

## **Business and Noninstructional Operations**

### **TRANSPORTATION FOR STUDENTS WITH DISABILITIES**

**E 3541.2**

#### **Information for Parents and Guardians**

- A. All students requiring transportation for their disability will receive transportation as indicated on their I.E.P. or accommodation plan.
- B. A Morgan Hill Unified School District Emergency Information Form must be completed and signed by the parent or guardian and submitted to the Special Services Department and Transportation Department before a student is transported. The Special Services Department will forward a copy of the form to the Transportation Director. This information will be available to the driver in the event of emergency. This information will also be checked and corrected at each annual IEP.
- C. The schools are responsible for keeping parents/guardians informed concerning school activities transportation schedules.
- D. Drivers will be instructed to ask parents to contact the school/center directly for information and will be instructed to confine their comments only to student behavior on the school bus. Drivers will be instructed to be discreet in comments to other parents or the general public about any student enrolled in our program.
- E. Drivers provide parents/guardians with an information card listing the driver's name and the telephone number of the transportation department.
- F. If a student has been absent for three days, drivers will not make a stop at the student's home until the parent/guardian notified the transportation department that the student is ready to return to school.
- G. Children should get in and out of buses with as little assistance as possible. Drivers provide guidance to authorized personnel with the loading and unloading of students on their own buses at school. Parents/guardians are responsible for the loading and unloading at home. No driver is required to assist in lifting a student, while loading or unloading. Drivers will be responsible for the loading and unloading of wheelchairs. Only the driver will ride on the lift when the student is loaded.
- H. Drivers will not leave buses unattended if students are on bus. Each district or school site is responsible for the loading and unloading of students.
- I. Children should be given the opportunity to fasten their own safety belts whenever possible. Children who can fasten them are expected to do so. The parent or responsible person who assists the child into the bus should check the child's safety belt to see that it is fastened. The final responsibility rests with the driver to see that the belts are fastened.
- J. Medication must be placed in a zip-lock bag with the student's name on it. Medication must be handed directly to the driver. The driver is responsible for giving it to the teacher, aide or parent. (For medication assistance at school by a school nurse or other

designated employee, see Morgan Hill Unified form: Medical Instructions from Physician.)

- K. Eating, drinking or littering on the bus is prohibited.
- L. Students must board buses at designated stops determined by the Transportation Department. Drivers shall at no time pick up or deliver students at other than assigned designated stops unless previously approved by the Principal/Program Manager and the Transportation Department.
- M. All changes of student schedules are coordinated with the Transportation Department and require five days' notice.
- N. When students need special belting, this need will be determined by the Transportation Department with input from the Special Education staff. This information will be specified on the student's Bus Information Form and drivers will check daily to insure that each student requiring special belting has been adequately provided for.
- O. On wheelchair buses, students will be transported in their own wheelchairs. All chairs must be securely fastened to the bus. Each wheelchair shall be equipped with a seat belt and adequate brakes to hold the wheelchair stationary during raising and lowering of the lift, as per CHP HPH 82.7. Electric wheelchairs must be equipped with spill resistant batteries or in a spill resistant container and properly secured to the chair. It is the parent/guardian's responsibility to provide the seat belt and maintain the brakes and batteries on the wheelchair. Transportation will not be provided if the wheelchair does not meet the above requirements and is not within the manufacturer's lift weight limits. If auxiliary equipment needs to be removed for loading purposes, it will be the responsibility of the parent and school.
- P. An adult must be at home to receive students. Release of students to an older sibling requires written parent or guardian authorization. If an adult is not at home, the student will be dropped at the alternate drop point listed on the Emergency Information Form. If these options are unavailable the emergency numbers will be contacted.

If these solutions are unsuccessful, the following steps will be taken:

- The driver will be instructed to proceed on the route, dropping off other students.
- Transportation will continue to try to reach the parent/guardian by phone at residence and work.
- Transportation will advise the school site administrator of the situation. If the school will accept the student, the driver will return the student to the school; otherwise, the student will be taken to the Police Department.
- The responsible site administrator will be notified of action taken by the Transportation Department with regard to the student.

- The parent/guardian will be responsible for picking up the child at the police department or at school.
  - If there are two repeated instances of a parent not being home, a letter will be sent notifying the parents of the policy. If there are three repeated instances of the parent not being home, the parents will be notified that the student will not be transported until a meeting is held to review and discuss the policy.
- Q. The Transportation Department will only transport students to babysitters within the district and within a one mile radius surrounding the student's school or home. Exceptions for babysitters located outside the district will be made for "logical sense" situations that do not require the bus to go outside the scheduled route. The transportation program manager will verify babysitter's residence as to proximity in order to maintain bus route stability.
- R Drivers will not be asked to provide any medical interventions. When a student requires this support, an aide or attendant will ride on the bus.
- S. Students must be ready at their scheduled pick-up time. The driver will wait three minutes and then leave. Any additional waiting time may cause students to be late.

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