

Special Needs Transportation Policy / Procedure

Student Information Form: This form needs to be completed by the school on all new students. Once it is completed, it should be signed by the teacher and forwarded to the appropriate Special Education Coordinator for approval. When the Special Education Area Coordinator approves the transportation request, it will be sent to the District Transportation Office.

Once the Transportation Contractor has received the form from the District Transportation Office, he/she has ten (10) school days to complete the routing. The Special Education Area Coordinator or designee may call in the requests; however, transportation will not begin until the form is turned into the District Transportation Office. While awaiting transportation to begin, it is the parents' responsibility to provide transportation to/from school each day.

Location of Bus Stop: The contractor provides the least restrictive services based on the student's needs. Parents will be notified of the pick-up time for their child. Each special needs child is allowed two addresses for pick-up and drop-off, within the parameters set by the transportation office.

Responsibility of Parent at the Bus Stop: Parents are responsible for bringing their child to the bus and picking the child up at the close of each school day (bus attendants cannot assist parents in getting students to the bus). If no responsible adult is at the bus stop at the end of the school day, the child shall be returned to the home after all other students have been dropped off. If at this time no one is home to accept the child, he/she will either be returned to their school or dropped off at Garfield Elementary School Express, with district approval. The parents shall be notified that they will need to arrange transportation. If parents or emergency contacts cannot be contacted, the contractor is required by law to contact the District Transportation Office. Students will not be dropped off without an adult unless a letter signed by the parent/guardian is on file with the contractor. A copy of the letter will be kept in the District Transportation Office.

Transportation by Persons Other than Parents: If individuals other than parents or authorized school personnel call for children at the school, a written authorization signed by the parent must be presented to the school or principal before the child will be released.

Bus Time Schedule: As bus schedules may vary a few minutes, each student should be ready five minutes prior to the scheduled bus arrival time. The driver is not allowed to wait beyond the regularly scheduled time of the stop. If the bus schedule is seriously delayed (i.e., due to snow or roads), schools will be notified via email and phone.

Notice of Absence and Change of Address: Parents and guardians shall call the Contractor at the phone number noted below, when they expect their child to be absent and when the child is to return after an absence. The dispatcher shall, in turn, notify the bus driver. Any changes of address, telephone number, or messages regarding transportation shall be directed to the District Transportation Office via the Student Information Form.

Dispatch Phone:	353-3761 or 353-3762
Hours:	6:00 a.m. to 6:00 p.m. weekdays

When a Student Has Been Absent/No Show: The bus will not return to pick up the student until the transportation contractor's dispatch office has been notified by the parent that the child is ready to return to school. This procedure will go into effect after one absence/no show.