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## TRANSPORTATION POLICY AND PROCEDURES

### Policy:

It is the intention of AWSSC to transport students with disabilities with non-disabled students when appropriate. If special transportation is determined by the case conference to be a necessary related service, this must be indicated in the IEP.

### Procedure:

1. A **Special Transportation Form** must be completed.
2. A copy of the **Special Transportation Form** is faxed to the corporation's transportation director. A copy of this form should also be attached to the completed IEP.
3. The TOR will telephone the respective corporation transportation director of the need for special transportation. The transportation director/designee will notify the parents of the bus number and pick up and drop off times for their student.
4. Please make sure the following items are included on the transportation form: (see example form):
  - a. placement school (if different than home school)
  - b. date transportation is to begin
  - c. special instructions (shortened day, health care plan, etc.)
  - d. behavior issues
  - e. sensory needs
5. If transportation time exceeds the time of non-disabled peers, a justification for the excess travel time needs to be documented in the students IEP and in the case conference notes page. EXAMPLE: Johnny requires additional transportation time due to his recommended placement at \_\_\_\_\_ (which is not his home school).
6. If the student moves, or changes schools, the TOR must notify the corporation transportation director immediately.
7. If a special education student is riding a general education bus and has specific needs, it is the responsibility of the teacher of record or building level principal to notify transportation to make the bus driver aware of this information.
8. A new transportation form must be completed at least annually.