

CAMBRIDGE PUBLIC SCHOOLS
DOOR-to-DOOR TRANSPORTATION SERVICES ADMINISTRATIVE GUIDELINES

The procedures and required follow-up by a school when a student becomes eligible for door-to-door transportation service are set forth in these administrative guidelines. The procedure for requesting transportation will vary depending on the reason it is required. The following chart provides instructions for each of these circumstances. Please note that requests must be communicated to the Transportation office via Transportation@cpsd.us and marked URGENT.

Take special note of required documentation in special medical circumstances. To summarize:

1. Documentation of the medical need is required. Attached please find the required form, which must be completed and signed by the Parent/Guardian/Caregiver, Physician, and Principal.
2. Please provide this documentation in advance when possible; in case of emergency, it must be provided within five (5) school days of the initial request.
3. Physicians must state an estimated start and end date. To extend service, please provide documentation at least five (5) school days the end of service.
4. Students with asthma will only be eligible between November 1 through April 30, with a note from their physician.

NEED AREA	HOW TO REQUEST	DOCUMENTATION	FOLLOW UP BY SCHOOL
Student Disability	Student determined to be eligible by IEP or 504 Team who notify Office of Student Services	IEP or 504 Plan	Periodic review of eligibility by IEP or 504 Plan team
Homelessness	Principal notified Homeless Liaison	Homeless Liaison emails transportation verifying student eligibility	Keep address updated in ASPEN. If student permanently relocated out of district, the student may attend CPS and receive door-to-door transportation for the remainder of the school year only.
Medical Issues (serious illness or injury)	Principals email Transportation@cpsd.us , marked URGENT	Physician's Request Form	End date must be specified. To extend dates of service, updated medical documentation should be submitted five (5) days before the scheduled end date.
No bus stop available near home address	Parents/guardians/caregivers are contacted in August and must confirm they need bus transportation. Mid-year school entry: Parents/Guardians/Caregivers contact Transportation directly	N/A	Please notify Transportation if students stop using the service

In General:

- Requests for door-to-door transportation may take a minimum of three (3) to five (5) school days to process. The Cambridge Public Schools will do its best to meet this goal. Families may need to arrange alternate transportation for their child in the interim.
- From time to time you may receive hardship requests from schools due to parent illness. In almost all cases, transportation services will not be available due to parental disability.
- Schools can help reduce frustration by the parents/guardians/caregivers by explaining the process and expected timeline.
- Families may also email transportation@cpsd.us with any questions, or call 617.349.6862 to ask their questions directly.

Date issued: July 11, 2023



Cambridge Public Schools

Door-to-Door Transportation Request for Special Medical Circumstances



Instructions: This form must be completed for any student requiring door-to-door transportation due to a special medical circumstance (serious injury or illness, etc.). In an emergency, Principals may submit a request without the required medical documentation, but this must be followed by medical documentation within 5 school days of the initial request.

1. PARENT/GUARDIAN/CAREGIVER SECTION

Parents/Guardians/Caregivers: Please complete this section and ask your child's doctor to complete section 2 or attach a letter containing all requested information.

Student Name: _____ School: _____
 Street Address: _____ Zip Code: _____
 Physician Name: _____ Tel #: _____
 PCP Specialist (area): _____

2. PHYSICIAN SECTION

To be completed and signed by the student's doctor. Or, a separate letter containing all requested information may be attached to this form.

a) Please describe the special medical circumstance requiring door-to-door transportation service:

b) Anticipated Start & End Date

- Students with asthma: November 1 - April 30 of each school year.
- Other conditions -- Start date & Anticipated End Date*: _____

Note: an end date is required. If the student's medical needs change and transportation services need to be extended, updated medical documentation must be submitted to the school principal five (5) days before the scheduled end date to avoid interruption in service.

Physician's Signature _____ Date: _____

3. SCHOOL SECTION

Principal or Designee: Please sign, scan and email the completed form and attachments to Transportation@cpsd.us. Receipt will be confirmed by the end of the next business day.

Signature of Principal/Designee _____ Date: _____

PLEASE NOTE: We will aim to provide transportation within 3-5 school days of receiving the request from the school. Door-to-Door transportation service is subject to driver availability.