

Title : Special Education Routing	Procedure # : 011	Effective : May 17, 2011
Section : Specialized Transportation	Page : 1 of 3	Review : Feb 2018

Statement	<p>STSBHN is committed to planning and delivering safe, effective and efficient transportation services to all students of the member boards. Route planning will take place in such a way that all approved service parameters and approved Board specific expectations are adhered to.</p>
Procedures	<p>STSBHN will plan and continually manage routes using criteria identified in (031) Service Parameters via computerized planning software along with input from the member board's Special Education Departments as well as local school bus operators to effectively develop routes and runs.</p> <p>STSBHN will also take the following factors into consideration when developing transportation solutions for students identified under (020) Special Education and Medical Transportation:</p> <ol style="list-style-type: none"> 1. Mode of Transportation – the type of vehicle assigned to a route will be determined by STSBHN staff to meet the needs of the students assigned while minimizing the cost to STSBHN. 2. Special Needs Transportation – student identified by (020) Special and Medical Transportation will be provided transportation services which meet their specific need(s) as determined and communicated by the member board's Special Education Department. Additional special services, for identified students, may include: <ul style="list-style-type: none"> • Adult monitors – intended for students who have extraordinary medical needs or where a safety concern exists; • Mid-day pickups – intended for student who are unable to attend a full day of curriculum or who would be better served with a schedule that meets their specific needs. Scheduled pickups and drop offs, that deviate from the traditional length of the school day, will only be at the request of the school principal in

Title : Special Education Routing	Procedure # : 011	Effective : May 17, 2011
Section : Specialized Transportation	Page : 2 of 3	Review : Feb 2018

Procedure Cont...	<p>conjunction with the Special Education Department;</p> <ul style="list-style-type: none"> • Ride alone service – intended for student who are unable to be safely transported with others; • Safety Vests – intended for students who are unable to maintain an upright position while seated on the school bus or who have difficulties controlling impulses to maintain safely seated; • Specific individualized parameters – intended for students where route duration, number of additional passengers, and student specific tendencies need to be considered <p>In addition to the expectation set out in (004) Responsibility of Students and (005) Responsibility of Parents and Guardians, the following guidelines are applicable to identified students:</p> <ol style="list-style-type: none"> 3. students are to be accompanied and met at their scheduled stop location according to the student’s need(s); if the student’s record indicates “must be met” and there is not a parent/ guardian or responsible designate at the location to accept the student, the student will be returned to their school. The operator will contact the school in advance to ensure that a staff member is present to receive the student. Repeated failure of the parent/ guardian or designate to meet a child may result in transportation services being suspended or removed from the student. 4. it is the parent’s responsibility to provide assistance opening/ closing a door or buckling/ unbuckling a seat belt, safety vest or other assistive device at the home stop location; school staff will assist with these functions at the school stop location. If the seat belt, safety vest or other assistive device is to become unfastened during transportation, the driver/ rider’s aide will re-secure the device after the vehicle has been stopped in a safe and secure location. 5. if transportation services are not required due to illness,
--------------------------	--

Title : Special Education Routing	Procedure # : 011	Effective : May 17, 2011
Section : Specialized Transportation	Page : 3 of 3	Review : Feb 2018

Procedure Cont...	<p>vacation, etc, the parent/ guardian must contact the operator directly to inform them of the student's absence and expected duration. Repeated failure to convey this information may result in transportation services being suspended or removed from the student.</p>
--------------------------	---