



Policy Number	Topic	Pages	Date of Approval (Revisions)
7.1	Accessible Student Transportation	1 of 1	April 2009 (August 2014)

Policy Statement

STS is fully supportive of integrated student transportation for all students where it is safe and practical to do so. Students with special needs will be transported on traditional school buses and specialized transportation will be utilized in situations where, due to the nature of the disability or safety concerns, appropriate alternative accessible transportation is required because the features of the vehicle are more suitable to the student's needs.

STS will make specialized transportation arrangements for students who have been identified and approved by the School Board having either:

- A permanent physical, mental or emotional disability that safely prevents them from getting to and from their Board-designated school; or
- A placement in a regular or self-contained classroom.

A Specialized Transportation Application Form will be made available to parents/guardians from the school board/school. The form must be completed by the parent/guardian and returned to the school board designate. The school board designate will review the application and, if approved, submit the request to STS by June 15th. Forms received after June 15th will be processed after September 15th.

Approved specialized transportation applications will form the Individual Student Transportation Plan. Refer to **7.4 Individual Student Transportation Plan** for details.

Specialized Transportation Service Parameters

Specialized Transportation is provided within the following parameters:

Condition	Noted Parameters
Special Equipment	<ul style="list-style-type: none"> • Safety seats, as required by Provincial law, will be provided by STS; • Mobility devices, service animals, nurse attendants etc will be provided by the parent/guardian.
Scheduled Pick up and Drop Off Times	<ul style="list-style-type: none"> • Are approximate and could vary due to road and traffic conditions; • Vehicles will not wait more than 3 minutes before leaving if the student is not ready upon arrival.
Parent/Guardian	<ul style="list-style-type: none"> • Contact the bus company by 6:45 AM if your student does not require transportation due to absence; • Unreported absences for three consecutive days will result in service being suspended; • Notify STS of any planned absences of one week or greater;



	<ul style="list-style-type: none"> • Have your student ready 5 minutes before designated pick up time; • Have a responsible adult ready to accept your student at the end of the day at drop off time; • Complete a new application form for address changes; • Assist with boarding and deboarding appropriate to student needs and communicate any additional assistance required in the Individual Student Transportation Plan as appropriate.
School	<ul style="list-style-type: none"> • Have staff ready at the start of instructional day and end of same to assist student to and from the vehicle as necessary; • Assist with a seating plan if necessary; • Make students aware of safe and proper behaviour on the vehicle; • Determine appropriate discipline in situations where behavioral issues arise. • Notify STS of any planned absences of one week or greater; • Notify STS immediately of any changes to the student's health which may impact the ISTP.
Southwestern Ontario Student Transportation Services	<ul style="list-style-type: none"> • 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; • When possible, arrange for ride times which are 60 minutes or less in duration; • Arrange transportation in a timely manner, typically within 5 business days. • Return incomplete applications or those that do not otherwise meet policies and procedures to the school board. • Reserve the right to request reasonable medical documentation to support the need for the requested specialized service.
Contracted Service Provider (Bus Company)	<ul style="list-style-type: none"> • Contact parents/guardians when a run is delayed more than 15 minutes (excluding during inclement weather); • Arrange for the driver and parent/student to meet before the start of school; • Provide appropriate training to drivers as required by contract and including securement, boarding and deboarding procedures appropriate to manufactures specifications for equipment as applicable.
Contracted Service Providers' Employee (Bus Driver)	<ul style="list-style-type: none"> • The bus driver will receive basic First Aid training, including CPR and EpiPen but will not administer any medication. • Cannot authorize special requests or address changes. • Ensure the student is properly seated and secured with a seat belt or wheelchair tie downs as applicable; • Ensure mobility devices are properly secured; • Ensure the student is delivered to the care of school personnel or parent/guardian/caregiver.