

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-14
Subject: TRANSPORTATION APPEAL PROCESS	Issued: 5/23/07
Preparing Office: Office of the Superintendent	Amended: 8/27/12

I. Policy 441

II. Procedures

A. Purpose

The purpose of this regulation is to outline the steps to secure a fair and appropriate resolution to issues that may arise regarding eligibility for bus transportation and bus stop locations.

If the remedy being sought is to change an existing policy, the avenue of appeal is through public comment at a regularly scheduled Board of Education meeting or submittal of documentation directly to the Board of Education requesting consideration for a change in Board policy.

B. Step 1 - Formal Complaint to Assistant Manager of Transportation

1. A parent or legal guardian of a current student may submit a written concern and/or complaint regarding bus transportation-related issues to the assistant manager of Transportation.
2. The assistant manager of Transportation will review the complaint, investigate and provide a response to the parent within five (5) working days of receiving the concern or complaint.

C. Step 2 – Appeal to Director of Transportation

1. If unsatisfied with the response, the complainant may then appeal the decision of the assistant manager of Transportation, in writing, to the director of Transportation within ten (10) days of receiving the response at Step 1.
2. The written appeal must include a concise statement of the issue of concern and indicate any law, policy, or regulation that the complainant believes has been violated. The written appeal should also state what areas of disagreement the complainant has with the Step 1 decision and provide a statement of the relief sought.
3. The director of Transportation will evaluate the written appeal as well as the response provided at Step 1 and render a decision within ten (10) working days of the date of receipt of the appeal.

D. Step 3 – Appeal to Chief Operating Officer

1. If the complainant is not satisfied with the disposition at Step 2, he/she may forward the complaint or concern to the chief operating officer within 30 days. The chief operating officer serves in the role of the Superintendent's designee.
2. Prior to rendering a decision, the chief operating officer may refer the complaint to the Transportation Advisory Committee, as identified in Section III. This committee will be charged with reviewing the submitted documents inclusive of the original complaint and the decisions at Step 1 and Step 2. The committee will provide the complainant and the director of Transportation an opportunity to present any additional information to the committee.
3. The Transportation Advisory Committee will then provide a written recommendation to the chief operating officer no later than thirty (30) calendar days from receipt of the complaint at the chief operating officer level.
4. The chief operating officer will then render a decision to either accept or reject the decision of the committee. The chief operating officer's decision will be sent to the complainant within five (5) days of receiving the recommendation of the Transportation Advisory Committee.

E. Step 4 – Appeal to the Board of Education

If not satisfied, the complainant may then file an appeal with the Board of Education in accordance with Board Policy 105.4 "Procedures to File an Appeal under §4-205(c) of a General Decision by the Superintendent" within thirty (30) calendar days of the Superintendent designee's decision.

III. Transportation Advisory Committee

- A. The chief operating officer shall appoint members to the Transportation Advisory Committee and reserves the right to convene the committee as needed.
- B. The Transportation Advisory Committee may be comprised of:
 1. A representative of the State Highway Administration
 2. A representative of the Frederick County Department of Public Works
 3. One representative each from city and county law enforcement
 4. A current or retired transportation director from another public school system in Maryland
 5. A representative from the PTA Council of Frederick County, Inc.
 6. A member of the public-at-large
- C. The committee may request a staff member from the Department of Transportation to act as a resource for information as they deem necessary.

Approved:

Original signed by

Theresa R. Alban
Superintendent

Frederick County Public Schools

Transportation Appeal
Chief Operating Officer Level (i.e., Superintendent's designee)

An appellant may use this form to provide the basis for appeal after seeking a decision at Steps 1 and 2 as outlined in FCPS Regulation 200-14. The form should be sent to the Chief Operating Officer, 191 South East Street, Frederick, MD 21701 within 30 days of the Step 2 decision.

NOTE: If the remedy being sought is to change an existing policy, the avenue of appeal is through public comment at a regularly scheduled Board of Education meeting or submittal of documentation directly to the Board of Education requesting consideration for a change in Board policy.

1. Appellant's name, address, and daytime telephone number (to be provided for each appellant):

2. Provide a concise statement of the issues and specific areas you are disagreeing with regarding the decision or action:

3. Provide a concise statement of facts to support your appeal:

4. State all laws, policies, regulations, etc. which you believe have been violated or misapplied in this case and how:

5. Identify and attach all documents on which you will rely in presenting your appeal:

6. State the relief or remedy you want from the chief operating officer in this appeal:

Appellant Signature

Date

See FCPS Regulation 200-14 *Transportation Appeal Process* for additional information on the appeal process.