

Transportation Parent/Guardian Guidelines For Students with Disabilities



Transportation for Students with Disabilities

Wylie ISD Transportation Department

670 Country Club Road

Wylie, Texas 75098

972-429-2300

These guidelines have been created to provide parents/guardians, school staff and faculty with a source of information that addresses responsibilities and procedures within Transportation for students with special needs. In Wylie ISD we are committed to providing safe, effective and efficient transportation services for students with special needs. Our sincere hope is that this handbook will contribute to a clearer understanding of Transportation services for students with special needs.

The handbook is not intended to be all-inclusive, but rather an avenue to share important information with all parties associated with transporting students with special needs in Wylie ISD.

Wylie ISD Transportation Department strongly encourages parents/guardians to schedule appointments with their individual schools and if necessary, members of the Transportation Department.

Should you have any questions that this handbook does not address, feel free to contact:

Jessie Murphy

Director of Wylie ISD Transportation Department

972-2-429-2300

Transportation Department

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Wylie Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in providing education or providing access to the benefits of educational services, activities and programs including career and technology education programs, in accordance with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975 (34 CFR Part 110); Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990; and local Board policies.

Establishing Transportation as a Related Service for Students with Disabilities

A student's need for transportation as a related service is determined by the IEP/ARD Committee. The Transportation Department must have the completed Transportation Supplement after the ARD meeting; this allows special needs transportation to be required, as a related service.

Students with temporary medical conditions or injuries may qualify for temporary special needs transportation. Please check with campus administrations for more information (504 procedures).

Transportation Procedures

The following procedures have been established to ensure the safe transport of students and to best utilize resources for the good of all students in special education requiring transportation. Our mission is to ensure that students in special education programs arrive at school and return home safely with care and thought given to their individual special needs.

ADDRESS CHANGES

All address changes need to go through your student's campus. Contact your student's case manager should your address change. An IEP amendment will be completed to update the student's address and make changes to the transportation supplement document. The campus diagnostician will send the changes to the Route Coordinator for Special Education. Once the SPED Coordinator receives the supplement form it could take 3-5 days for the change to take place. We will make every attempt to accommodate transportation changes in a timely manner.

STUDENT PICK-UP/DROP OFF

Wylie ISD will only pick-up and drop-off at student's home, licensed daycare facility, in-home licensed daycare (license will need to be provided for verification) or grandparent's house.

Whenever safely possible, we will provide right-side-of-the-bus curb-to-curb service. Simply put, we will pick up the student at the curb directly in-front of the designated pickup location. In some cases, this may not be possible (apartment Buildings, day cares, etc.). Conversely, we will drop off the student at the curb directly in-front of the designated drop-off location. Drivers/Monitors may assist students off the bus. However, for the safety of other students and Drivers/Monitors, we do not assist the student to and from the door during pick-up and drop-off. This responsibility lies with the parent/guardian or authorized receiver and must come to the bus to receive the student. Students that require an adult will not be released until the parent/guardian or authorized receiver comes to the bus door for a hand to hand exchange.

Assigned route pick-up and drop-off times, particularly at the beginning of the school year, reflect the Transportation Department's best estimate. These are estimated times only. You will be notified by the Route Coordinator for SPED and/or campus staff the day before any adjustments to pick up and/or drop off times begin should changes to the schedule be needed.

Bus routes will only consist of one address for pick up and one address for drop off, five days a week. A child care center/licensed in-home daycare/grandparents' house should be in the attendance zone of the school which the student attends.

Upon arrival, drivers will wait 3 minutes before proceeding on route and will not leave before the scheduled pick up time.

The driver is required to come to a complete stop and secure the vehicle before opening the entrance door. Your student should not stand any closer than ten (10) feet from where the bus is going to stop. Do not allow your student to approach the bus until the driver opens the entrance door. Never allow your child to run toward the bus, whether it is in motion or has stopped and make sure your student uses the handrail when climbing or descending the bus steps.

STUDENT AUTHORIZATION

If your student is allowed to enter the home without an adult present, you must specify this during the ARD meeting. In the interest of the student's safety, they must use a doorway that is visible from the bus's location, such as a front door or garage door. The bus driver and/or monitor will observe that the student safely enters the home. Students are not allowed to enter the home through the backyard, side yard or stairwell which is out of sight from the driver.

STUDENT NOT RIDING

Contact the Transportation office as soon as possible @972-429-2300 should your child not need to ride the bus. State your students name and route number so dispatch can notify the driver. If your student does not ride for 3 consecutive mornings without notification, the Route Coordinator for SPED will attempt to contact you and/or the school to discuss the absence reason and expected duration of the absence. For temporary absences from school, the Transportation department will maintain contact with you and resume scheduled pick up once your student returns to school. IEP meetings may be held when absences continue without explanation to discuss the continued need for special transportation.

NO ONE AVAILABLE TO RECEIVE STUDENT

If there are 3 occurrences where no one is available to receive your student at drop off, the transportation department will contact the campus diagnostician or administrator. If the problem persists after communications, an ARD will be called to review the potential safety risks for the student posed by the delay in parental/guardian supervision.

DAYCARE PICK UP & DROP OFF

We will work with day care staff to ensure that your child gets to and from the bus safely. In the mornings it is the responsibility of the day care to have students ready for pickup and brought to the bus in a timely fashion. Upon arrival the bus will wait 3 minutes before continuing on route. We will not return to pick up the student. In the afternoons daycare staff must be available to meet the bus to receive the student. If the daycare center does not meet the bus within 3 minutes of arrival, the driver will radio dispatch for assistance. If contact cannot be made, the student will be retained on the bus and the driver will continue the route and deliver the student back to the home campus.

GENERAL SAFETY GUIDELINES

1. Obey the instructions of the bus driver. Students are expected to be respectful and cooperate with the driver/monitor.
2. Board and leave the bus at designated stops only.
3. All students must ride their assigned bus. Riding home with a friend is not allowed.
4. It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
5. The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
6. The driver will not allow any unauthorized person to board the bus.
7. Drinks or food are not allowed on the bus unless otherwise specified in the IEP.

STUDENT BEHAVIOR

Wylie ISD Transportation is responsible for the safety of all students who ride school buses to and from school, as well as the safety of the driver and monitor. In the absence of a teacher or school administrator, the school bus driver and monitor are responsible for ensuring that students are transported in a safe manner. The driver and monitor work together as a team to ensure safe transportation services including the implementation of established Behavior Intervention Plans.

The school bus is an extension of the classroom and discipline will be administered by the Transportation Coordinator with assistance from the bus driver. The student is expected to follow the Wylie ISD Rules and Regulations Governing School Bus Operations, except as provided below:

If a student is unable to follow the standard bus regulations, a Behavior Intervention Plan (BIP) for bus behavior will be developed for the student during the ARD Committee meeting. The BIP will address prevention strategies, reinforcement for desired behavior and consequences for inappropriate bus behavior. Student Discipline will be managed by the driver and/or monitor as stated in the student's BIP.

PERSONAL HYGIENE

To best protect the health and dignity of the student and other individuals on the bus, drivers and monitors are instructed by the Transportation office not to accept students for transport with soiled clothes from bowel and bladder accidents. Parent/guardian will be given the opportunity to change/clean the student within reasonable time.

MEDICATION AND OTHER ITEMS

All prescription and nonprescription medications to be taken at school must be provided in the original labeled container and accompanied by a permission note from the parent/guardian to the school nurse. Medication needs to be in students backpack/bag. The bus driver and/or monitor will not hold and cannot be held responsible for safe keeping of medication during the bus ride. If a student requires medication on the bus, the school nurse where the student attends will send the transportation department a medical form stating students' needs and how to administer medication.

EMERGENCY EVACUATION PROCEDURES

Drivers/Monitors will work with management and safety trainers to develop proper evacuation procedures in accordance with each student's ability. Written plans will be maintained with the Driver. Plans will be reviewed as needed.

WYLIE ISD STUDENT EQUIPMENT

Drivers/monitors working with students with special needs have received specific training on equipment used, ensuring the safe operation of equipment for students.

- **Wheelchair Track Straps**

To ensure a safe ride, wheelchairs are secured in place on the bus using wheelchair track straps. Wheelchair track straps prevent the chair from moving or falling over during bus operations.

- **Wheelchair Lap Trays**

Lap trays must be removed during transport. Teachers will remove the lap tray before loading during school pick up. Lap trays will be separately secured on the bus.

- **STAR Seats**

To facilitate safe travel for students under the age of 4 and/or under 40 pounds and students with physical challenges requiring additional upper body support, Wylie ISD provides STAR Seats for use while on the bus.

- **Safety Vest**

If the IEP committee determined a safety vest is needed, the student must wear the vest while on the bus. It is the parent's responsibility to ensure the student is wearing the safety vest at the pickup time. Teachers will ensure the student is wearing the safety vest for school pickup. Students required to wear safety vests as stated in the IEP will not be transported without wearing their vest.

- **Walker**

If a student uses a walker to assist in their mobility, it will be moved to a safe area and will be separately secured on the bus. Students requiring a walker are not allowed to use the wheelchair lift.

- **Wheelchair Lifts**

Transportation has several different types of wheelchair lifts in our fleet. Weight limits of lifts vary by manufacturer. To ensure safe transportation, the weight limit cannot exceed 500 lbs. with chair and student.

On the behalf of the Wylie ISD Transportation Staff, we hope that you and your child have a safe, happy and successful school year.



Dear Parents & Guardians,

Please read the following summarization of important policies and procedures related to the safe and efficient transport of your student.

1. Assigned route pick-up and drop-off times reflect the Transportation Department's best estimate based on several variables. These are estimated times only and are subject to change
2. Parents/Guardians are responsible to have their child prepared for pick-up 10 minutes prior to the estimated pick-up time. Drivers will not call ahead, honk, flash their lights or knock on the door of a residence to announce their arrival.
3. Upon arrival, drivers will wait 3 minutes before proceeding on route.
4. For the safety of other students and Drivers/Monitors, we do not assist the student to and from your door during pick up and drop off. This responsibility lies with parent/guardian/authorized receiver.
5. Day care centers must be aware of our policies related to pick-up and drop-off of students.
6. Day care centers must be located within the home address attendance zone or the assigned school attendance zone to be eligible for bus service.
7. Authorized Receiver must be available for drop off at times of student's school dismissal time. If there are three occurrences where no one is available to receive your student at the scheduled drop off time, we will request a meeting with the campus administrator. If the problem persists after meeting with the campus administrator, an ARD will be called to review the potential safety risks for the student posed by the delay in adult supervision.
9. It is the responsibility of the parent/guardian to pay for damages that occur to any equipment when damage is the direct result of student or parent/guardian actions.

Please feel free to contact us should you have any questions at 972-429-2300. Thank you in advance for your cooperation.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Contact Phone: _____

Are there medical conditions that have initial responses that you expect from us? Please explain.
