

**Urbana City School District**  
**Transportation Plan For:**  
**Non-Public & Parochial Charter Schools**

*This transportation plan is being furnished to fulfill the requirements of ORC 3327.016*

Students who reside in the Urbana City School District (UCS) qualify for yellow school bus transportation both to and from approved non-public and charter schools located within 30 minutes of the students normal assigned building of attendance in UCS District as identified by the Ohio Department of Education (ODE) under Ohio law, the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) requiring transportation services. The following summary is intended to outline the transportation service that will be provided to these students.

In order to control operating costs within the UCS department, one bus is operated on a scheduled route to transport students to and from the following schools; Catholic Central School, Cliff Park High School, Emmanuel Christian Academy, Global Impact Academy (STEM), Nightingale Montessori School and Ridgewood Academy. This route operates following a combination of all calendars and bell times from these approved schools.

**Please note the following items:**

- This route operates between 5:45am and 8:45am and between 2:00pm and 5:00pm.
- The approved non-public school and charter school must provide a yearly school calendar with school bell times along with a roster of Urbana City School resident students attending their building complete with students and parents information.
- Route times cannot be finalized until 14 days before the new school year begins to ensure all eligible rider requests have been fulfilled.
- This route will drop off at all school locations within the 30 minutes allowed by ORC prior to the school day starting, and pick up at all school locations within the 30 minutes allowed by ORC after the school has dismissed for the day.
- This route will operate on-time on days when Urbana City Schools are scheduled for delayed start or scheduled closures.
- This route will operate following any schools planned early release schedules.
- This route will operate following any schools planned delayed start schedules.
- This route will operate on a 2 hour delay on days when Urbana City Schools and or Springfield City Schools declares a 2 hour delay due to weather and or road conditions.
- This route will not operate when Urbana City Schools and or Springfield City Schools declares a closure due to weather and or road conditions.
- Any emergency early dismissal or last minute change to a school calendar will be handled on a case by case basis as to timing of the route.

To request transportation to or from the school your student(s) attend, parents/guardians must contact Urbana City Schools Transportation Department at 937-653-1411 or 937-653-1406. Transportation will not be provided if approved arrangements are not made with the UCS Transportation Supervisor. Arrangements must be made at least 14 days prior to the student's school year starting to help establish and set route times for all students assigned to the route.

Bus stops are based on state guidelines and are created equal to those attending Urbana City Schools. Students who reside within city limits of Urbana shall be assigned to a corner bus stop up to ½ mile walking distance from their residence. Students who reside outside of city limits of Urbana shall be assigned to a bus stop either within a ½ mile walking distance or at their residence driveway.

Transportation will only be provided from home to school, and school to home for approved students whose parents have arranged transportation. No alternate location requests can be accommodated during the school year. Alternate locations will be at the responsibility of the parents.

Any and all requested changes to bus stops during the school year must be phoned into the UCS Transportation Department and acknowledged by the UCS Transportation Supervisor, or designee, before any changes can take place. The bus driver is not permitted to authorize any changes in bus stop locations, bus stop/route times or other arrangements. Parents/guardians or the schools serviced should not make requests to change bus stop locations, bus stop/route times or other arrangements to the bus driver as they are not permitted to authorize any changes to the established and approved route.

For students who begin busing during the school year, every effort will be made to begin service within 5 business days of receipt of request for transportation services. Although the ORC allows up to 14 business days before transportation services are required to begin, the UCS Transportation Department will attempt to process requests for service as quickly and timely as possible.

Parents are advised to check **[www.urbanacityschools.org](http://www.urbanacityschools.org)** & **[www.scsdoh.org](http://www.scsdoh.org)** during winter months when weather and road conditions are in question to know if any decision on a delay or closing has been made by either district. Local television news and radio stations are also advised in order for families to stay informed on delay or closure decisions made by the districts. Students attending non-public schools and charter schools are not part of the Urbana City Schools one-call system and therefore will not receive direct messages about such delays or cancellations.