

# PITTSGROVE TOWNSHIP SCHOOLS

## Transportation Department

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<http://www.pittsgrove.net/departments/transportation/>

**KLeshner@pittsgrove.net**

*Transportation Supervisor*

**KAlmeida@pittsgrove.net**

*Transportation Secretary*

## Bus Stop Appeal Procedure

If a parent/guardian would like to appeal the location of a bus stop, the following procedure should be followed within ten (10) business days of notification of the bus stop location.

- Contact the Transportation Supervisor in writing of the request and reasoning for the change.
  - The Transportation Supervisor will review the request and all information provided and notify the parent/guardian of the decision within seven (7) business days.
- If the transportation supervisor denies the request, submit a bus stop appeal form and all information, in writing, to the Business Administrator within seven (7) business days of notification by the transportation supervisor.
  - The Business Administrator will review the request and all information provided, as well as discuss the original decision with the transportation supervisor, and notify the parent/guardian of their decision within seven (7) business days.
- If the Business Administrator denies the request, the parent/guardian may accept the decision or request it be submitted to the Superintendent in writing within seven (7) business days of notification by the Business Administrator.
  - The Superintendent will review the request and all information provided, as well as discuss the original decision with the business administrator and transportation supervisor, and notify the parent/guardian of their decision within seven (7) business days.
- If the Superintendent denies the request, the parent/guardian may accept the decision or request it be submitted to the Board of Education within seven (7) business days.
  - The Superintendent will forward the request to the Board of Education if so requested at the next scheduled Board meeting.
  - The decision of the Board of Education is final.