

Cleveland Metropolitan School District
Corrective Action Plan (CAP) Progress Update
Date: February 13, 2026

Submitted to: Ohio Department of Education and Workforce (DEW)
District: Cleveland Metropolitan School District

This document serves as a formal progress update regarding implementation of the Corrective Action Plan (CAP) submitted January 15, 2026 . The District remains fully committed to meeting all corrective requirements and maintaining ongoing compliance, accountability, and transparency.

ODEW Requirement #1
Organizational Accountability Framework

Status: In Progress – Major Components Completed

The District has taken significant steps to implement a defined organizational accountability framework.

- An updated Transportation Department Organizational Chart has been completed and is attached.
- A CMSD Transportation Task Calendar has been created and is currently being utilized to track compliance deadlines, inspection schedules, supervisory responsibilities, enforcement actions, and training requirements.
- The Transportation Compliance Specialist position has been filled. Kimberly Ann Burke has been selected, with an official start date of Tuesday, February 17, 2026.
 - As Ms. Burke is currently employed within the office, she will temporarily manage responsibilities in both roles until the secondary vacancy is filled.
 - During this transition period, I will continue to serve as the primary point of contact to ensure continuity and oversight.
- The Executive Director of Transportation position (previously held by Eric Taylor) has been posted and interviews have been completed. The District is finalizing the selection process. A formal announcement will be issued upon official appointment.
- To ensure continuity and accelerate corrective implementation, CMSD has engaged two external consulting firms to provide interim compliance support throughout the CAP implementation process.
- Development of the Transportation Department Handbook (TDH) is scheduled to begin before the end of February 2026, with full implementation targeted for the 2026–2027 school year, consistent with the CAP timeline .

The organizational accountability structure is operational and continues to be strengthened.

ODEW Requirement #2 Vehicle Inspection Protocol and Calendar

Status: In Progress

- Inspection dates for contracted motor van services have been added to the Transportation Task Calendar for summer review.
- The District is finalizing a formalized written process to validate vehicles currently being used by contracted providers.
- Implementation of the vehicle validation process is anticipated to begin by mid-March 2026.
- Planning is underway to conduct random and scheduled inspections consistent with CAP commitments .

This area remains active and on schedule for implementation.

ODEW Requirement #3 Monitoring of Driver Pre-Trip Inspections

Status: Current Practice in Place; Formal Documentation in Progress

CMSD currently maintains an established pre-trip inspection process for District-owned vehicles:

- A fluid team reports at 4:00 a.m. daily to check bus fluid levels.
- Drivers are required to complete a daily pre-trip inspection, including an under-the-hood inspection, prior to operating the vehicle.
- If defects are identified:
 - The driver reports immediately to the mechanic on duty.
 - A maintenance work order is completed if required.
 - The mechanic determines whether the vehicle may remain in service or must be removed.
- Completed daily pre-trip forms are submitted to the On-Board Instructor (OBI).
 - OBIs are responsible for reviewing inspections for completeness and filing them according to bus number.

While this process is operational, it will be formally documented and incorporated into the Transportation Department Handbook. Administrative review schedules and spot-check protocols will be further strengthened to align fully with CAP commitments .

ODEW Requirement #4 Maintenance and Removal-from-Service Protocol

Status: Active; Formalization in Handbook Pending

Current procedures include:

- Drivers reporting mechanical or safety concerns immediately to maintenance staff.
- Completion of maintenance work orders when required.
- Mechanics determining serviceability in real time.
- Immediate removal from service for vehicles with out-of-service violations.
- OBIs receiving morning reports identifying out-of-service buses to prevent assignment.
- Evening maintenance reports identifying buses unavailable for the next operational day.
- Designated lot areas for all out-of-service vehicles.

These practices are currently operational and will be formally codified in the Transportation Department Handbook prior to the 2026–2027 school year, consistent with CAP requirements .

ODEW Requirement #5 In-Service Training (OAC 3301-83-10)

Status: In Progress

- Multiple in-person training sessions have been conducted by Ohio State Highway Patrol Trooper Hughes.
- Additional sessions are scheduled, with anticipated completion by mid-March 2026 to ensure all CMSD drivers have participated.
- CMSD utilizes PublicSchoolWORKS for online training modules and is expanding required coursework.
- The Transportation Task Calendar includes August 2026 in-service training prior to the start of school.
- Planning is underway to finalize curriculum details aligned with OAC 3301-83-10 and CAP commitments .
- Attendance records and documentation are being maintained.

Training compliance remains on schedule.

ODEW Requirement #6 Driver and Vehicle Qualification Verification

Status: Significant Progress; Ongoing Implementation

This remains the most complex element of the CAP due to the number of contracted providers.

Current status:

- Over 50 contractors reviewed, including:
 - 39 van companies
 - 3 taxi/cab companies
 - 6 yellow bus companies
- All companies have been verified to have:
 - A valid IRN number
 - A current executed contract with CMSD
- All but seven contractors (as of February 13, 2026) have added Beth Hartzell to the DRIVES system to allow driver monitoring.
 - Deadline for completion: February 15, 2026.
- On February 13, 2026, contractors were provided audit-support documentation to assist with potential DEW or Ohio State Highway Patrol reviews.
- Beginning the week of February 15, 2026, CMSD will:
 - Collect detailed driver rosters
 - Cross-check all drivers in DRIVES for active status
 - Verify RAPBACK enrollment
 - Compile driver qualification documentation

CMSD has coordinated directly with the District RAPBACK representative to establish a cross-verification process. Until the Compliance Specialist assumes full responsibility, RAPBACK alerts are being forwarded for immediate review and action.

Additionally:

- A proactive vehicle validation review is scheduled to begin in March 2026 and conclude by late March or early April.
- Six companies were removed from the approved list during initial vetting.
- CMSD has discontinued the use of third-party “broker” transportation companies that subcontract without owning vehicles, due to verification complexity and compliance risk.

This area continues to receive intensive oversight.

ODEW Requirement #7 Contractor Enforcement and Consequences

Status: Active Enforcement

CMSD has demonstrated immediate enforcement action when violations are identified.

- Prior to December 31, 2025, CMSD terminated a contracted van service after being notified by the Ohio State Highway Patrol that a driver transporting CMSD students was inactive in DRIVES and had a disqualifying RAPBACK report.
- Since December 1, additional concerns regarding potential inactive or non-qualified drivers have been reviewed.

- Each allegation has been investigated.
- Where documentation validated driver eligibility, records were retained.
- Where deficiencies were confirmed, drivers were removed from service immediately.

Moving forward:

- All reported concerns will be investigated.
 - Enforcement actions will be applied on a case-by-case basis depending on severity.
 - All enforcement measures are documented and retained for audit purposes.
-

Conclusion

As of February 13, 2026, CMSD has implemented substantial structural and operational improvements consistent with the January 15, 2026 Corrective Action Plan .

Key leadership positions have been filled or are in final stages. Compliance systems are operational. Contractor vetting is actively underway. Enforcement actions are being implemented when necessary.

The District remains fully committed to achieving full compliance, sustaining accountability, and ensuring safe, lawful transportation for all students.

Respectfully submitted,

Bill Andexler
Transportation Consultant
Cleveland Metropolitan School District