

Document Category:	Policy Statement
Document Name:	Accessible and Specialized Student Transportation
Approved By:	Board of Directors
Approved Date:	April 2009 August 2014 Revised June 2026

1. 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 as eligible and approved by the School Board.

A STS Accessible and Specialized Transportation Registration Form will be made available to parent/caregiver from the school board/school. The form must be completed by the parent/caregiver annually. . Registration forms submitted for students who have not been identified as eligible by the School Board will not be processed.

Approved Accessible and Specialized Transportation Registration Forms will form the Individual Student Transportation Plan. Refer to the **Individual Student Transportation Plan Policy** for details.

2. Policy Action Items

Specialized Transportation is provided within the following parameters:

Condition	Noted Parameters
Special Equipment	• 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. • Buckle guards or safety vests (harnesses) will be provided by the School Board.
Scheduled Pick up and Drop off Times	• 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/Caregiver	• Unreported extended absences for five consecutive days may result in service being suspended; • Create a STS Parent Portal account to view transportation information and be subscribed to email notifications • Be aware of STS Policies and Procedures • Have your student ready 5 minutes before designated pick up time; • Have a responsible person ready to accept your student at the end of the day at drop off time; • Complete a new registration form for eligible 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	• 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 • 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 if a student no longer requires transportation; • Notify STS immediately of any changes which may impact the ISTP.
Southwestern Ontario Student Transportation Services	• 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 5-7 business days. • Notify the school when a registration does not meet policies and procedures of STS or 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)	• Notify parents/caregivers when a run is delayed more than 15 minutes (excluding during inclement weather); Provide appropriate training to drivers as required by law and by contract and including securement, boarding and deboarding procedures, appropriate to manufactures specifications for equipment as applicable.

Contracted Service Provider's Employee (Bus Driver)	• The bus driver will receive basic First Aid training, including CPR and EpiPen but will not administer any medication or perform medical procedures. • 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 discharged to the care of school personnel or parent/ /caregiver.
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3. Forms

Accessible and Specialized Transportation Registration Form

Specialized Transportation, Request for Secondary Address Joint Custody Bussing