

Title : Transportation with Service Animals	Procedure # : 039	Effective : Nov 5, 2010
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Statement	<p>Service animals are trained and/ or provided to assist children who have physical, psychological or developmental disabilities with their daily lives and living activities.</p> <p>STSBHN recognizes that a student may require a service animal to be transported with them on a school purpose vehicle.</p> <p>The Human Rights Code and the Ontarians with Disabilities Act cites the use of service animals as a right of the individual.</p> <p>Specialized transportation requests are approved on an annual basis only and must be reviewed each year.</p>
Procedures	<p>The Parent/Guardian shall:</p> <ol style="list-style-type: none"> 1. Provide a letter to the Special Education Department from the student's doctor recommending the use of a service animal at school. 2. Provide a certificate of training from a certified training centre of the service animal where certified training exists. 3. Provide the school with annual proof of that the animal has been vaccinated, is in good health, and is licenced by the municipality, where applicable. 4. Assist in the training of the service animal to board and ride the vehicle with their child prior to using transportation services on a regular basis. <p>The Special Education Department shall:</p> <ol style="list-style-type: none"> 1. Review the request for the student to use a service animal at school and approve where applicable. 2. Inform STSBHN and the school using the Specialized Transportation Request form (TF012), or Board equivalent, that a student with special needs will be using a service

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Procedures...continued	<p>animal as part of their daily activities.</p> <ol style="list-style-type: none"> 3. Provide the school with copies of the documents submitted by the parents in regard to the use of the service animal by the student. 4. On an annual basis, review and approve the use of the service animal by the student where the need still exists. <p>The Principal in consultation with the Special Education Department shall:</p> <ol style="list-style-type: none"> 1. Authorize and sign the Specialized Transportation Request form (TF012), or Board equivalent. 2. Inform STSBHN of any changes to the student's transportation requirements. <p>STSBHN shall:</p> <ol style="list-style-type: none"> 1. Consult with the Special Education Department and/or principal on the special needs of the student and service animal. 2. Organize transportation for the student and service animal. 3. Inform the bus operator that a service animal is being used by one of the passengers. 4. Coordinate the training of the student, service animal, school, and driver on expectations when transporting the animal and the student. 5. Send a letter to all parents of students riding the vehicle with the service animal to identify its presence on the vehicle.
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