

## Transportation Appeal Process

An appeal of any stop must be made in writing via the online Appeal Form located on the District website. The appeal must be based on safety and not convenience or preference. The appeal process window opens on June 20, 2016. The steps to submit an appeal are as follows;

- Please [click here](#) and complete the electric appeal form. Only appeal forms submitted online will be accepted. NO PHONE CALLS PLEASE
- Forms must be submitted no later than 4:00 PM on July 8, 2016
- Appeal Hearings will be scheduled and conducted through the month of July and conclude no later than the second Friday in August
- Parents/Guardians will be assigned a hearing date to present their appeal to the Appeal Board (*\*Please refer to the Hearing Procedures on the District's website.*)
- The appeal board will consist of
  - Representative of the BRRSD Transportation Sub-Committee
  - Members of the Central Office Administrative Team
  - A representative from the Bus Company (*the representative of the Bus Company will maintain an advisory role as a non-voting member*)
- Parents/Guardians will be notified in writing of the approval/denial of the appeal prior to the start of the school year.
  - PLEASE NOTE:
    - PREVIOUSLY DENIED APPEALS WILL NOT BE RECONSIDERED BARRING NEW EXTENUATING CIRCUMSTANCES.
    - PRIOR APPROVED APPEALS MAY OR MAY NOT BE CARRIED FROM YEAR TO YEAR DUE TO CHANGES IN BUS ASSIGNMENTS OR PROMOTION IN GRADE LEVEL.
    - ALL APPEAL BOARD DECISIONS ARE FINAL.
    - APPEALS BOARD MEMBERS WILL CONFER WITH LOCAL SAFETY OFFICIALS AS NEEDED