



**Department of
Education &
Workforce**

TRANSPORTATION ENFORCEMENT MANAGEMENT (TEM) UPDATES

For the 2025-2026 school year, the Department of Education and Workforce has updated the Transportation Enforcement Management (TEM) process. Please review [Overview of ORC 3327.021 Enforcement Process | Ohio Department of Education and Workforce](#)

Old process: School districts received copies of Transportation Concern Forms (TCFs) through email and submitted responses through email.

New process: Everything is submitted electronically through the TEM database. Districts will be notified by email when a TCF is filed with a link to access the TEM database, view the TCF, and respond, including the ability to upload records (e.g., GPS data). Your district may want to discuss who will be responsible for clicking on the link in the communication (see below example) and responding to the TCF. The staff member responding to the TCF must be an active user with an OHID and appropriate role assignment in OEDS.

District Email Communication Example:

From: NO-REPLY <noreply@education.ohio.gov>

Date: July 2, 2025, at 3:02:05 PM EDT

To: Superintendent <superintendent@districtname.org>, District Treasurer <treasurer@districtname.org>, Transportation Supervisor <transportationsupervisor@districtname.org>, Transportation Director <transportationdirector@districtname.org>

Subject: District Email Notification: TCF Complaint Raised #27

Reply-To: NO-REPLY <noreply@education.ohio.gov>

*The Ohio Department of Education and Workforce Office of Pupil Transportation has received a transportation concern form for **IRN – District Name (County)**.*

Please select the link provided below to review the Transportation Concern Form (TCF) and dispute regarding pupil transportation services. You will need to log into the system in order to reply and you will have 5 days to respond electronically in TEM.

If the office is closed on the fifth day, the response will be due on the next day the office is open.

Under the law, the Department has no more than 45 days to make a determination once a dispute is raised.

You can use this link to view the complaint in the dashboard: [View TCF](#) Number:#27

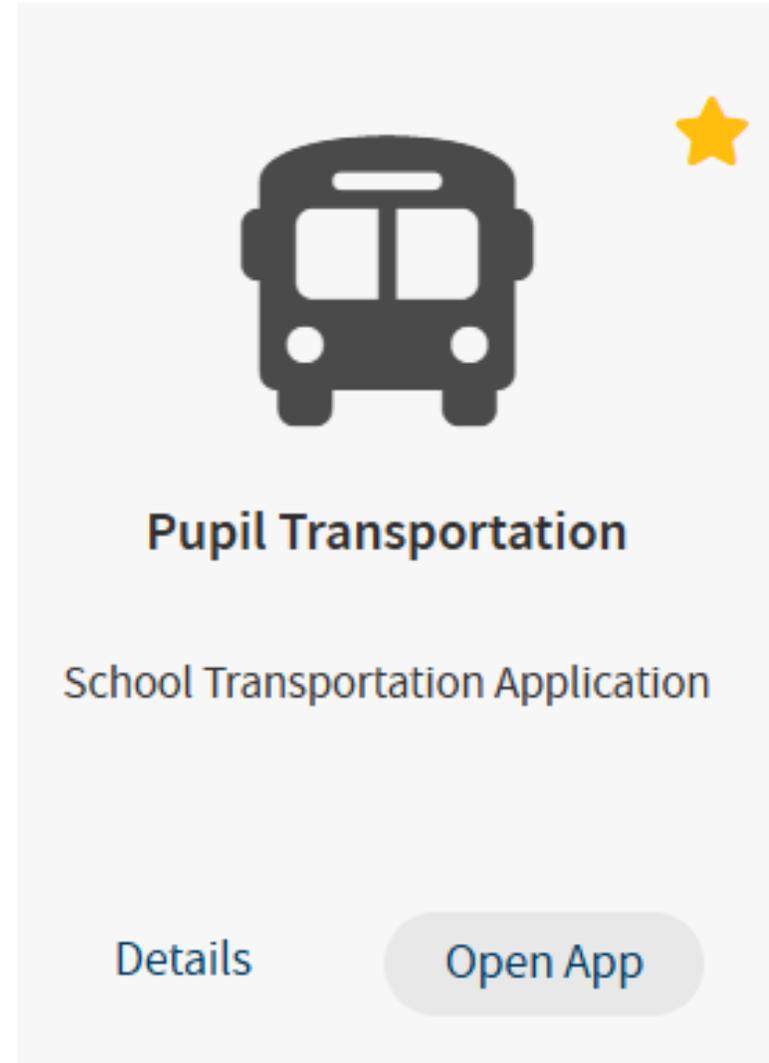
******* This is an auto-generated message. Please do not reply to this message *******



DISTRICT RESPONSE INSTRUCTIONS

Log into My Apps and search for the new Pupil Transportation Application tile.

Open the tile to access Transportation Enforcement Management (TEM)



Pupil Transportation

Welcome to the platform and based on the appropriate roles, individuals may access the Transportation Enforcement Management (TEM) by clicking on the tile below.

For questions, please email TransportationCompliance@education.ohio.gov.

You are associated with multiple districts, select a district that aligns with your goals, and if required select an audience.

***Required**

*Select Organization

Schools District



*Select Audience

District IRN



Please choose from the following programs:



Transportation Enforcement Management

Select "Organization" "Audience", "Transportation Enforcement" and then "Complaint Management Search"



Complaint Management Search

Incident and Complaint Search

Select Transportation Concern Form Status, select “District Review” and then select “Search”.

Ohio Department of Education and Workforce (050765) null

Fiscal Year 2026

Use the following criteria to search for a concern form. One or multiple fields can be used in the search criteria.

Parent First Name	Parent Last Name	Transportation Concern Form Status District Review	
Student First Name	Student Last Name	Alleged Violation Any	
District /School Responsible for Transportation	Search School Building	Group Name	
Fiscal Year Any	Affected Begin Dates mm/dd/yyyy	Affected End Dates mm/dd/yyyy	Search Results Count 20

Search Clear

Search

Clear

Select Transportation Concern Form Status, select "District Review" and then select "Search"

Filter

Search Results

Form #	Group Name	Parent Name	Student Name	District and School	Alleged Violation	Alleged Dates	Status
TCF-25-34		Jack Kim	student one	District (Franklin), Generation Academy	(A-4) non-compliant with any other transportation requirements under ORC 3327.	06/03/2025 02:11 AM	District Review
TCF-25-41	AmitTestGroup	eee eee	eeee eeee	District (Franklin), Academy, Inc (Franklin)	(A-1) arrived more than 30 minutes late to the school.	06/23/2025 04:07 AM	District Review
TCF-25-45		xx xx	zzzz zzz	District (Franklin), Academy, Inc (Franklin)	(A-1) arrived more than 30 minutes late to the school.	06/18/2025 04:37 AM	District Review



Review Concern Form and then select the “District Review” option.

Review all relevant data pertaining to the TCF form below before continuing on to the district review. To complete the district review process, please click the "District Review" button.



Transportation Concern Form: **TCF-25-8**
Status: **District Review**



Submission Date: **06/14/2025**

District Review

Please review the TCF information below and then use the District Review button to complete the review process.

District Review



Select the arrows for a field view of the entire TCF to review the alleged violation and affected students.

Review and update TCF process information, read the collected details on the alleged violation(s). Add necessary updates, ensuring accuracy and documenting changes. Gather and correctly label documents related to the violation(s), then upload them to the appropriate system. Finally, confirm all information and documents are reviewed, updated, and uploaded accurately.



Transportation Concern Form: **TCF-25-49**
Status: **District Review**



Submission Date: **06/25/2025**

Contact



District & School Attended



Alleged Violation



Students Affected



District Responses

*Required

Check the Required Fields

- I acknowledge that I have reviewed this TCF form
- I acknowledge the allegations contained on the form are true and accurate; or
- I disagree with some or all of the allegations contained on the form; please see comments below and /or attached documentation.

* Please ensure that you answer and provide clear and accurate supporting information in the comment box below to address or refute the concern(s), for example: School messenger communications, GPS data, dispatch log for corresponding routes and buses. You may also include documentation as an attachment when returning this response form.

Complete this section with detailed responses to all alleged violations and dates cited on the TCF.

Were any students declared impractical to transport?

student one

i If student(s) are selected above, upload a copy of the signed PIL acceptance or rejection form.



Upload electronic copies of evidence and other documents.

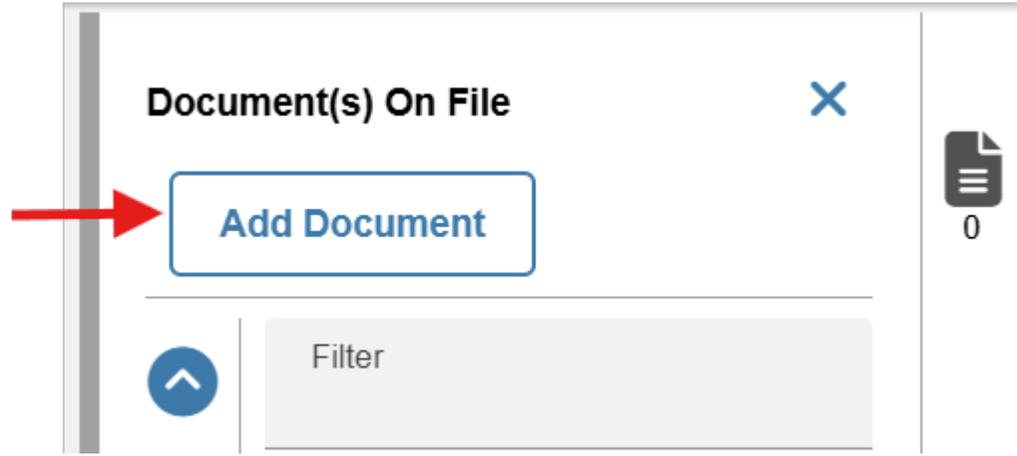
Save

H

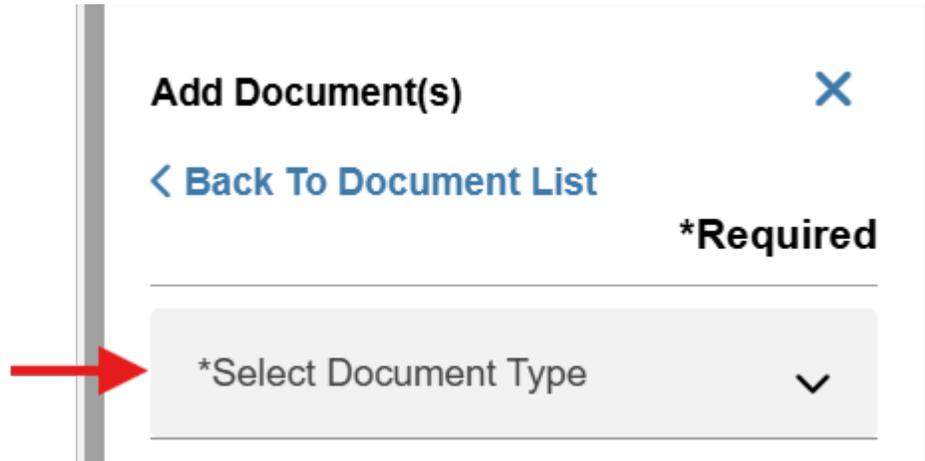
Current Status
District Review

Submit

[Back To Search](#)



Upload and save all documents, e.g., GPS data, dispatch logs, or any other relevant documents that support your response.



Add Document(s) ✕

[← Back To Document List](#)

***Required**

*Select Document Type
Signed Acceptance Form ▼



***Drag file(s) here to upload or click here to browse for files.
Maximum Size 100 MB**

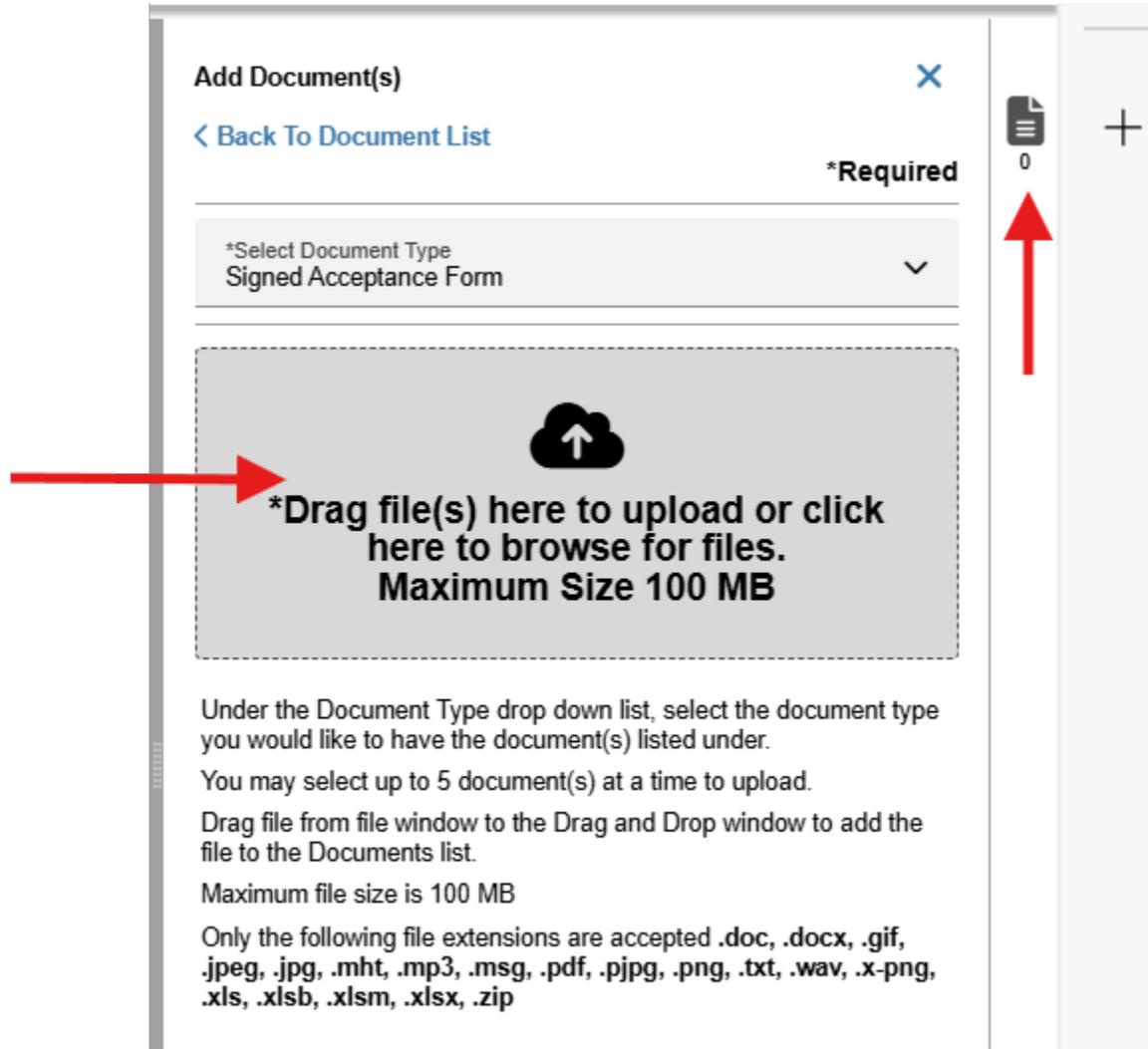
Under the Document Type drop down list, select the document type you would like to have the document(s) listed under.

You may select up to 5 document(s) at a time to upload.

Drag file from file window to the Drag and Drop window to add the file to the Documents list.

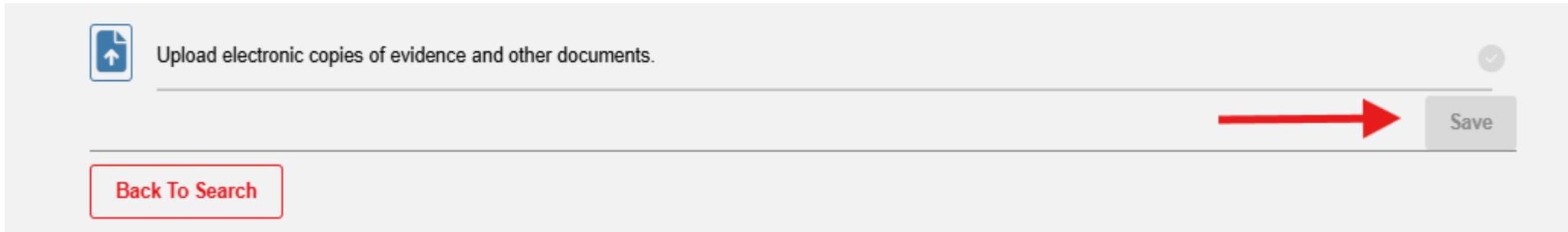
Maximum file size is 100 MB

Only the following file extensions are accepted .doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .pjpg, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip



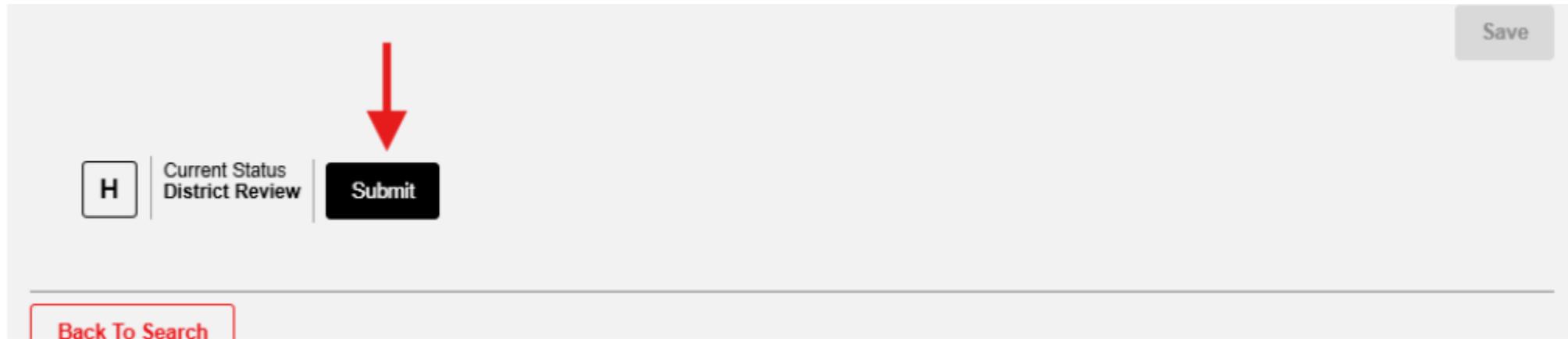
Decrease your zoom icon below 75 % if you cannot see the “drag file (s). Drag files and select the paper icon to review the files attached.

Select Save to ensure all documents have been captured as a response to the TCF.



This screenshot shows a document upload interface. At the top left, there is a blue document icon with an upward arrow. To its right, the text reads "Upload electronic copies of evidence and other documents." A horizontal line below this text represents the upload area. On the right side of this line, there is a grey "Save" button with a checkmark icon above it. A red arrow points from the right side of the upload area towards the "Save" button. Below the upload area, there is a red-bordered button labeled "Back To Search".

Review documents and submit your response.



This screenshot shows a document review and submission interface. On the left, there is a box containing the letter "H". To its right, the text reads "Current Status District Review". Below this text is a black "Submit" button, with a red arrow pointing down to it. On the far right of the interface, there is a grey "Save" button. At the bottom left, there is a red-bordered button labeled "Back To Search".

The district will see the confirmed submission response.

Department of Education & Workforce

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Home / Complaint Management Search

  **Success!**
Concern form has been updated.

[Back To Search](#)

Ohio Department Of Education and Workforce
Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215
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TEM will send a notice to the assigned investigator who will log into the system to review the district response. If additional information or clarification is needed, the district will be notified that a Supplemental Request will be required to be submitted in TEM. The district will need to log into TEM and search for District Review Supplemental Request to respond and submit updated information in the system using the above steps.

Parent First Name	Parent Last Name	Transportation Concern Form Status District Review Supplemental Request	
Student First Name	Student Last Name	District Review District Review Supplemental Request	
District /School Responsible for Transportation 043802	Search School Building	Group Name	
Fiscal Year Any	Alleged Begin Dates mm/dd/yyyy	Alleged End Dates mm/dd/yyyy	Search Results Count 20

Search **Clear**



For District Supplemental Request

Email Communication: EXAMPLE

From: NO-REPLY <noreply@education.ohio.gov>
Sent: Thursday, July 24, 2025, 10:56 AM
To: transportation supervisor<transportationsupervisor@district.com>; district superintendent <superintendent@district.com>; district treasurer <treasurer@district.com>; transportation coordinator <transportationcoordinator@district.com>

Subject: Request for Supplemental Info for TCF Complaint #117

******* This is an auto-generated message. Please do not reply to this message *******

The investigator is requesting additional information related to the complaint identified as TCF_ID: #117.

Would you please provide the below information:

Need additional documentation to support your response on the data for Dates, xx-xx-xxxx

You can use this link to edit the District Response: [View TCF](#)

Thank you.

QUESTIONS?

EDUCATION.OHIO.GOV



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