

Procedures for Special Transportation

If special transportation may be a consideration for a student, seek input from the **Special Transportation Department Director in advance of the meeting**. The Director or Bus Driver may need to be invited to the ARC meeting to discuss transportation.

At the ARC, if special transportation is determined as a need:

- Provide the parent with the letter related to special transportation and explain the contents
- Have Parent complete pick-up list for special transportation

Immediately after an ARC meeting where special transportation is added as a related service, is continuing as a related service, or has been removed as a related service you will need to:

- Complete the special transportation form, attaching copies of IEP pages containing related service page and SAS.

Send an email to the following:

- **Transportation Director**-Burnsy Stewart
- **EC Program Assistant**-Lisa Stewart
- **DPP**-Kim Biddle
- **IC Point of Contact**-Brenda Holder
- **Attendance Clerks**-
 - **Crossroads**- Tracey Little
 - **Owingsville**-Donna Vanlandingham
 - **BCMS**- Missy Vincent
 - **BCHS**-Celia Barker
 - **SCA**-Lorraine Leadingham

Sample Emails to send:

- Special Transportation has been added as a related service on the current IEP dated XX-XX-XX for Student Name with a start date of XX-XX-XX. Student should be coded as a T5. The special transportation form has been sent to Lisa Stewart.
- Special Transportation is continuing as a related service on the current IEP dated XX-XX-XX for Student Name. Student needs to continue being

coded as a T5. The special transportation form has been sent to Lisa Stewart.

- Special Transportation has been removed as a related service on the current IEP for XX-XX-XX for Student Name. Student will begin riding regular transportation to and from school on XX-XX-XX. Student should be coded as a T1.
- The Parents of Student Name are currently transporting to and from school. Special Transportation is listed as a related service on the current IEP dated XX-XX-XX. Special Transportation will begin if/when parent chooses not to transport. Please code the student as a Non-Transport at the present time.

*****Special Transportation is considered to be when a student rides the special transportation bus with or without a lift. In rare cases, with consultation with the Transportation Department, the most appropriate special transportation may be having a monitor on a regular bus.**

Bus Codes:

Code	Description
T1	A pupil transported over one mile twice daily, if the transported distance to school over the shortest publicly accessible route exceeds one mile and the pupil is transported twice daily. Pupil safety should be the top priority when considering routing.
T2	A pupil transported under one mile twice daily.
T3	A pupil transported over one mile once daily, if the transported distance to school over the shortest publicly accessible route exceeds one mile and the pupil is transported once daily. Pupil safety should always be the top priority when considering routing.
T4	A pupil transported under one mile once daily.
T5	A special needs student whose Individualized Plan (IEP) lists transportation as a related service or who is receiving IEP-mandated special accommodations. Students designated T5 must have this requirement clearly stated in their IEPs. Students covered by 504 Plans are not eligible to be coded as T5.
NT	Non-Transported Student