



Section Special Needs Transportation	Page Page 1 of 2
Type Eligibility	Date June 2010

<p>Statement</p>	<p>Students with special needs who may require transportation will be identified through their home school and the Special Education Department. STSWR, in consultation with the School Board's Special Education Department or designate, will determine the most appropriate mode of transportation for the students.</p>
<p>Procedures</p>	<p>STSWR may arrange for the following additional specialized services approved by the School Board.</p> <p>Additional services may include:</p> <ol style="list-style-type: none"> 1. Adult monitor, intended for students who have extraordinary medical or safety needs; 2. Mid-day pickup, intended for students who are unable to attend a full day of school; 3. Ride alone transportation, intended for students who are unable to be safely transported with other students 4. Short-Term Medical /Special Circumstances: The Principal completes the Special Request STSWR form (add link) and submits it along with supporting documentation to the appropriate Superintendent at the School Board. 5. Where appropriate, a medical note should accompany applications for special transportation for temporary non-ambulatory students. 6. STSWR will schedule transportation based on the student's needs, seat availability and vehicle feasibility
<p>Guidelines</p>	<ol style="list-style-type: none"> 1. All students should arrive at their stop at least 5 minutes prior to pick up time. A taxi will only wait 5 minutes and a school bus will only wait 1 minute past the pick up time. 2. All pick up and drop offs are curb side unless the stop has been reviewed by STSWR in consultation with the Operator. This includes townhouse and other high density complex locations. 3. Special needs students should be accompanied and met at their stop according to the student's needs; If the student's record indicates "must be met" and there is no one to receive them at their drop off, the student will be returned to the school. The bus/cab company will contact the school to assure someone is there to receive the student.



Section Special Needs Transportation	Page Page 2 of 2
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	<ol style="list-style-type: none">4. At home the parent or guardian is responsible if a child needs assistance opening a door or buckling or unbuckling the seat belt. At the school, staff is responsible if a child needs assistance opening a door, buckling or unbuckling the seat belt. The school bus/taxi driver will not buckle student in.5. No food or drink is allowed on the bus/taxi.6. If your child does not require transportation due to illness, vacation, etc., the parent/guardian must contact the bus/taxi company directly.7. If you are moving or have a change in caregiver address, please contact your school directly, who will forward the information to the appropriate person in the Special Education Department at the School Board or designate.8. If your child is transported to a babysitter or another caregiver, the student must be transported to the same location every day.9. Each year in September the volume of changes is significant and it can take more than a week to initiate a route change. The route change timeframe during the school year will be 3 days upon STSWR receiving the information.10. STSWR will make every effort to transport students within a reasonable amount of time, up to one hour per trip. In some circumstances, it may be necessary for students to be on the vehicle longer.
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