

Special Needs Busing Guidelines

Purpose:

Special Needs busing service is for eligible riders with physical disabilities who require wheelchair accessibility and/or other physical supports, or for students who are unable to successfully and safely ride the regular school bus.

Students with non-physical disabilities: (eg. severe anxiety, developing independence skills)

If there is room, these students may be accommodated temporarily on the Special Needs bus. The goal to transition to regular busing must first be established and reviewed by both the School Based Resource Teacher (SBRT) and the family. The Director of Student Support Services, in consultation with the SBRT, family, and Manager of Transportation, will make the final decision.

Reminders:

- a. The safety of a child between the bus stop and home is the parent's responsibility.
- b. Transportation is a privilege; there will be no EA support or time given for transportation to and from school.
- c. Siblings of students with special needs are not permitted to ride the special needs bus.
- d. Transportation service may be provided in the form of transportation assistance.

Special Needs Busing Guidelines and Safety:

1) Laminated Bus Tag Instructions:

- Bag tag information is to be provided by the transportation office.
- The school is responsible to make bus bag tags from the information sent by the transportation department.
- Bag tags **MUST** be printed on blue paper
- Cut out and laminate as close to wallet size as possible (some will be a bit bigger if they have a lot of alternate rides & some will be smaller if they only ride one way).
- Add bag attachment device.
- Ensure all special needs busing students have bag tags attached to their bags and are on the appropriate busing lists.

2) Where a wheel chair needs securement a securement trial will be done prior to transportation beginning.

3) An information sheet will be provided by the school to the transportation department, and will include a picture of the student, contact information, description of needs/special requirements, and tips for drivers. This sheet will be shared with the driver.

4) Temporary riders must have a transition plan, with a timeline for transition to the regular bus attached to the Special Needs Busing Form before considerations will be given for riding.

Special Needs Busing Form

PURPOSE:

Special Needs busing service is for eligible riders with physical disabilities who require wheelchair accessibility and/or other physical supports.

Students with non-physical disabilities (eg. severe anxiety, developing independence skills) may be accommodated temporarily on the Special Needs bus **providing there is sufficient room**. The goal to transition to regular busing must first be established and reviewed by both the School Based Resource Teacher (SBRT) and the family. The Director of Student Support Services, in consultation with the SBRT, family, and Manager of Transportation, will make the final decision.

STUDENT INFORMATION:

Last Name:	First Name:	DOB:	Age:	Gender:
Address:		Phone number:	School:	
Parents/ Guardians Contact Information: _____ First and Last Name				
Phone #'s _____ Home Work Cell				
School Based Resource Teacher: _____				

CHECKLIST OF REQUIREMENTS:

- | | | |
|---|------------------------------------|--|
| ☐ Temporary | ☐ Permanent | ☐ Transition Plan |
| ☐ Information Sheet | ☐ Review | ☐ Laminated Bag Tag |
| ☐ Wheel chair securement trial | | |

AUTHORIZATION:

School Based Resource Teacher Signature	Parent/Guardian Signature
Manager of Transportation:	Director of Instruction Signature