

# Request For Transportation FAQs

Here are some of the most common questions asked about the Request For Transportation (RFT) and the processes therein to receive transportation Services from Kettering City Schools.

## WHAT IS AN RFT?

An RFT is a Request For Transportation services consideration form. This form is for students attending approved Charter, Parochial, and Non-Public Schools in grades K – 12. This form ***should not*** be completed for students attending Kettering City Schools.

The RFT is considered legal contract/application for consideration of transportation services between a guardian and Kettering City Schools. Per Ohio Department of Education and Workforce (ODEW), Ohio Revised Code (ORC) 3327.01, a legal guardian must request transportation services from the Public School district of residence. The RFT must be completed and signed by a legal guardian.

All RFT requests are required to be submitted to Kettering City Schools in a timely manner. Requests for the following school year should be submitted prior to June 1st of the current year. New enrollments over the summer should enroll no later than 4 weeks before school of attendance is due to start. Failure to provide necessary documentation and/or submitted prior to school starting could result in a denial and/or delay of service.

Please be aware that the closer to school starting an application is submitted may result in a 10-15 business day delay before a student may be routed provided all necessary documentation was also submitted.

Please be aware that Kettering City Schools does not assume that your student requires transportation services. Therefore, an RFT is required every school year, every time you move, change schools, and/or guardianship changes.

## WHAT TYPE OF TRANSPORTATION SERVICES ARE OFFERED?

If you sign-up for transportation services, an eligible student will receive one of the varying types of Transportation services available – A yellow Kettering City Schools bus, or payment-in-lieu for transportation services. This ***does not*** include van or special education services. Should a student have an IEP that states transportation services must be provided, it is up to the school of attendance/educating entity to provide such service.

## HOW DO I QUALIFY FOR TRANSPORTATION SERVICES?

You and your student must legally reside within the Kettering School District. A parent/legal guardian must have a student attending a qualifying school that has requested transportation services. The school of attendance must be over 1.0 miles from the residence. School of attendance must be under 30 minutes travel time during normal school day travel time hours in a yellow school bus. Kettering City Schools must have received a completed RFT with all necessary documentation to process.

## WHO NEEDS TO COMPLETE AN RFT?

Any parent/legal guardian requesting transportation services for their student attending an approved charter, parochial, or non-public school. A school should not be completing and/or signing the form for the parent/legal guardian. It is not the school requesting the transportation services, it is the guardian.

## WHEN MUST AN RFT BE COMPLETED?

Any time there is a change in address, school, guardianship, at the time of the new school year, and throughout the year if you wish to start and/or change transportation services. An RFT **must** be completed **every school year**. **We do not assume** a student will be attending the same school at the same residence with no changes in guardianship. **All RFT should be turned in by June 1<sup>st</sup> of the current year, for the next school year**. **Kettering City Schools will not accept any change of address, school, and/or guardianship information over the phone or via email** (unless proper documentation is included in the email).

**A school is not required to collect nor return the completed RFT with necessary paperwork to Kettering City Schools.** The parent/legal guardian is responsible for requesting transportation services for their student, it is their responsibility to return the completed RFT with necessary documentation to Kettering City Schools.

## WILL I REQUIRE OTHER DOCUMENTATION BESIDES THE RFT?

Yes, you will need to provide proof of residency to Kettering City Schools Transportation Office.

### **Approved Proof of Residency Approved Documents:**

- **Homeowners** - Mortgage Statement or Deed, and a current utility bill.
- **Renters** - All pages of your lease agreement, signed by both tenant and landlord, and a current utility bill.

Once your proof of residency has been accepted, you will not need to provide proof of residency **unless you have a change of address**. We will keep this information on file in the transportation office. **You are still required to fill out the RFT form for transportation services.**

## WHO SUBMITS THE COMPLETED RFT?

The completed RFT with necessary documentation are to be submitted to Kettering City Schools Transportation Department located at 2640 Wilmington Pike, Kettering, OH 45419. It is up to the legal guardian to submit this paperwork as they are the one requesting transportation services. **Schools are not responsible for the collection of nor required to submit the RFT with necessary documentation.** If a school chooses to do this, they are responsible for getting the RFT along with all necessary documentation to Kettering City Schools in a timely manner. Kettering City Schools is not responsible for late, incomplete, or misdirected RFT and documentation.

## WHERE DO I SUBMIT MY COMPLETED RFT TO?

It is best to mail or bring your documents into the Kettering City Schools Transportation office. You may also scan and email your documents to [kettering.transportation@ketteringschools.org](mailto:kettering.transportation@ketteringschools.org)

### **To Mail/Drop-off**

Kettering City Schools  
2640 Wilmington Pike  
Kettering, OH 45419

### **To Send as a Fax:**

(937) 297-1994  
ATTN: Transportation

### **To Send as an Email:**

[kettering.transportation@ketteringschools.org](mailto:kettering.transportation@ketteringschools.org)

## HOW WILL I KNOW IF I WILL RECEIVE TRANSPORTATION SERVICES?

Kettering City Schools is responsible to notify the parent/guardian of a denial. A letter will be sent from Kettering City Schools to the address provided on the RFT form. This letter will state the reason for denial.



# Request For Transportation Services Form Current School Year ONLY

For Use By Charter, Parochial and Non-Public School Students in Grades K-12

*Legal Guardians are required to complete and return this form with required documentation to Kettering City Schools for consideration of transportation services—NOT SCHOOLS*

## **REQUEST FOR TRANSPORTATION GENERAL INFORMATION**

- Must reside within the Kettering City School District
- Not eligible for out-of-district students
- Yellow Bus transportation service only
- May list up to 4 students on this form
- Only **ONE** school may be listed per form
- Must be from your residential address and reside **over 1.0 miles** from school of attendance
- School of attendance **MUST** be within 30 min or less travel time by bus

## **BUS STOP INFORMATION**

- Stops may be up to 1/2 mile from residence
- Students must be at stop 5 minutes prior to scheduled pick-up time to assure timely operation
- KG students must be accompanied at stop location by an adult
- Services cancelled after 15 school days of inactivity
- When Kettering City Schools is closed for inclement weather, no transportation services will be provided.

## **REQUIRED ITEMS FOR COMPLETION**

- School of attendance (**SELECT ONLY ONE SCHOOL**)
- Student Name
- Student Birthdate
- Student Grade Level
- Parent/Guardian Name-REQUIRED
- Relationship to Student—**must notify of change**
- Complete Address —**must notify of change**
- Contact Number(s) —**must notify of change**
- Guardian Email—REQUIRED; **must notify of change**

## **APPLICABLE DOCUMENTATION**

### **Proof of Residency Approved Documents:**

**Homeowners** - Mortgage Statement or Deed, and a current utility bill.

**Renters** - All pages of your lease agreement, signed by both tenant and landlord, and a current utility bill.

**ALL Information is REQUIRED to be filled in**

1st Student \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

2nd Student \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

3rd Student \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

4th Student \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

**\*All of the information below is REQUIRED to be legible and completed by the ADULT requesting transportation services for their student: (NOTE: If requestor is married and residing together, **BOTH** names must appear on form)**

**\*School Year Requested:** (i.e., 2022-2023) \_\_\_\_\_

**\*Requestor Name:** \_\_\_\_\_

**\*Relationship to Student:** \_\_\_\_\_

**\*Legal Guardian?** \_\_\_\_Yes \_\_\_\_No

**\*Custody** \_\_\_\_Yes \_\_\_\_No

**\*Address:** \_\_\_\_\_ **\*Apt.** \_\_\_\_\_

**\*City:** \_\_\_\_\_ **OH** **\*Zip:** \_\_\_\_\_

**\*Guardian Email:** \_\_\_\_\_

*(Email is **required** to receive routing information)*

**\*Primary Contact Number:** \_\_\_\_\_

**\*Secondary Contact Number:** \_\_\_\_\_

***By signing and dating this form (required), I agree that I have read and agree to the stipulations listed. Furthermore, I am requesting consideration for transportation services for the above-named student (s). I realize that completion of this formal request **DOES NOT GUARANTEE** transportation services for my student(s).***

**X** \_\_\_\_\_ **X** \_\_\_\_\_

**Signature of Requestor**

**Date**

Please note requirements listed under each heading; Only ONE OPTION may be chosen:

-OPTION ONE-

Student Request for Transportation

- Yearly Request for Transportation Services (*already provided proof of residency*)
- New to School, Moved, or Changed Address
- New to Transportation Services/Never received services for this school year

Transportation Services Requested (Choose One)

- I am requesting **AM & PM** service
- I am requesting **AM pick-up ONLY**
- I am requesting **PM drop-off ONLY**

-OPTION TWO-

Decline Request for Transportation

- I do not wish to be given any type of transportation services

Acknowledgement if Transportation Services is NOT Provided

- I understand that if I sign-up under **option one** for transportation, and Kettering City Schools cannot provide yellow bus service, I will be eligible for payment in-lieu of transportation.

**School of Attendance for Current School Year Only**

*you may only request **ONE SCHOOL** per form*

- |                                 |                           |                                    |
|---------------------------------|---------------------------|------------------------------------|
| ___ Alter High School           | ___ Applied Behavioral    | ___ Ascension School               |
| ___ Bishop Leibold              | ___ Carroll High School   | ___ Chaminade Julienne High School |
| ___ CinDay Academy              | ___ Community STEAM       | ___ Creative World of Montessori   |
| ___ Dayton Christian School     | ___ Dayton Islamic        | ___ Dayton Regional STEM School    |
| ___ Dominion Academy            | ___ East Dayton Christian | ___ Holy Angel School              |
| ___ Immaculate Conception       | ___ Incarnation School    | ___ Miami Valley School            |
| ___ Montessori School of Dayton | ___ Spring Valley Academy | ___ St. Albert the Great           |
| OTHER: _____                    |                           | ___ St. Charles Borromeo School    |

X \_\_\_\_\_ X \_\_\_\_\_

Signature of Requestor

Date