



**South Kitsap School District
Special Education Transportation Services**

Transportation Services for Special Education Students

Thank you for the opportunity to inform you about special needs student transportation in the South Kitsap School District. The safety and well-being of your child is our number one priority. The success of a safe transportation program requires teamwork between school staff, transportation staff, and parents/guardian. Please take the time to review this handbook with your children.

Please contact us at 360.874.7090 if you have any questions.

1. Student Assistance

The parent/guardian is responsible for assisting his/her child to and from the school bus. Children who require assistance boarding the bus will be assisted by the parent/guardian and placed in the seat that the driver has assigned for that child. Drivers are not required to carry students on or off the school bus or lift them in or out of car seats, except in emergencies.

2. Bus Stop Location

As a rule, students are picked up and dropped off at the same location each day. Please notify the Transportation Department of any change in pick up and/or drop off location for your child. Only one location for pickup and only one location for drop-off will be scheduled.

The bus stop location is routed by the transportation office as close as safely possible to the student's residence. The house address must be visible in both directions from the roadway in accordance with Kitsap County code *16.66.060* display of designations.

If door-to-door service is provided for your child, roadways/driveways must be free of debris and/or low hanging branches so that the bus may safely pass on the road. Transportation may be suspended if the roadway is unsafe for the school bus.

3. Student Pickup

It is required that students be prepared to board the school bus five (5) minutes prior to their scheduled pickup time. The time a school bus arrives at a bus stop may vary five (5) minutes before or after the scheduled arrival time. The school bus will wait two (2) minutes or as traffic allows at a bus stop before continuing the route. School bus

drivers are not allowed to honk the bus horn at the school bus stop.

4. Reporting Student Absences

It is the parent/guardian's responsibility to inform the Transportation Department when bus service will not be used. Please call 360.874.7090 to report any absences.

You may report an absence starting at 5:00 AM by calling the Transportation Office. The team will notify the bus driver about the change. When reporting an absence, please provide the following information: the child's full name, school bus route number, and school of attendance. Please remember that the parent/guardian must still inform the student's school of the absence.

If a child is absent without notice for three (3) consecutive days, transportation services may be suspended. Transportation services will resume the following day upon notification by the parent/guardian.

5. Receiving Adults

Students who require an adult to present at the drop-off location (receiving adult) will not be allowed to leave the school bus until the receiving adult is present. Receiving adults must be visible to the school bus driver, waiting outside their vehicle and within sight distance of no more than twenty feet. Receiving adults must be present each school day.

Call your school if you need to add receiving adults to your child's Transportation Request Form (T-19). All receiving adults must be included on the emergency contact list at your student's school.

Emergency contacts or other persons picking up your child will be required to show ID to the Driver.

All students must have a receiving adult when delivered home at mid-day. If there is not a receiving adult present, the student will be kept on the school bus. If time and the route allow, a second attempt may be made before returning your child to school.

6. Change of Address/Emergency Contacts

The parent/guardian is responsible for notifying their child's school of any changes to transportation services for their child. The school will send a revised Transportation Request Form (T-19) to the Transportation Department for review. Please allow three to five full work days for implementation of any changes. For the safety of all students riding a school bus, drivers are not permitted to make route changes before the change has been added to the bus route sheet.

7. Changes in the Route and Pick-up/Drop-off Times

Due to individual needs of students, bus routes may change throughout the school year. This may affect the direction of the route, pick-up and drop-off times, assigned school bus number and/or assigned school bus driver. The Transportation Department will inform parents/guardians in advance of any changes to a bus route that may impact their child.

8. Other Considerations:

a. Damage to a District Vehicle

If a student causes damage to a District vehicle, the District will conduct a meeting that may include the District's Hearing Officer, Transportation Department staff, the student, and the parent/guardian. During that meeting, next steps will be determined.

b. Head Lice

When a student has been diagnosed with head lice, the child will be transported home that day. Prior to special needs school bus service resuming, the school will notify transportation.

c. Illness

When a student becomes ill at school, the parent/guardian is responsible for transporting the student home from school.

d. Immunization

If a student's immunizations are not current, the school will suspend transportation. The school will then notify Transportation Services when to resume transportation.

e. Medication

Drivers will not accept medication for transport to school or home.

f. Seatbelts

Seatbelts are required to be used by all passengers on special needs school buses. Prior to moving the bus, the driver must ensure that each student is safely secured in the bus seat.

g. Soiled Clothing

Health issues restrict the transportation of students on school buses with soiled clothing or diapers.

9. Child Safety Restraint System (CSRS)

The student's Individual Education Program (IEP) team will determine the appropriate Child Safety Restraint System (CSRS) required for each individual student. Examples include five-point safety seats, safety vests, or buckle guards. Changes to this information must be made through the student's IEP team and/or through the District's Office of Special Services.

If the student's driver reports an emergency or immediate safety issue, Transportation Services may decide to use a CSRS for the safety of the student or others while awaiting revision to the Transportation Request Form (T-19). The

parent/guardian will be contacted by the school if this occurs.

10. CSRS and Wheelchair Equipment

Five Point Safety Seat

Used for special needs students requiring extra physical support and students with difficulty remaining in a seat belt.



Five Point Safety Seat

Safety Vest

Used for students with difficulty remaining in a seatbelt or a five point safety seat. The vest is provided to the parent by the school district. Student wears the vest onto the bus in the morning. It is taken into the classroom with the student so it can be put back on for the bus ride home.



Safety Vest

Buckle Guard

Used in combination with seat belt or safety vest for students with additional difficulty remaining seated.



Buckle Guard

Wheelchairs

All wheelchairs must be equipped with a lap belt, brakes and fully inflated tires. The student cannot be transported safely if these items are missing or not operating properly.

The school bus driver is the only person authorized to operate the wheelchair lift and doors, except in approved circumstances.

11. Inclement Weather/Road Construction

Due to road conditions, the school bus may run a few minutes late. If your school bus is more than ten (10) minutes late, please call the Transportation Department's Dispatch team at 360.874.7090, for an estimated status update.

The best means for finding out changes in the school schedule due to inclement weather are through television, radio, or web sites like www.schoolreport.org or the district web site, www.skschools.org. You can register with School Report for automatic email messages that are sent out as soon as the district posts its decision to the Public Emergency Communications System.

12. Student Behavior on the School Bus

School buses are considered an extension of the classroom. Students are expected to behave on the school bus as they would in the classroom. Disruptive behavior on the school bus will be reported to the school and the student's IEP team for further consideration.

Thank you for your attention and assistance in getting your child to school safely and on time. Please contact Dispatch, 360.874.7090, if you have any questions or concerns.

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are:

Compliance/ADA/Title IX Coordinator:

Dr. Mona Johnson,
Executive Director of Wellness & Support
2689 Hoover Avenue SE, Port Orchard, WA 98366
360-874-7063, johnsonmona@skschools.org

Section 504 Coordinator:

Dr. Andrew Cain,
Principal
2689 Hoover Avenue SE, Port Orchard, WA 98366
360-874-6022, cain@skschools.org