

## Ensuring the Safe Transportation of School Children

### **5181.2.**

It shall be the policy of the Meriden Board of Education to maintain a record of all written complaints relative to school transportation safety. Complaints alleging a breach of safe operating procedures must be received in writing and should be specific as to the date, time and location of an incident, name of the driver or number of the bus involved, basis of the complaint, names of witnesses, if possible, and name, address, phone number of signature of complainant. The Assistant Superintendent will provide any complainant with a form for such reporting purposes. Upon receipt of the form, the Assistant Superintendent will investigate each incident and note on the form the results of that investigation, and will notify the complainant of the disposition of said complaint.

The filing of the complaint, the investigation and disposition of each case should be done in as timely a manner as possible. The Assistant Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the school year.

#### **Legal Reference:**

Connecticut General Statutes, 10-221c

Approved October 3, 1989

Amended November 21, 2017

Previous Policy Number: EE1.4