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Special Transportation Services Guidelines

Information for parents/caregivers with students requiring special transportation services



It is sometimes necessary to arrange special transportation for students, In doing so, we strive to guarantee that each student receive the proper care and consideration for his/her safety and well-being on the bus. To make sure that such care is provided, it is necessary for all individuals to work together—students, parent(s) and caregivers, school, bus driver and assistants, Student Support Services and the transportation department. Procedures and policies described in this brochure are for students riding the special services buses. District policies regarding student conduct while riding the bus may be found in the School Bus Ridership pamphlet.

Do all special education students ride on special buses?

Special transportation is provided for students who need it because of their disability or the location of their program. Otherwise, they will ride the regular school bus or walk to school. Curb-to-curb service is arranged by the transportation department for students who need it. Each transportation service situation is examined individually by the IEP (Individualized Education Plan) team. The IEP team makes the decision as to the type of transportation needed. School bus safety standards are always followed.

When will my student’s bus ride start?

Two forms must be completed and received by the transportation department prior to any bus service being routed. A member of your student’s Special Services Team will complete a Request for Services Form and you must complete an Emergency Health Bus Form.

Once the completed forms are received by the transportation department, every effort will be made to route your student as quickly as possible. Because of all the people that need to be notified (driver, bus assistant, parents and school) it may take up to five working days to arrange the ride.

If it is five working days or less before school starts in the fall, a bus route may not be arranged by the start of school. In this case a parent/caregiver may be asked to provide transportation for a maximum of five school days.

Will my student always be riding the same bus?

As much as possible the transportation department tries to maintain continuity for the students. However, students will be added and deleted from the program

throughout the school year; therefore, time of pickup and delivery may change periodically. You will be notified in advance of any changes in pick-up and drop-off times and any permanent changes in buses or drivers.

What about travel time delays?

After the first few days of school, the pickup and delivery times should fall within a 10 minute window of your scheduled pickup / delivery time (ex: pickup time is 8:30 a.m.—the bus should arrive between 8:25 and 8:35 a.m.). If a breakdown occurs and the bus is delayed for an extended period of time, every effort will be made to contact the parent by telephone. The school will also be contacted.

Can my student be picked up and/or dropped off at an alternate address?

Students may be picked up or delivered to another location, such as a babysitter's home or child-care center. This applies to daily situations and not to one time or infrequent circumstances which may arise.

The alternate address must be in the general area of the student's home and within the school district boundaries.

Students will not be picked up or delivered to a business address.

If an emergency should arise, the parent is responsible for having another adult meet the bus to accept the student. Please notify the transportation office if you anticipate this will happen.

Why do I have to complete so much paperwork?

MN Rule 7470.17.00 requires that each bus driver and aide transporting students with a disability shall have available to them in hard copy or immediately accessible by two-way communication; the student’s name, address, nature of disability, emergency health care information and emergency contact names and numbers including physician.



Accurate information allows us to best meet the needs of your stu-

Notify transportation in advance any time your student will not be riding the bus either morning or afternoon by calling transportation at least one hour prior to your scheduled time.
(952) 975-7500.



**Eden Prairie Schools ISD 272
Transportation Department**
8055 Wallace Road
Eden Prairie, MN 55344

Phone: 952-975-7500
Fax: 952-975-7520

For Your Information

Parent/Caregiver Responsibilities

Complete the Special Transportation Form #66. Notify transportation immediately if there are any changes to the information. This form must be completed annually. No transportation will be provided without this information on file.

All students must be properly dressed for the weather and ready to board the bus at least five minutes prior to his/her scheduled pickup time. Buses will not wait at a stop later than the scheduled pickup time; neither will a bus leave a stop prior to the scheduled pickup time. Tight routing of the Special Services buses does not allow time for the buses to wait, telephone or blow their horns. You will need to transport your student to school if your student misses the bus at the scheduled pick-up time.



Students must be ready to board the bus five minutes prior to scheduled pick-up.

Parents/Caregivers are encouraged to notify the transportation department if the student is taken to school after the a.m. pickup. This alerts the driver to take the student home in the p.m.

Have your student's belongings properly labeled.

Know the bus# and name of the school your student attends.

The parent/caregiver is responsible for assisting the student from the house to the bus in the a.m. and from the bus to the house in the p.m. The school bus driver/assistant will be ready to assist the student on and off the bus. This also applies to students in wheelchairs.

Wheelchairs must be properly maintained by the parent and suitable for bus transportation. If a wheelchair does not meet safety standards, it can not be transported.

Wheelchairs must be equipped with a lap belt and fully functioning brakes. Electric wheelchairs must use a spill proof battery.

Notify Transportation any time your student will not be riding the bus. Please call at least one hour prior to your scheduled time. (952) 975-7500.

Meet your student when he/she is returned home. If an emergency arises that prohibits you from being there on time, contact the transportation department immediately and your emergency alternate contact to meet the bus. If you or your emergency contact cannot be reached, your child may be taken to the Eden Prairie Public Safety Department (952-949-6200).

If your student becomes ill at school, soils him/herself by urinating or defecating, or for some other reason cannot be transported by bus, you will be expected to transport your student to/from school.

You can keep your student safe on the bus by working with him/her on acceptable behavior. All students are expected to follow the bus rules.

Keep sidewalks clear of snow and ice to make the movement of your student to and from the bus safer and easier.

Work with the driver and the school when safety concerns arise. Immediately report problems with bus service to the transportation department.

Notify the transportation department any time your student will not be riding the bus. Three consecutive days without notice may result in the suspension of bus service. It may be reinstated by contacting the transportation department and allowing up to five days to re-route.



Please call any time your student will not be riding the bus.

School Bus Driver and Assistant Responsibilities

School bus drivers are professional drivers with special training and a Commercial Driver's License. They work for the School District. They are responsible for the safe transportation of the students and to keep on schedule. If there is no bus assistant, the driver performs the assistant's duties.

The school bus assistant works with the driver to make sure all students are safe on the bus.

The driver will make a daily attempt to pickup the student at his/her scheduled time. After that attempt is made, the driver will not return to pickup the student that day. The driver has commitments to other students and other schools.

Assist in the loading and unloading of your student, if necessary.

Ensure that seat belts, child restraints and wheelchairs are secure.

Maintain discipline and see that students remain in their seats and report any problems to the school.

Report all discipline problems immediately via a Student Conduct Report. The report will be submitted to the proper school authority for investigation and appropriate consequences. Depending on severity, consequences could include suspension of bus riding privileges.

Bus assistants are provided where most needed for safety and are not present on every bus.

Bus assistants work with students in the area in and around the bus. They cannot assist a student beyond the curb.

Notify the transportation department if there is no one home to receive your student and the bus driver will continue the route assuring your student that he/she will be taken care of.

Administer first aid, if necessary, according to the principles of the Good Samaritan Law 604.05 and seek emergency medical assistance when required.

Report all accidents and injuries to the transportation department.

Maintain the emergency health information of your student on the bus and become familiar with the special needs and problems of your student.

Communicate with you and the school staff about your student.

Participate in additional training for dealing with discipline and the special conditions of the students on their buses.

Transportation Department Responsibilities

Schedule and assign students to special services transportation buses.

Use the information from the Emergency Health Bus Form when transporting your student.

Provide the specialized bus equipment when transporting your student.



Process any concerns you may have.

Serve as a liaison between parent/caregiver, school and bus driver when misunderstandings arise.

Assist in providing in-service training for drivers and assistants.

Take steps to arrange supervision of your student with the Eden Prairie Public Safety Department (952-949-6200) in the event the department is not able to contact you or your emergency contact.

Student Support Services Department Responsibilities

Provide advance information of new students to be transported as early as possible. An advance notice of five days is required to revise existing routes and assign new students to proper bus schedules.

Provide health care information to the transportation department to be given to drivers and assistants being transported on the Special Needs bus.

Assist the building principal or designee with disciplinary problems affecting the safety of students on the Special Needs buses.

Assist the transportation department in conducting in-service training programs for the bus drivers and assistants serving special needs students.

Additional items to keep in mind

CHANGE OF ADDRESS

Should you move during the school year, you must contact transportation and your student's school at least a week in advance to ensure that your student's school bus service will not be interrupted. The school will notify the special education office so a change can be forwarded to the department of transportation.

HOME-TO-SCHOOL & SCHOOL-TO-HOME MESSAGES

Transportation personnel will not be responsible for delivering messages, notes, etc. between the home and the school. The parent and school personnel will have to communicate directly with each other.