

ROWAN-SALISBURY SCHOOLS TRANSPORTATION DEPARTMENT

Procedure for Dispute of Bus Stop Locations

This procedure is to be followed whenever a parent (or guardian) disagrees with the school regarding the location of a bus stop.

1. Whenever the location of a bus stop is in dispute, the parent must first contact the Bus Coordinator at the school.
2. If the Bus Coordinator decides that the bus stop should remain as is and the parent disagrees with the Bus Coordinator, the parent should:
 - Request a copy of the Transportation Service Request Form from the school (copy located in the forms section of the Administrative Bus Driver Manual).
 - The parent is to fill out the form completely and return it to the Bus Coordinator of the school.
 - The Bus Coordinator is to add additional comments (optional) and **fax the form** to the Area Route Coordinator at the Transportation Department (704-639-3108).
3. The Area Route Coordinator will evaluate the bus stop and render a decision as to whether the stop will remain as is or to be changed. A letter will be sent from the Area Route Coordinator to the parent and a copy to the Bus Coordinator notifying them of the decision.
4. If the parent disagrees with the decision of the Area Route Coordinator, the parent has the option of appealing the decision within 5 business days of receipt of the letter to the Director of Transportation.
5. The Director of Transportation will evaluate the bus stop and render a decision and again a letter will be sent to the parent and a copy to the Bus Coordinator notifying them of the decision.
6. If the parent disagrees with the decision of the Director of Transportation, they may appeal the decision to the Superintendent by letter which would include the following information: parent name, student name, grade, the action being appealed and the action desired as a result of the appeal.
7. The Superintendent (or designee) will evaluate the appeal and render a decision in writing to the parent within 10 working days.
8. If the parent disagrees with the decision of the Superintendent, the parent may appeal in writing to the grievance committee of the Rowan-Salisbury Board of Education within 5 business days of receipt of the Superintendent's (or designee's) reply.
9. The grievance committee of the Rowan-Salisbury Board of Education will schedule a hearing, notifying the parent of the hearing. The committee will render a decision regarding the bus stop within 5 business days after the hearing.