# Logo ColorTRANSPORTATION DEPARTMENT

**Jason Schwartz, Operations Manager**

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[www.wsd3.org](http://www.wsd3.org/)

Dear Parent/Guardian,

Because of the unique nature of special needs transportation, open communication and cooperation between parents/guardians, students, teachers, drivers, and the transportation department is essential to ensure that safe, reliable, and efficient services are provided.

Attached is a copy of our *Special Needs Transportation Guidelines and Safety Rules* as they relate to special needs transportation. The goal of these guidelines and safety rules is to provide you with useful and necessary information regarding our transportation services. Knowledge and understanding of these guidelines and safety rules will serve as the foundation upon which we will build a successful working relationship and collaborate for safe, reliable, quality services.

Please review the *Special Needs Transportation Guidelines and Safety Rules* with your student, childcare provider, and any other individuals involved in the care of your child. Please sign, date, and return these documents to your child’s assigned Case Manager. It is imperative that you return this documentation to ensure continued eligibility for transportation services for your child.

After reviewing this guide, please complete the *Transportation Request for Special Needs Students* form and return it to your student’s school Case Manager **no later than May 15th**. Both the *Special Needs Transportation Guidelines and Safety Rules* and *Transportation Request for Special Needs Students* forms are required prior to the beginning of the new school year. **Your student will not receive transportation services until these forms are received by the Case Manager and the Transportation Department Special Needs Coordinator.**

Special Needs Transportation may be provided for your student as part of his/her Individualized Education Program (IEP) or 504 Plan. It is the goal of the Transportation Department to support your student’s overall success through viewing their transportation as an extension of the classroom in cooperation with his/her IEP/504 Plan. The successful strategies used with your student in the home and at school may also be utilized during his/her transportation to ensure his/her safety, success, and to provide positive experiences. Daily communication with your student’s Bus Driver/Monitor as your student boards and exits the bus will reinforce effective communication and cooperation between you, the Transportation Department, and the School.

We look forward to working with you to provide a safe and positive service to your student. If you have any questions, or would like to discuss our guidelines and safety rules, please contact us Monday-Friday, 6:00 AM – 5:00 PM, at (719) 391-3540.

Sincerely, Sincerely,

Jason Schwartz Lisa Humberd

Operations Manager Executive Director

Transportation Department Special Education Department Student’s Name: Date:

School: Grade:

1. Transportation Planning
	1. Transportation Plan
		1. The Transportation Department will use the information provided in the IEP/504 Plan, and *Transportation Request for Special Needs Students* form to effectively determine personnel, bus type, route, and schedule. All student/family information will remain confidential in accordance with the Family Educational Rights to Privacy Act (FERPA).
		2. **If the student information that was provided during the initial school/program placement changes in any way, please contact the Transportation Department as soon as possible at (719) 391-3540.** Any changes in school/program placement must be approved by the Special Education Department and will require a new, updated *Transportation Request for Special Needs Students* form.
		3. Change of address or names of individuals who are authorized to accept delivery of your student must be requested by contacting the Transportation Department Special Needs Coordinator at (719) 391-3544 or emailed to morrisony@wsd3.org. Please allow up to 3-5 business days to process requests of this nature.
	2. Routing and Scheduling
		1. Transportation scheduling is approved on an individual basis and requires an IEP or a 504 Plan that specifies the need for special needs transportation. When a student has an IEP or 504 Plan requiring special needs transportation, a completed, signed, dated, and approved *Transportation Request for Special Needs Students* form is required for special needs transportation to begin.
		2. Routing and scheduling of students with special needs is complex and requires flexibility on the part of the parent/guardian, school, and driver/monitor. The Transportation Department will design the safest, most efficient, and economical route that meets the needs of the student and the honors the considerations set by the IEP/504 Plan.
		3. Students must reside in and have a pick-up/drop-off location within the boundaries of the Widefield School District #3.
		4. The Transportation Department will contact you regarding route assignments, pick-up and drop-off times, and address confirmation.
		5. Students are assigned to and removed from routes throughout the year. Therefore, your student’s pick-up and drop-off times are subject to change with as little as 24-hour notice. However, the Transportation Department will make every effort to minimize any changes to pick-up and drop-off times.
		6. If you have a daycare provider that you would like to utilize as your student’s pick-up and/or drop-off location, please ensure they are located within the boundaries of the Widefield School District #3.
2. Pick-Up and Drop-Off Procedures
	1. Pick-Up and Drop-Off
		1. Transportation services for special needs students are curb-to-curb unless otherwise specified in an IEP/504 Plan.
		2. Pick up locations are designated based upon the safety and the capabilities of the bus.
		3. Parents/Guardians shall escort their students to and from the bus. **Only District personnel are authorized to board the bus.**
		4. During periods of inclement weather for which access to the bus may be considered to be unsafe, other arrangements may be required to safely pick-up and drop-off the student. Access to the bus and boarding area must be kept free of snow, ice, and/or debris by the parent/guardian.
	2. Boarding Time
		1. Students shall be ready to board the bus five minutes prior to the scheduled pick-up time. If your student is not ready to board when the bus arrives, the driver is authorized to wait for two minutes after the scheduled pick up time and then depart to continue the route.

Drivers will not sound their horn, nor will the driver or monitor come to the door. It is your responsibility to ensure your student is ready to board at the designated pick-up time.

* + 1. If the bus does not arrive at the pickup location within five minutes of the pick-up time, please call the Transportation Department at (719) 391-3540.
	1. Parent/Guardian/Approved Person Who Meets the Bus
		1. Students who are authorized to load onto and unload from the bus without assistance will be picked-up/dropped-off without a parent/guardian/authorized person at the stop. During drop-offs, drivers will remain at the stop before departing until the student gains entry to his/her residence.
		2. Should your student require assistance to load onto and unload from the bus, an authorized person at least 12 years of age must be present at the pick-up/drop-off location.

# Only District Personnel are authorized to board the bus.

* + 1. Drivers and monitors are not permitted to exit the bus farther than one arms-length from the loading/unloading areas.
		2. If your student requires assistance and an authorized person is not present at the pick- up/drop-off location, the Transportation Department will attempt to contact a parent/guardian/approved person via the emergency phone number(s) you have provided on the *Transportation Request for Special Needs Students* form. Your student will not be dropped off without the presence of a parent/guardian/approved person at the pick- up/drop-off location.
		3. In the event that the Transportation Department is unable to contact the parent/guardian/authorized person when attempting to drop-off your student, the Transportation Department will:
			1. Attempt to return to the drop-off location at the end of the route, and
			2. If an authorized person is still not present the Transportation Department will attempt to return the student to his/her school, and
			3. If no staff members are present at the school, the student will be returned to the Transportation Department, and we will contact the El Paso County Sheriff’s Department, (719) 390-5555, and your student will be placed in the custody of the Sheriff’s Department until a Parent/Guardian is available, and
			4. Throughout this process (a.-c.), the Transportation Department will continue the attempt to make phone contact with the parent/guardian/approved person.
	1. No Ride
		1. If your student will not be riding the bus at any time, please contact the Transportation Department, (719) 391-3540, at least 30 minutes prior to your student’s scheduled pick-up time. Notifying your student’s driver/monitor is not sufficient; ***you must contact the Transportation Department and notify front office personnel that your student will not ride.***
		2. If your student does not ride the bus for three consecutive school days without prior notification, transportation services will be suspended. Transportation services will not be reinstated without the approval of the Transportation Special Needs Coordinator, (719) 391-3544.
	2. Personal Items
		1. Your student’s bus driver and/or bus monitor will assist your student in transporting approved equipment they are required to take to school.
		2. Equipment will not be transported if the student does not ride.
		3. All personal items shall be labeled with your student’s name and, if necessary, instructions for use.
		4. All equipment will be transferred to school personnel who are designated to meet the bus and assist your student.
		5. If your student has medical needs that should be considered during transportation, please ensure those needs are communicated during Staffings and to the Transportation Department’s Special Needs Coordinator, (719) 391-3544.
	3. Wheelchairs and Safety Restraint Systems
		1. All Pre-School students are required to be secured in a Federal Motor Vehicle Safety Standard Certified Child Passenger Safety Restraint System, Safety Vest, or Child Seat. Restraint Systems, Safety Vests, and Child Seats are provided by the District.
		2. All wheelchairs must be in working condition and be equipped with a manufacturers occupant restraint belt that is fastened prior to loading/unloading the bus.
		3. Wheelchairs must be clean and sanitary.
		4. Wheelchair brakes must be in working condition and order.
		5. Wheelchairs should meet or exceed ANCI/RESNA WC-19 minimum standards. These standards can be reviewed on the web at: [http://www.rercwts.org/rerc\_wts2\_kt/rerc\_wts2\_kt\_stand/WC19\_Docs/How\_Safe\_WC.pdf.](http://www.rercwts.org/rerc_wts2_kt/rerc_wts2_kt_stand/WC19_Docs/How_Safe_WC.pdf) Wheelchairs not meeting these standards may be deemed unsafe by the Transportation Department and may prevent the transportation of your student. Wheelchairs that will not be approved include, but are not expressly limited to: hospital chairs, chairs without properly welded securement anchor points, chairs that are not in good working order, chairs that do not meet ANCI/RESNA WC-19 minimum standards.
		6. Walkers, car seats, and other equipment may accompany your student with prior approval from the Special Education Department and/or Transportation Special Needs Coordinator, (719) 390-3544.

## Safety Rules – Violations of safety rules may result in suspension of bus privileges.

* 1. Follow all instructions given by the bus driver/monitor.
	2. Be courteous.
	3. Be respectful.
	4. Be safe.
	5. Keep objects and body parts (head, fingers, hands, arms, legs, etc.) inside the bus windows.
	6. Use a zero voice at all railroad crossing and busy intersections. Use a quiet voice at all other times.
	7. Sit in your assigned seat: “Seat to seat, back to back.”
	8. The aisle is for walking when permitted by the driver/monitor.
	9. Your belongings belong inside of your backpack.
	10. The following items shall not be permitted on the bus:
		1. Food or drink
		2. Animals
		3. Skateboards
		4. Scooters
		5. Balloons
		6. Laser Pointers
		7. Weapons
		8. Ammunition
		9. Explosive/Flammable Materials
		10. Tobacco/Vape Products
		11. Matches/Lighters
		12. Medication (Unless approved in writing in the IEP/504 Plan)
		13. Any item deemed by the District as a health or safety hazard

## Any behavior deemed by the driver/monitor deemed unsafe for transport may result in loss of ride to and/or from the school while the behavior is occurring.

1. Audio/Video Recording
	1. Our buses are equipped with Audio/Video Cameras and a DVR System. Audio/Video recording continuously occurs while the bus is in service.
2. Parent/Guardian Acknowledgement:

I, , have read and understand the Special Needs Transportation Guidelines and Safety Rules:

I, , have read and understand the Special Needs Transportation Guidelines and Safety Rules:

Parent/Guardian Printed Name: Signature:

Parent/Guardian Printed Name: Signature:

Home Address:

Home Phone #: Mobile Phone #: Work Phone #:

Primary Email Address: Secondary Email Address:

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Received by: Date:

Special Needs Coordinator Review and Approval Date:

Operations Manager Review and Approval Date: