

R.I.S.D.

TRANSPORTATION HANDBOOK  
FOR  
SPECIAL EDUCATION STUDENTS

HAMILL TRANSPORTATION  
BUSES 1-49  
622-9269

POLLARD BUS COMPANY  
BUSES 50-99  
625-9122

### **Parent Responsibilities for Special Education Students**

For safe riding on a school bus by their child, parent responsibilities include the following:

- a. Have your student ready to board the bus when the bus arrives and when necessary be with the student at the stop. Buses are not required to wait for students that are not ready to board the bus when it arrives.
- b. Encourage your child to obey safety rules and regulations and encourage proper bus behavior.
- c. Have all necessary supplies, materials, etc., in a pouch or a packet labeled with your child's name. In consideration of student safety, large articles that block the aisles, emergency door, or service door of a school bus will not be allowed on the bus. **EXCEPTION:** Physical aid equipment, such as canes, walkers, braces, etc.
- d. Do not allow students to drink or eat food on the bus. The danger of a student choking on food is a high risk factor.
- e. Know where the student is to be picked up each morning and delivered in the afternoon. In the event that the student needs assistance to get to or from, on or off the bus, the parent cooperates by making arrangements for bringing the student to the bus and for picking up the student on the return trip. Parents must be available to receive and supervise their child when the bus arrives at the child's assigned stop. Parents need to be available at the time their child's school is dismissed at the end of the day.
- f. In the event that the student does not plan to attend school on a specified day, the parent/caretaker shall:
  - a. Notify the bus company or driver and/or appropriate school official in advance; or
  - b. Inform the bus driver when the bus arrives at the student's house; or
  - c. Use a pre-arranged signal with the driver
  - g. Prepare a student emergency information card as required. This card includes name, emergency phone number, and/or address of a responsible person to be contacted in case of emergency as well as medical information which may be helpful. Give the card to the bus driver. These cards are confidential and will be kept on the bus with a copy on file in the transportation office.
  - h. Give at least three full school days notice concerning any changes in pick-up and drop-off address. The driver is not allowed to change or modify a bus route. Do not ask a driver to violate this policy. Drivers are not allowed to drop students at babysitters.
  - i. Be ready to transport the student in the event of an emergency removal from the bus.
  - j. Parents may make alternative arrangements for a designated person to receive the student, this person will be asked to show the driver ID. Parents shall notify the school in writing that a designated person will receive the child on a specific day.
  - k. **Transportation of Medication:** Buses are not allowed to transport any medication on the bus at any time. It is the parent's responsibility to take the medication to the school. Oxygen is not considered to be medication and may be transported if necessary. **No exceptions**

## **DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION**

Discipline procedures for special education students shall be specified in their IEP.

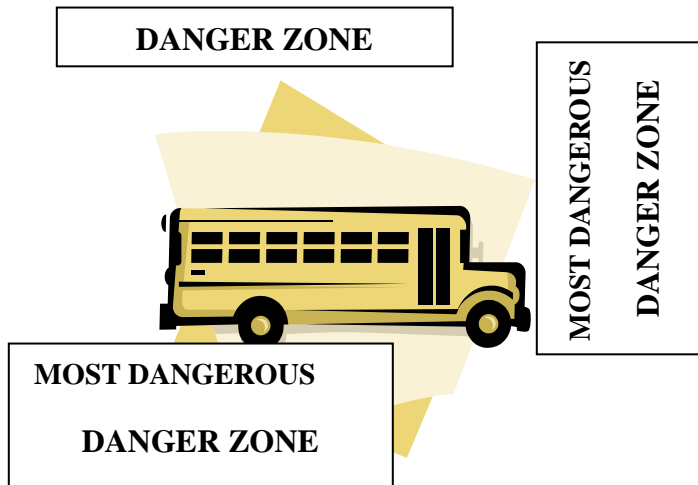
- a. The IEP committee shall identify the student's individual behavioral needs related to their area of disability and shall specify appropriate intervention strategies, support services, or other methods of responding to a student's behavioral needs. The student's capacity to understand the following transportation rules shall be considered in the discipline plan documented in the IEP.
- b. A component shall be included in the IEP that addresses the behavioral needs of the student while on the bus.
- c. If an incident or behavior occurs which may result in a student receiving special education services being suspended from the school bus or otherwise punished, the IEP committee will reconvene to review the IEP to develop or modify discipline procedures.  
Nothing contained herein shall prevent the emergency removal of a student with a disability from a school bus if the student endangers or reasonably appears to endanger the health, welfare, or safety of himself or herself, any other student, teacher, or school personnel.
  - a. When emergency removal of the student from a school bus is necessary, the student's parents shall be notified immediately of the action. A written behavioral report shall be filed with the school and a copy provided to the parent.
  - b. If a student with disabilities is removed from the school bus for emergency reasons the IEP committee reconvenes to determine if the student's conduct results from his or her disability and to recommend appropriate modifications or alternative transportation services.

- c. Termination of a special education student's bus service for more than ten days, either cumulative or consecutive, constitutes a change in service and requires the IEP committee's approval and revision of the IEP to provide appropriate transportation services.

### **RULES WHILE ON THE BUS**

- A.** The driver and /or attendant is in full charge of students when they are riding on the bus. The student must obey the driver.
- B.** Students must occupy the seats assigned to them by the bus driver and sit facing the front of the bus at all times.
- C.** Students shall not be permitted in front of the passenger seating area while the bus is in motion.
- D.** Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus.
- E.** Animals, firearms, knives, explosives, breakable glass items, laser lights, balloon bouquets, flower arrangements or other dangerous objects are not permitted on the bus.
- F.** Students must not open or close the bus windows without the permission of the driver.
- G.** Don't push or shove. Use the handrail.
- H.** Don't yell or shout. Don't throw things while on the bus.
- I.** Always obey the driver. Be a good passenger.
- J.** No profanity, fighting, or use of tobacco products.
- K.** Keep the bus clean. Do not eat or drink on the bus.
- L.** Students shall load or unload only at their assigned stops.
- M.** Students must not extend their hands, arms, legs, head or any objects through bus windows.
- N.** No talking while crossing railroad crossings.
- O.** No item that will block the aisle or is unsecured shall be carried on the bus.
- P.** In emergency cases, if an eligible student is to ride home on a bus they are not assigned to, they must give a signed note to the driver from a school administrator.
- Q.** Students should never exit through the emergency exit of the bus, unless an actual emergency exist.

**DANGER ZONE** is the area around the school bus—10 feet in front, 10 feet behind, and 10 feet on either side of the bus. The most dangerous zone is the wheel base area and around the immediate front and back of the bus. See illustration below.



**TRANSPORTATION CONFIDENTIAL EMERGENCY CARD**

STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL \_\_\_\_\_ PARENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

NATURE OF CHILD'S EXCEPTIONALITY AS IT PERTAINS TO TRANSPORTATION NEEDS AND SPECIAL BUS PROVISIONS.

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\_\_\_\_\_  
\_\_\_\_\_

SUGGESTED STEPS TO BE TAKEN BY THE DRIVER OR THE AIDE IN THE EVENT OF ILLNESS, SEIZURE, ETC., WHILE RIDING THE BUS.

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EMERGENCY MEDICAL INFORMATION, MEDICATION STUDENT IS UNDER AND SPECIAL INSTRUCTIONS FOR ATTENDING PHYSICIAN.

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**PLEASE FILL IN THE INFORMATION LISTED ABOVE AND RETURN TO THE BUS DRIVER. THESE CARDS ARE CONFIDENTIAL AND WILL REMAIN ON THE BUS TO BE USED FOR EMERGENCIES. COPIES WILL BE KEPT ON FILE IN THE TRANSPORTATION OFFICE.**