



Guiding educational opportunities for learners as unique as their fingerprints

Clear Creek School District RE1, Gilpin County School District RE1, Platte Canyon School District #1

SPECIAL TRANSPORTATION FOR IDEA-ELIGIBLE STUDENTS WITH DISABILITIES PARENT GUIDE



This guide will acquaint you, the parent, with important transportation procedures related to students with disabilities that are eligible for special education and related services under the IDEA. Shared understanding of roles and responsibilities between parents and the district will enhance the quality of service provided.

Our goal is to ensure a safe trip to and from school for all students. We believe that a positive relationship between the transportation staff and the student/family serves to enhance a positive learning environment and leads to student success.

Special Needs Transportation Request

The Transportation Department must receive complete and accurate information regarding your student's needs to ensure safe transportation service.

Each student's IEP team will determine if special transportation is necessary for the student. Health Care Plans and/or Behavior Intervention Plans, along with other relevant portions on the student's IEP, will be provided to the District's Transportation Department so that it has the information necessary to safely transport your student. This information enables the driver and monitor to take appropriate action during routine transportation and in emergency situations. All necessary documents must be on file with the Transportation Department (BIP, HCP, etc.) before services can begin.



In accordance with the Family Education Rights and Privacy Act

(FERPA), all personal information regarding students is strictly confidential.

Transportation to Facility Schools

Students who attend facility schools out of district will be transported according to the facility school's calendar and the student's IEP. It is the decision of the IEP team whether the student will attend and be transported to the facility school beyond the regular school year (i.e. for extended school year services).

Parents may elect to transport their student to the facility school in exchange for mileage reimbursement. This is especially helpful during days on which the facility school has classes, but the district does not.

Transportation will not be provided, due to safety issues, on days when the student's district school is closed due to poor weather conditions.

On days when the district issues a "late start" due to weather conditions, transportation may be provided on a delayed schedule, at the discretion of the District Director of Transportation. In deciding whether to provide transportation on such days, the Director will consider safety issues, road conditions, length of travel time, and length of the student's school day.

Parent/Guardian Responsibilities

The following information is provided to assist you with preparing your child to receive transportation services.

- •Have your child ready to board the bus **5 minutes before** the scheduled pick-up time. The driver will give one courtesy honk and only **wait up to two (2) minutes** after the scheduled pick-up time.
- •**If your child is not riding the bus on any given day – you must call the district's transportation department at least 60 minutes before the scheduled pick-up time to report his/her absence**
- •Have all necessary supplies, materials, etc., in a pouch, packet, or backpack labeled with your child's name.
- •Medications: all medications must be brought to the school by the parent. Emergency medication for the bus will be carried in accordance with the student's HCP.
- •Due to the danger of choking while riding the bus, students are not permitted to eat or drink while being transported. Please

have your child finish his/her breakfast prior to boarding. Likewise, lunch leftovers will not be available until the student arrives home. Exceptions to this rule are made for students who have a medical condition requiring regularly scheduled intake of food or liquid. This information must be noted on the student's HCP..

- •**Teach your child to practice proper bus behavior and obey the Transportation Department's safe riding rules.**

➤ All students who receive curb-to-curb service or are required to have hand-to-hand transfers must be met by an adult at all times. Curb-to-curb: The driver will not release a student unless s/he can see the parent/guardian at the door and is sure someone is home. Hand-to-hand transfer: the parent/guardian must come to the bus to receive the child.

If behavior problems occur on the bus, drivers are instructed to work with their supervisor, parents, and relevant members of the IEP team to resolve the problem. Communication between parent, driver, transportation supervisor, and other relevant

team members is essential in teaching the student how to ride the bus safely.

If the student's behavioral issues persist and it is determined a behavior plan is required, the school staff will be asked to develop a Behavior Intervention Plan in collaboration with the parent(s), student (if appropriate), school staff, and appropriate transportation staff.

driver - this can create unnecessary problems on the bus.

Bus Rules

All students are expected to behave appropriately and safely.

- 1) **Follow the driver's instructions**
- 2) **Stay seated**
- 3) **Keep your hands, feet, body & objects to yourself**
- 4) **Talk in a classroom voice**
- 5) **No swearing, rude gestures, cruel teasing, or name calling (including but not limited to sexually-oriented verbal "kidding", abuse, or harassment)**
- 6) **Carrying, bringing, using, or possessing a dangerous weapon(s) in any school vehicle is prohibited**
- 7) **"Contraband", including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices are prohibited**
- 8) **No live animals of any kind allowed on the bus. Exceptions will be made for service animals.**
- 9) **Skateboards, roller blades, and scooters (any kind) are NOT permitted**
- 10) **No eating or use of electronic devices unless approved by the**

Reporting Child Absence

Please notify **the District Transportation Department** if your child will not attend school at least **sixty minutes prior to your child's pick-up time**. When calling, give your child's name, address, school, bus number, and scheduled pick-up time. Also, identify yourself and provide a phone number for verification. A bus stop will be deleted if a student does not ride the bus for three (3) consecutive days or more and prior notification has not been given. Parents must call the Transportation Department to reinstate the bus stop.

Training

Drivers and paraprofessionals who transport students with disabilities receive additional training to assist them in performing their duties safely. This training includes information serving children with disabilities, confidentiality requirements, emergency evacuation procedures, medical needs, equipment operation, health concerns and more.

No-One Home Procedure

Please make certain the school and Transportation Department have your current local and emergency numbers.

The driver is not permitted to leave the student unattended at home in the afternoon.

Failure of the parent or guardian to have a responsible person meet the bus will be handled in the following manner:

- •The driver will radio the Transportation Office to report no one is home to receive the student.
- •The dispatcher will attempt to contact the home by telephone and check to see if an alternate number or address is on file for the student.
- •If a return trip to the bus stop is possible, the driver will make a return trip and wait 5 minutes before transporting the student to the local social service or Sherriff's office.
- •If a return to the stop is not possible, arrangements will be made for the student to be brought to the local social service or Sherriff's office, as this is the safest place for the student while they await parent pick-up.
- •The dispatcher will continue trying to reach parents or other individuals listed as part of the student's contact information.
- •Once the student has been transported to the local social service or Sherriff's office, it is the parent/guardian's responsibility to pick-up their child at that location.

➤ •If the parent or guardian cannot be reached within one hour after the scheduled drop-off time, the Department of Human Services and/or local police will be contacted. **NOTE: The Department of Human Services will be notified immediately the third time this happens.** Transportation will be suspended until the parent/guardian provides written documentation assuring that a responsible adult will be available to meet their child on a regular basis.



Missing the Bus Procedures



If specified within the student's IEP or bus plan, staff will escort students to his/her bus at the end of the school day. If this is not specified within the student's IEP or bus plan, it is the responsibility of the student to report to their bus on time.

The bus driver will notify dispatch of any missing students within five (5) minutes of the scheduled pick-up time.

Dispatch will notify the school and the parent that the student did not report to the bus. The school will attempt to locate student. If student is not located within five (5) minutes, the driver will notify Dispatch that the driver is leaving without the student. Dispatch will contact school and parents again and parents will be responsible to pick-up student from the school.

Dispatch will document all incidents related to late or missed pick-ups from the school location. If student is habitually late to the bus, a meeting will be scheduled to discuss interventions and problem-solve concerns. Relevant members of the IEP team, Transportation Department, parents, and other school representatives will be invited to attend.

Reporting Information Changes

To report changes regarding your child's information such as a new address, phone number, etc. please notify the Transportation Dept. as well as your child's school. It is important that the Transportation Department has all of your **current contact information** so that they can reach you in case of an emergency.

The District's Director of Transportation must approve all changes to a student's bus schedule and routing. A student's bus route or schedule cannot be changed based on convenience, and drivers are not permitted to change or modify a bus route without approval from the Director of Transportation. If a change is approved, the parent or guardian may be responsible for transporting the student, if necessary, until the change can be implemented. Mileage reimbursement may be available during this time.

Discipline of Students with Disabilities

If behavior problems occur on the bus, drivers are instructed to work with the District Transportation Director or designee, parents and relevant members of the student's IEP team to resolve the problem. Since the bus ride is the main connection between home and school, communication between parents, drivers and relevant members of the IEP team can be essential in teaching the student how to ride the bus safely.

However, incidents of unsafe or noncompliant behavior on the bus may result in disciplinary action in accordance with the IDEA (Individuals with Disabilities Education Act).

Child Abuse/Neglect

All school district transportation personnel are required by the Child Protection Act of 1975 to report any suspected child abuse or neglect to the Director of Transportation.

IMPORTANT NAMES AND NUMBERS

Transportation Offices

Platte Canyon.....Bob Walker....303-838-7666 x1270

Clear Creek.....Kevin Moore.....303-567-3865

Gilpin.....Dawayne Weaver.....303-582-3444 x3155

Mt Evans BOCES does not and shall not discriminate based on disability in the educational programs and activities of its member districts. It shall be the continuing policy of the BOCES to ensure fair and equitable opportunities without regard to disability for all students.