Washington County School District

Department of Special Education

SPECIAL TRANSPORTATION PROCEDURES

THE FOLLOWING PROCEDURES ARE IN PLACE TO INSURE THE HEALTH AND WELL-BEING OF ALL STUDENTS RIDING SPECIAL BUSES. PLEASE BE AWARE THAT FAILURE TO FOLLOW THESE PROCEDURES CAN PLACE ALL CHILDREN ON THE BUS AT RISK. FAILURE TO FOLLOW THESE PROCEDURES CAN ALSO INTERFRERE WITH THE BUS SCHEDULE WHICH THEN INCONVENIENCES OTHER PARENTS AND THEIR CHILDREN.

Students are provided special transportation as determined by the IEP team with concurrence of the Director of Special Education and the Transportation Supervisor. Schedules are determined by the Transportation Supervisor according to school, residence, location and other factors. Any request to change times or locations must be submitted in writing from the school, and approved by, the Supervisor of Transportation. THIS APPLIES TO ALL CHANGES IN TRANSPORTATION ARRANGEMENTS.

General Procedures

1. No medication of any kind is allowed on the bus (this includes non-prescription drugs such as Tylenol, Ibuprofen, etc.). If your child requires medication to be administered at school, other arrangements must be made to transport the medication to the school.
2. The pupil must be ready when the bus arrives. The driver will inform you of the approximate pick-up and drop-off times prior to beginning transportation services. Please have your student ready to get on the bus 5 minutes before the scheduled pick-up time.
3. For safety reasons, the pupil will be picked – up at the curb line or other point designated by the transportation supervisor. Drivers are not allowed to pull into driveways and are to avoid situations that require the bus to be backed-up. (This also includes cul-de-sacs).
4. School buses will not make pick-ups or drop-offs on unpaved roads.
5. You must notify the school bus phone or call the transportation office (435-652-4721) if your child is not going to ride the bus (please do this the day before when possible). You will need to call the bus phone or the transportation office when the child is ready to return to school. Also, you must notify your child’s teacher and the driver, if once at school, your student will not be riding the bus home.
6. If your child is absent two or more days without notification as indicated in item 5 above, an IEP team meeting may be convened to see if transportation services will continue.
7. No pupil will be discharged from the bus at any stop other than the pre-assigned stop. All requests for change must be in writing, from the teacher, to the Transportation Supervisor at least 72 hours before a change takes place.
8. Special transportation students must abide by the same rules as other students while on the bus. These rules are designed to insure the safety of your child as well as others. Any special disciplinary problems will be handled using the usual school district procedures and/or using procedures indicated on the student’s IEP.
9. The parent, or some responsible person designated by the parent, must be at a stop to receive all pupils. That person needs to be 13 years of age or older. The person receiving the child must make their presence visible to the bus driver promptly. If, after reasonable attempts, the designated receiving person cannot be located, the driver will contact the transportation supervisor to see if other designated individuals are available, if no other options are available, the supervisor may advise the bus driver to take the students to the Social Services Office where the student will be placed under the supervision of a social services case worker. If such an incident occurs, an IEP team meeting will be called to determine if transportation services will continue. **TRANSPORATION SERVICES WILL NOT RESUME UNTIL THE IEP TEAM HAS MET AND CONSIDERED THE SITUATION**.
10. You can reference your child’s transportation form on Power School.