

## THE DRIVING TEAM'S RESPONSIBILITY

As a Team member the special needs Driver shares with the Bus Assistant certain important responsibilities for transporting your child. Those duties include:

- ~ Providing safe and orderly student transportation on an assigned route between home and school, between schools, on field trips and during extra-curricular activities.
- ~ Maintaining all safety precautions as your child boards, rides or departs the bus.
- ~ Communicating in a professional and courteous manner with you, with other school personnel, and with your child regarding his/her transportation needs.
- ~ Assigning permanent seating to all student passengers including your child.
- ~ Helping your child secure his or her seat belt.
- ~ Monitoring your child and other passengers throughout the bus ride and addressing individual needs.
- ~ Meeting in conference with you and your other school personnel at the school when disruptive or unsafe student bus behavior persists.

## FREQUENTLY ASKED QUESTIONS (FAQs):

***FAQ 1: Why does transportation take three days to begin service for my child?***

As students are added or dropped from the route during the school year, pick-up and drop-off times must also change for your child. New times are called in to you by the Driver as given by the Area Transportation Coordinator. As a parent you are required to adjust to those pick-up and

drop-off time changes. Special needs service changes originate at the school site. Once received by the Area Transportation Coordinator, it takes three days to begin startups or to implement changes.

***FAQ 2: Why must my child be on the bus so long?***

Special needs buses deliver students curb-to-curb. Regular bus service uses bus stops or common collecting points in a neighborhood and does not pick-up at each student's residence. Each special needs bus goes to multiple locations often spread out over large geographic areas compared to the regular bus with routes serving students between home and their neighborhood school. Things that add to the bus ride length are determined by: A) service requests outside the neighborhood school attendance area; B) transporting to caregivers, daycare or preschools located beyond the neighborhood school attendance area; or C) moving students across the district in heavy traffic.

## TRANSPORTATION DEPARTMENT STAFF

Transportation Coordinator North: 689-7301

Transportation Coordinator Central: 833-4161

Transportation Coordinator South: 833-3555



For Students  
Receiving  
Special Needs  
Transportation  
As A Related  
Service



## Dear Parents:

The Individual Education Plan Team (IEP Team) has determined with you that your child requires special needs transportation. This transportation is provided as a related service in Title 34 CFR 300.16. Your child's eligibility for special needs transportation was outlined for you in the IEP meeting. The school staffing specialist can further explain your child's transportation service privileges and responsibilities.

### As Parents you should:

- Attend your child's IEP meetings and the Annual Reviews. State the need for your child's special transportation services so that the IEP team can consider bus service. The IEP team through the staffing specialist will notify the Transportation Department in a timely manner for individual bus service.
- Notify the Area Transportation Coordinator when your child will not be transported for three days or more.
- Notify the school building principal, ESE teacher, or staffing specialist before you change ADDRESS, PHONE NUMBER, or make other CHILD CARE arrangements.
- Student bus service changes are received by the Area Transportation Coordinator and are implemented WITHIN THREE (3) FULL SCHOOL DAYS.
- Choose day care, childcare, or alternate pick-up or drop-off sites within your home school's attendance area to avoid lengthy cross-town traffic runs and service delays.

## PARENT'S RESPONSIBILITY AT PICK-UP TIME

- ~ Have your child fully clothed, toileted and ready at the bus stop five (5) minutes before the pick-up time. The special needs bus will wait at the curb for two (2) minutes. The bus must leave if your child is not approaching and boarding. The bus will not wait for students not prepared for the bus ride.
- ~ Failure to ride for three (3) consecutive days will result in termination of bus service until the Transportation Coordinator discusses how to reinstate bus service.

~ Ensure that a responsible person is ready at home at the student pick-up time.

## PARENT'S RESPONSIBILITY AT DROP-OFF

- Be at home five (5) minutes before the scheduled drop-off time for your child.
- Meet your child at the curb so that the Driver or Assistant can transfer the child's custody and responsibility to you.
- When no one meets your child the Driver will continue the route until all others have been delivered. The Driver will return to your home a second time to attempt to deliver your child.

## YOUR CHILD'S BUS BEHAVIOR

- The bus does not drop off your child at a worksite. Delivery is only to a home or to a caregiver in the attendance area. If the drop-off is at a daycare center or preschool, please arrange to have a responsible person at the facility ready to accept your child.
- All students must carefully follow bus rules for their safety and the safety of all other riders. To maintain the bus service privilege, please be sure to teach your child

to consistently follow these Bus Safety Rules:

- Be on time for bus service.
- Fasten your seat belt and keep it on.
- Remain seated when the bus is moving.
- No eating or drinking on the bus.
- No fighting or loud arguments.
- Be quiet.

## HOW WILL STUDENT BUS DISCIPLINE ISSUES BE HANDLED?

- The Driver or Assistant reports bus behavior issues to the building principal the same day as they occur.
- Each school building's Student Handbook describes how Bus Safety Reports are handled regarding your child's bus behavior. The principal or designee determines student disciplinary action. Options include: Detention, Suspension from School or Suspension of Bus Riding Privileges.
- The Area Transportation Coordinator may recommend to the IEP team to Terminate Bus Service.

