

Document Category:	Policy Statement
Document Name:	Individual Student Transportation Plans (ISTP)
Approved By:	Board of Directors
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1. 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 formation and requirements of the ISTP are met as part of the completed Accessible and Specialized Transportation Registration form.

- Students may require supplemental ISTPs as part of a comprehensive plan to assist with student success while in transit. Supplemental ISTP's will be completed with contributions from the school, parent/caregiver and STS.

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

2. Policy Action Items

Specialized Transportation is provided within the following parameters:

Stakeholder	Responsibilities
Parent/Caregiver	As the parent/caregiver, you are responsible for: - Providing the school board/school accurate and timely information including the student's residential address and emergency contact information; - Providing the school/board current medical or information relating to other needs to allow for the provision of specialized transportation; - Identifying tools or strategies that may assist and support the driver while transporting your student; - Understanding your role in the Individual Student Transportation Plan and working with your student to ensure appropriate conduct on the vehicle; - Complying with the specialized transportation service parameters set out in Accessible Student Transportation Policy. - Assisting the student with boarding/deboarding the vehicle.

	• Notifying the school or STS of any on-board incidents with other students or the bus driver immediately.
School Board/School	The school board/school is responsible for: • Communicating with the parent /caregiver regarding student needs and ensuring that the Specialized Transportation Registration is completed annually by June 15 or periodically throughout the year as changes occur; • Providing accurate information regarding student needs and transportation requirements; • Informing the plan by identifying any tools or strategies that may help the driver while transporting the student; • Providing staff to receive students upon arrival and supervise students until departure and assisting students with boarding/deboarding the vehicle & securement; • Notifying STS immediately of any changes to the student's needs which may impact the ISTP. • Working cooperatively with the parent/caregiver, student, bus company and STS regarding incidents of student conduct.
Southwestern Ontario Student Transportation Services	As the coordinator of transportation services, STS is responsible for: • Contracting service providers to deliver the service; • Coordinating transportation consistent with the ISTP details; • Providing ISTP to the contracted service provider.
Contracted Service Provider (Bus Company)	The contracted service provider is responsible for: • Providing accessible vehicles as required by STS; • Providing trained staff to transport students with disabilities; • Communicating ISTP details with driver(s) including any specific requirements for boarding, securement and deboarding with the driver and/or monitor; • Ensuring that boarding, securement and deboarding policies and procedures are developed and that staff are trained • Notifying STS of any on-board incidents regarding immediately.
Contracted Service Provider's Employee (Bus Driver)	The bus driver is responsible for: • 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; • Understanding the student's ISTP; • Reporting any on-board incidents to his/her employer.
Student	The student is responsible for:



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	• Behaving in the vehicle in the same manner as in a classroom; • Cooperating with the bus driver and rules on the bus; • Being courteous with other passengers and the driver on the bus.
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3. Forms

Individual Student Transportation Plan (ISTP)