION ROUTE CHANGES AND APPEALS**  
**K-12 GRADE ALL SCHOOLS REGULAR PROCEDURE (TRN-P003)**  
Milford School District

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**1.0 SCOPE:**

- 1.1 This procedure applies to the Transportation Department when requests for a route change or a bus stop change is received during the school year for Regular Education Students in Grades K-12.

The online version of this document is official. All printed versions are uncontrolled copies.

**2.0 RESPONSIBILITY:**

- 2.1 Chief Operations Officer

*Authorized Signature on File*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3.0 APPROVAL AUTHORITY:**

- 3.1 Transportation Coordinator

**4.0 DEFINITIONS:**

- 4.1 MPS: Milford Public Schools
- 4.2 Policy 3541 (a) (b) 3541.5 – Transportation Policy for Milford Students
- 4.3 RCAD: Bus Stop Route/Change/Addition/Deletion Form (TRN-F001)

**5.0 PROCEDURES:**

- 5.1 MPS bus stop routes and individual stops are compiled during the summer before the start of the school year based on student enrollment.
- 5.2 An individual may request a bus stop change or addition at any time during the year. Requests shall be made in writing on a completed form prescribed by the Board of Education (Form #TRN-F001).
- 5.3 The Transportation Coordinator, in conjunction with the bus contractor, will investigate the request. The Transportation Office may consult with city agencies such as the Police Department Traffic Division, the Department of Public Works Highway Division, the Engineering Department, or any other available resource using the Transportation Policy P-3541 as a guide to determine if there are any safety concerns with the stop and/or walking route.
- 5.4 Every effort will be made to notify the requester within ten (10) school days of such decision, however; this will not always be possible.
- 5.5 Provision of an appeals procedure for matters relating to the furnishing of school transportation is as follows:
- 5.5.1 Any parent/guardian or student at majority age who believes that their student transportation needs are not being properly met should review this matter with the Transportation Coordinator.
- 5.5.2 If no resolution is reached, the matter should be referred in writing to the Chief Operations Officer who shall review the matter and issue a decision in writing within ten (10) working days after receipt of this request.
- 5.5.3 If no resolution is reached, the parent or guardian shall be advised of their right to request a hearing by the Board of Education concerning their request for transportation accommodations:

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- 5.5.3.1 The Board of Education shall give such parent/guardian notice of the right to request a hearing concerning the denial of transportation accommodations.
- 5.5.3.2 The Board of Education shall hold a hearing within ten (10) calendar days of receipt of a written request by the parent/guardian.
- 5.5.3.3 The Board of Education shall make a stenographic record or tape recording of such hearing and shall, upon written request, provide the parent/guardian with the transcript or the tape recording within thirty (30) days of such request.
- 5.5.3.4 The Board of Education shall render a written finding within ten (10) calendar days after such hearing.
- 5.5.3.5 Such hearing shall be held in accordance with the provisions of Sections 4-176e to 180a, inclusive, and 4-181a of the Connecticut General Statutes.
- 5.5.3.6 If a parent/guardian is aggrieved by the findings of the Board of Education, an appeal may be taken to the State Board of Education.
- 5.5.3.7 The findings of the Board of Education shall be upheld by the State Board of Education unless it is determined that such findings were illegal, arbitrary, capricious or unreasonable.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 MPS Transportation Policy #3541 (a, b) 3541.5
- 6.2 Bus Stop Route Listing – All Schools/All Buses
- 6.3 RCAD Form: Bus Stop Request for route change/addition/deletion form (TRN-F001)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
MPS Transportation Policy #22541 (a,b) 3541.5	Superintendent's Office			Locked Office
Bus Stop Route Listing	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office
Completed Bus Stop Route Change/Addition/Deletion Form	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office

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Correspondence Binder	Transportation Department files during school year, then to storage	One (1) year in Transportation Department; moved to storage for three (3) years	Shredded after retention period	Locked Office
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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/03/2003	B	Change title, responsibility and approval authority
09/24/2003	C	Change 6.1 and 6.2
10/04/2004	D	Change title in 2.0, correct spelling in 5.3 and change retention time in 7.0
10/17/2005	E	Change wording in 5.6
05/30/2014	F	Changes of language in the title of the procedure, changes/additions/deletions in language in 2.0, 4.0, 5.0, 6.0 and 7.0

**\*\*\*End of Procedure\*\*\***