

Topic	Number of Pages	Date in Effect
<b>7.4 Application for Specialized Transportation</b>	<b>1 of 1</b>	<b>March 2009</b>

## Policy Statement

Specialized Transportation will be provided for students who have been identified by the School Board and placed in a congregated classroom or have been identified by the School Board as having a permanent physical, mental or emotional disability that safely prevents them from getting to and from their Board-designated school.

STS will arrange for the following additional services for students who have been approved for specialized transportation by the School Board. Additional services are:

- Adult monitor, intended for students who have extraordinary medical or safety needs;
- Mid-day pickup, intended for students who are medically unable to attend a full day of school;
- Ride alone transportation, intended for students who are unable to be safely transported, in a special vehicle, with other students

STS will schedule transportation based on the student's needs, seat availability and vehicle feasibility.

STS does not provide custom service, such as short term changes of address or different pickup or drop-off's on different days.

Specialized Transportation and Additional Services must be applied for annually by June 15.

STS is not responsible for providing special equipment to transport students. Necessary wheelchairs, walking aids, or any other special equipment are to be provided by the parent/guardian. Safety seats will be provided by STS as required by provincial law.

Students using specialized transportation will not be left unattended at their designated stop locations. The parent/guardian is responsible to ensure that there is a caregiver available for the student. In the event that there is no one available to receive the student, it may be necessary to take the student to Children's Aid.

STS reserves the right to request medical documentation to substantiate the request for specialized transportation. (Form 7.4.2 IP)

## Procedure

STS will accept the "Specialized Transportation Application" (Form 7.4 A) for School Board-approved students requiring special transportation.

STS will accept the "Additional Services for Specialized Transportation Application" (Form 7.4.1 IP) for School Board-approved students who require additional services.

## Procedure, Continued

Under normal conditions, it can take up to five working days to arrange transportation.

Under normal conditions, STS will try to transport students within a reasonable amount of time, up to one hour per trip. It may be necessary for students to be on the vehicle longer.

Specialized Transportation Applications and Additional Services for Specialized Transportation Application's that do not meet STS policies and procedures will be returned to the School Board.

All changes, including address changes or students no longer requiring special transportation, must be provided to STS via the "Specialized Transportation Application".

The parent/guardian will ensure that the student makes it safely to and from the school vehicle, have the student ready and waiting for their school vehicle. Vehicles will wait three minute at a student's residence before leaving to continue the run.

The parent/guardian will contact their transportation provider prior to 6:45am if the student does not require transportation on any given day. If an absence is not reported to the operator for three consecutive days, special transportation services will be cancelled.

Schools are responsible to have personnel assist the students to and from the vehicle, assist with a seating plan, make the students aware of safe and proper behaviour on the vehicle, and determine appropriate disciplinary action in situations where student behaviour is a concern.