

ISD #0690 Warroad Public Schools

Special Transportation Procedure & Timeline

Special Transportation is one of the related services that may be needed to assist a child or student with a disability to benefit from special education. Free transportation services must be provided to any child with a disability who requires special transportation services because of the child's disabling condition or special program needs when the disabling conditions of the child are such that the child cannot safely be transported on the regular school bus route or when the child is transported on a special route for the purpose of attending an approved special education program.

- A. Special Transportation is a related service when:
 - a. The disabling condition is such that the child cannot safely be transported on the regular bus route or,
 - b. Accommodations are needed such as specialized equipment (i.e. specially adapted seats, support, and/or protective devices) or paraprofessional assistance, or
 - c. Is required because of the location of the special education program or
 - d. Transportation to and from the home of a child with a disability not yet enrolled in kindergarten when special instruction and services are provided in a location other than in the child's home
 - e. Students who need transportation to and from Extended School Year programs as documented on IEP.
- B. IEP Meeting
 - a. The IEP team will consider special transportation and its appropriateness based on need deriving from disability or need for special accommodations.
- C. Communication Process
 - a. Director of Special Education
 - i. Approves special transportation
 - b. IEP Manager
 - i. Documents need for special transportation and appropriate accommodations into the IEP
 - ii. Submits request for special transportation to the transportation director
 - iii. Provides driver/bus aide with required Emergency Health Information
 - iv. Provides MARSS recorder of special transportation for coding purposes including IEP pages documenting need for special transportation.
 - c. Transportation Director
 - i. Upon receipt of request for special transportation, arranges transportation within 5 days.
 - ii. Verify that each driver and aide assigned to a vehicle transporting students with disabilities shall available the following information which will be provided by IEP manager: The pupil's name and address; The nature of the pupil's disabilities, Emergency health care information; and the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.
 - d. MARSS Recorder
 - i. Submits appropriate data for reimbursement

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Special Transportation Timelines:

July 1

The transportation director will note the beginning mileage for each bus.

Monthly

Drivers enter mileage daily. Transportation Director will record monthly mileage totals per bus and have available upon request.

August

The MARSS Coordinator will run a MARSS Report listing the students identified as MARSS Code 03, Special Transportation and send Director of Special Education. After verification has been completed and corrections made to the MARSS system, a list of special transportation students will be sent to the business manager and transportation director.

November

The MARSS Coordinator will verify that changes made to MARSS special transportation are correct in preparation for the December reporting deadline.

December

The MARSS Coordinator will submit data to the State

June 30

The transportation director will note the ending mileage for each bus and turn in the logs to the business manager for records retention.

July

The business manager will calculate the cost per mile for all transportation categories and report allocated mileage and route costs under the proper finance dimensions. Salaries and equipment purchases will be directly coded to the proper finance dimensions when they are paid. The MARSS transportation report, cost allocation worksheets, Annual Transportation Report and corresponding log sheets will be retained for audit purposes.

Transporting Students with Disabilities Who Require Special Transportation

Bus Assistant Role / Responsibilities

- Student Supervision
- Reinforce bus behavior expectations (general as well as any IEP identified)
- Assist student on and off the bus
- Assist with any safety and/or assistive equipment
- Implement medical emergencies as may be indicated on emergency health card
- Other duties that may be determined by supervisory staff

Bus Driver Role / Responsibilities

- Driving bus
- Secure wheelchair tie-downs
- Operate wheelchair lift
- Post-trip inspection to ensure all students are off the bus
- Other duties as may be determined by supervisor

Special Transportation Request Form

THIS FORM MUST BE COMPLETED PRIOR TO TRANSPORTATION BEING PROVIDED. FIVE DAYS REQUIRED TO PROCESS AND BEGIN TRANSPORTATION. TRANSPORTATION REQUEST MUST INCLUDE EMERGENCY INFORMATION BUS FORM

SPECIAL TRANSPORTATION REQUEST INFORMATION (to be completed by IEP manager)

Person Completing Form: _____ Phone: _____ IEP 504
Date Special Transportation determination was made and parents consent: _____

STUDENT INFORMATION

Student Name: _____ MARSS #: _____ (required)

Birth Date: __/__/____ Age: _____ Grade: _____ Male Female

Home Address: _____ Home Phone: _____

Pick-up Address: _____ Phone: _____

Return Address: _____ Phone: _____

Parent/Guardian Names: #1 _____ #2 _____

Daytime Phone: #1 _____ Cell Phone: #1 _____

Daytime Phone: #2 _____ Cell Phone: #2 _____

Emergency Contact: _____ Relationship: _____ Emergency Phone: _____

PROGRAM INFORMATION

Program Contact: _____ Program: _____

Program Location: _____ Address: _____

Program Hours: _____ Program Phone: _____

Transportation Days: M T W Th F To School From School Both

Anticipated Start Date: _____

NATURE OF DISABILITY (check all that apply)

Injury:

Wheelchair
 Can be transferred to Seat

Medical Concern:

Oxygen / Ventilator

Seizures

Other: (Explain)

Vision Impaired

Hearing Impaired

Sign Language

Non-Verbal

Wears Braces

Copies: Transportation Department, Bus Driver/Bus Assistant, SPED Office

Special Transportation Request Form

SPECIAL EQUIPMENT REQUIREMENTS (check all that apply)

Infant Seat (up to 25 lbs.)

Booster Seat (25 – 65 lbs)

Safety Vest (S M L XL)

Seat Belt

Wheelchair (student provided)

Lift Bus (for wheelchair)

Other Requirements:

No Special Equipment Required