

August 1, 2003

To: Parents of Special Needs Students

Your child is very important to us here at St. Vrain Valley Schools. As in the past, our goal in Transportation Services is to do whatever is necessary to assure your child is transported in a manner accommodating the special needs he/she has throughout the school year.

Our services can best be provided when you and your child communicate with us. Our handbook has been prepared to communicate to you many of the issues and circumstances relating to transporting students with special needs that are consistent with Federal and State law and just good common sense. As you read the material and have questions or need to express a uniqueness that may not be addressed specifically, feel free to call me. You will be welcomed and your comments and needs will be given careful consideration.

The drivers, paraprofessionals, and staff, directly involved with educational programming for your child, are well trained in providing the services you need and take exceptional pride in doing it well. We accept the challenge of being an integral part of supporting your child's positive experience every school day.

May you and your child have a wonderful experience here at St. Vrain Valley Schools this year and for years to come.

Sincerely,

Rick Ring
Director of Transportation and Custodial Services



St. Vrain Valley School District

395 South Pratt Parkway Longmont, CO 80501 303/776-6200

Special Needs Transportation Handbook

Revised
July, 2003

PARENT OR GUADIAN INFORMATION

1. Encourage your child to follow all the St. Vrain Valley School District Safety Rules and Regulations, and encourage proper bus behavior.
2. Have your child ready to board the school bus when the bus arrives. The driver will not be required to wait for more than two (2) minutes. **With your cooperation, Transportation Services can more readily maintain an accurate schedule and ensure adequate and timely transportation for all students.**
3. In the event the student does not attend school on a specific day, the parent or guardian is requested to:
 - a. Notify Transportation Services at 303/682-7256.
 - b. Notify the bus driver and/or appropriate school officials one (1) full day in advance, or
 - c. Signal the bus when it arrives at the student's home.
4. The parent or guardian will prepare a Special Needs Confidential Biographical Data Form as required by District procedure. The form **must** include emergency phone numbers and/or addresses of a responsible person to be contacted in case of an emergency (i.e., illness, injury, or an abbreviated school day due to inclement weather.) A sample form is included in this handbook.
5. The district will pick up and deliver wheelchair students at the curb near the home. Parents or guardians are responsible for the student from this location to and from the home. **Only in an emergency will the driver or bus assistant take the student to or from the bus to the house.**
6. Give three (3) school days' notice if there are any changes in pick-up and drop-off addresses.

In consideration of other passengers assigned to the bus and per district regulation, the driver will not be allowed to change or modify a bus route. Do not ask a driver to violate this regulation. The parent or guardian will be responsible for transporting the student until arrangements can be made to re-route the bus. All bus route changes **MUST BE** approved by St. Vrain Valley School District Transportation Services.

Students who qualify for special curb-to-curb transportation will be picked up at and delivered to the home site designated by the parents or guardians at the time of placement. A student may be picked up from or deliver to another location such as a babysitter's home or a child care center, when this arrangement is approved by the Director of Transportation or Transportation Scheduler. **This change in pick-up or drop-off location is NOT intended to be an occasional or as-needed service. It must be approved three (3) days in advance and will be considered a permanent change.** Under emergency conditions, temporary arrangements may be made. These changes must be approved in advance by the Director of Transportation or Transportation Scheduler.

7. In the event your child needs assistance in loading and/or unloading, special arrangements between parents and bus drivers need to be coordinated for departure and arrival.
8. Have all necessary supplies, materials, medication, etc. in a pouch or packet labeled with your child's name. In consideration of student safety, live animals, toys, items in glass containers, dangerous objects, or large articles that block the aisles, emergency door, or service door of a school bus will not be transported.
9. Students will not be allowed to eat food on the bus. (The danger of a student choking on food is a high risk factor).
10. The driver will not be allowed to knowingly leave a student under the age of 12 or a student who has a physical or cognitive disability unattended when he or she is delivered to the assigned address at the end of each school day. **Parents or guardians are responsible for making arrangements to have a designated person meet the bus and take charge of the child.**

Failure by the parents or guardians to have a responsible person meet the bus will result in the following:

The driver will keep the student on the bus, finish the route, and then contact St. Vrain Valley School District Transportation Services to receive further instructions. **If the parents or guardians cannot be reached within a reasonable time, the student will be turned over to the local law enforcement agency, who will decide what further steps to take.**

NOTE: Transportation Services will make a concentrated effort to contact the parents or guardians or a responsible person whom the parents or guardians have listed on the Special Needs Confidential Biographical Data Form before the local law enforcement agency is called. It is crucial that parents or guardians provide the bus driver with current emergency phone numbers or addresses in the event the parents or guardians are unavoidably detained and cannot meet the bus.

The Child Protection Act of 1987 requires that district employees report all instances of child abuse including neglect. Board Policy JLF Section 2c states:

Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to provide adequate food, clothing, shelter, medical care or SUPERVISION that a prudent parent would take.

OUR PHILOSOPHY

All students who ride District buses have the right to a safe and pleasant trip to and from school. We believe all students can behave appropriately and safely while riding on a school bus. We will not permit any student, who knowingly interferes with drivers and bus assistants doing their jobs or with any student preventing other students, from having safe transportation.

DISCIPLINE PLAN – BUS SUSPENSION

In order to provide your child and other children riding the bus the safe transportation they deserve, we are utilizing school bus rider rules as listed on the Student Registration and Agreement.

IF A STUDENT CHOOSES TO BREAK A RULE

First incident:

Driver or bus assistant verbally warns student.

Second incident:

Student receives a written warning and/or parent contact as appropriate.

Third incident:

Parents or guardians are contacted by driver, principal, or Director of Transportation. Suspension from riding the bus for one or more days may result.

NOTE: Driver, bus assistant, principal, or Director of Transportation may select a different sequence in handling an incident. This depends on the seriousness of the infraction.

SEVERE DISRUPTION

The following inappropriate and dangerous behavior will result in automatic suspension of transportation privileges:

1. Physical harm to other students.
2. Physical harm to the driver or assistant.
3. Physical damage to the bus.

NOTE: Suspension from the bus does not mean that a student is suspended from school. Instead, the parent or guardian will be asked to transport the student to and from school. Alternate means of transportation will be determined cooperatively by transportation and student services administration and parents of a student for whom transportation is a related service on the IEP.

It is in your child's best interest that we work together in a cooperative relationship that provides safe transportation.

**St. Vrain Valley School District RE-1J
Transportation Services
SPECIAL NEEDS CONFIDENTIAL BIOGRAPHICAL DATA FORM**

The following information must be provided by parent/guardian for students requiring special transportation.

Name of Student _____ Grade _____ Sex _____ Date of Birth _____
 Home Address _____ Phone _____
 City _____ Zip _____ School _____
 Mother/Guardian: _____ Work Phone _____
 Father/Guardian _____ Work Phone _____
 A.M. Stop Location _____ Phone _____
 P.M. Stop Location _____ Phone _____

EMERGENCY CONTACT (Other than parent):

Name _____ Phone _____

EMERGENCY MEDICAL INFORMATION:

Student's Doctor _____ Phone _____
 Hospital Preference _____ Address _____
 Current Medication _____ Dosage _____
 Adverse reactions to medication _____
 Special Instructions for Attending Physician _____

CHECK WHICH OF THE FOLLOWING ARE APPLICABLE:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Verbal | <input type="checkbox"/> Non-Verbal | <input type="checkbox"/> Ambulatory | <input type="checkbox"/> Non-Ambulatory |
| <input type="checkbox"/> Hemophiliac | <input type="checkbox"/> Mentally Handicapped | <input type="checkbox"/> Visually Impaired | <input type="checkbox"/> Hearing Impaired |
| <input type="checkbox"/> Diabetic | <input type="checkbox"/> Tracheostomy Tube | <input type="checkbox"/> Severe Asthma | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Oxygen | <input type="checkbox"/> Gastostomy Tube | <input type="checkbox"/> Shunt | <input type="checkbox"/> Self-Abuse |
| <input type="checkbox"/> Shunt | <input type="checkbox"/> Severe Allergy To: _____ | | |
| <input type="checkbox"/> Other Please Specify: _____ | | | |

SPECIAL INSTRUCTIONS FOR DEALING WITH STUDENT: Medical Plan: Yes No

(i.e. language, behavior, first aid, medical emergency, etc.): _____

Photo
if
available

ASSISTIVE DEVICES/EQUIPMENT: Wheelchair Harness Lap Belt
 Carseat Glucometer Glucose Tabs Cakemate/Snack
 EpiPen Leg Braces Walker Brace(s) Type _____

STUDENT **CAN** BE LEFT UNATTENDED _____ STUDENT **CANNOT** BE LEFT UNATTENDED _____
 Release at school? Yes No

Additional Comments/Recommendations: _____

Parent/Guardian Signature: _____ Date _____

Staff Member _____ Date _____

NOTE (Policy/Procedure): Three (3) days notice must be given if there are changes in pick-up or drop-off locations. A new Special Needs Confidential Biographical Data Form must also be completed.

DISTRIBUTION: White – Parent Canary – Transportation Pink – Bus Driver