**Section 120.245 Responsibilities of the** **Regional** **Superintendents of** **Schools**

a) Regional superintendents of schools shall maintain copies of forms and instructions for completing such forms for parents/guardians to request a determination of a serious safety hazard from the Illinois Department of Transportation.

b) Regional superintendents shall accept completed forms from parents/guardians requesting a determination of a serious safety hazard from the Illinois Department of Transportation up to and including February 1 of the school year. Each regional superintendent shall forward the completed forms to the Illinois Department of Transportation within 15 calendar days after receipt.

c) Regional superintendents shall receive notifications of the determination of whether a serious safety hazard exists from the Illinois Department of Transportation. The regional superintendent shall make a copy of each notification and shall immediately forward such notification to the parents/guardians who requested the determinations. Immediately is defined as within one day after receipt where a day constitutes a day when the regional superintendent's office is open for business. Each regional superintendent shall retain a copy of each notification received for four years after the date of the Illinois Department of Transportation's determination.

d) Regional superintendents shall maintain a log of these functions that includes at least the following:

1) the name and address of the parent/guardian making a request for determination of a serious safety hazard;

2) the name and address of the school the pupils attend;

3) the date the completed request for determination of a serious safety hazard is received from the parent/guardian at the regional superintendent's office;

4) the date the request is forwarded to the Illinois Department of Transportation;

5) the date notification of determination of a serious safety hazard is received from the Illinois Department of Transportation; and

6) the date the notification of determination of a serious safety hazard is forwarded to the parent/guardian.

e) On or before June 30 of each year, each regional superintendent shall file a copy of his or her log and a bill for processing requests for serious safety hazard determinations. The bill for processing will be computed by multiplying the number of requests for serious safety hazard determinations sent to the Illinois Department of Transportation for which notification of determination was received and forwarded to the requesting parent/guardian for the current school year times $5.00.

(Source: Amended at 29 Ill. Reg. 12422, effective July 28, 2005)