



Policy Number	Topic	Pages	Date of Approval (Revisions)
7.4	Individual Student Transportation Plans	1 of 1	March 2009 (August 2014)

**Policy Statement**

Under the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Reg 191/11), an Individual Student Transportation Plan (“ISTP”) will be completed for each student utilizing specialized transportation. The foundation of the ISPT will be the completed Specialized Transportation Application form.

The following chart will outline roles and responsibilities for development and communication of a student’s Individual Student Transportation Plan:

Stakeholder	Responsibilities
Parent/Guardian	<p>As the parent/guardian, you are responsible for:</p> <ul style="list-style-type: none"> <li>• Providing the school board/school accurate and timely information including the student’s residential address and emergency contact information;</li> <li>• Providing the school/board current medical or information relating to other needs to allow for the provision of specialized transportation;</li> <li>• Identifying tools or strategies that may assist and support the driver while transporting your student;</li> <li>• Understanding your role in the Individual Student Transportation Plan and working with your student to ensure appropriate conduct on the vehicle;</li> <li>• Complying with the specialized transportation service parameters set out in “Accessible Student Transportation”, including:               <ul style="list-style-type: none"> <li>○ Contacting the bus company by 6:45 AM in the event of an absence;</li> <li>○ Notifying STS in the event of a planned absence of one week or greater;</li> </ul> </li> <li>• Assisting the student with boarding/deboarding the vehicle.</li> <li>• Notifying STS of any on-board incidents with other students or the bus driver immediately.</li> </ul>



Stakeholder	Responsibilities
School Board/School	<p>The school board/school is responsible for:</p> <ul style="list-style-type: none"><li>• Communicating with the parent / guardian regarding student needs and ensuring that the Specialized Transportation Application is completed by June 15 or periodically throughout the year as changes occur;</li><li>• Providing accurate information regarding student needs and transportation requirements;</li><li>• Informing the plan by identifying any tools or strategies that may help driver while transporting student;</li><li>• Providing staff to receive students upon arrival and supervise students until departure and assisting students with boarding/deboarding the vehicle &amp; securement;</li><li>• Notifying STS immediately of any changes to the student's health which may impact the ISTP.</li><li>• Working cooperatively with the parent/guardian, student, bus company and STS regarding incidents of student conduct.</li></ul>
Southwestern Ontario Student Transportation Services	<p>As the coordinator of transportation services, STS is responsible for:</p> <ul style="list-style-type: none"><li>• Contracting service providers to deliver the service;</li><li>• Coordinating transportation consistent with the ISTP details;</li><li>• Providing compiled ISTP details from parents&amp; schools to the contracted service provider.</li></ul>
Contracted Service Provider (Bus Company)	<p>The contracted service provider is responsible for:</p> <ul style="list-style-type: none"><li>• Providing accessible vehicles as required by STS;</li><li>• Providing competent, trained staff to transport students with disabilities;</li><li>• Communicating ISTP details with driver(s) including any specific requirements for boarding, securement and deboarding with the driver and/or monitor;</li><li>• Ensuring that boarding, securement and deboarding policies and procedures are developed and that staff are trained and tested appropriately on same.</li><li>• Notifying STS of any on-board incidents regarding student health or behaviour immediately.</li></ul>
Contracted Service Providers' Employee (Bus Driver)	<p>The bus driver is responsible for:</p> <ul style="list-style-type: none"><li>• Complying with his/her employer's training regarding transportation of students with disabilities, including, but not limited to, First Aid/CPR/EpiPen and boarding, securement and deboarding;</li><li>• Understanding the student's ISTP;</li><li>• Reporting any on-board incidents regarding student health or behaviour immediately to his/her employer.</li></ul>
Student	<p>The student is responsible for:</p> <ul style="list-style-type: none"><li>• Behaving in the vehicle in the same manner as in a classroom;</li><li>• Cooperating with the bus driver and rules on the bus;</li><li>• Being courteous with other passengers and the driver on the bus.</li></ul>