

# DRY CREEK JT. ELEMENTARY SCHOOL DISTRICT

## SPECIAL EDUCATION TRANSPORTATION HANDBOOK

To enable students' access to, and benefit from, educational instruction and related services, transportation may be provided for students enrolled in special education to and from home and school.

Transportation drivers are competent and specially trained to provide safe and courteous service that addresses the special needs of our students.

Collaboration and communication among parents, special education staff and transportation personnel are essential to maintaining your child's safety and well-being. Contained in this handbook are information, rules, and guidelines about transportation services. This information will assist with our on-going communication.

### SECTION I

#### **Establishing Your Child's Transportation Service**

Transportation services for Special Education students enrolled in special education are set up through the Dry Creek Joint Elementary School District Office\Special Education Department. Parents need to contact the special education secretary to make transportation arrangements at 916-770-8860. **Parents may not set up or change service directly with the driver.**

**All address or schedule changes must be arranged by the special education secretary as directed by the IEP Team.** Please allow seven (7) days advance notice to ensure continuous transportation service. **Services cannot be altered without prior notification.**

In addition, should your child's medical or behavioral needs change, please call the special education secretary.

If you have a general question or concern regarding daily transportation, or if your child is absent, please contact the Dry Creek Joint Elementary School District Transportation Office at (916) 770-8882.

Student transportation is provided as deemed necessary for students within the Dry Creek District boundaries. Transportation may be provided from the student's residence to the school or program, and from the school or program to the student's residence. Transportation will not be provided to locations outside the Dry Creek Jt. Elementary School District boundaries. If you have questions regarding whether or not a specific address is within the district's boundaries, please contact the transportation office.

#### **Emergency Information**

Parents are responsible for completing the Specialized Transportation form (sample attached) and Student Emergency Card at the beginning of each school year and any time updates occur. The information on these forms is vital to your child's health and safety, and must be completed and kept current before transportation services can be provided. Failure to keep the information current may result in a loss of transportation privileges.

For your child's safety, a photograph of your child is required. The photo will be attached to the Specialize Transportation form that is carried on the bus. The photograph will also be inserted onto the student's school bus pass.

### **Absences**

If your child is going to be absent, please call the Transportation Office at (916) 770-8882 **at least 30 minutes prior to the scheduled pick-up time; earlier if possible.** If your child is going to be out multiple days, please provide the dates of absence and scheduled return date. Each time a student is absent, it is the parent/guardians responsibility to contact the District Transportation Office to restart your child's service.

### **Illness**

Ill students will not be transported to school by the transportation department.

Please do not send an even mildly ill child to school.

Should your child become ill, or otherwise need to leave school before the regularly scheduled day concludes, you will be contacted to pick up or provide transportation for your child. If you are unavailable or unable to pick up your child, the emergency contact person(s) listed on the Specialized Transportation form and/or Student Emergency Card will be notified to pick up your child.

### **Hygiene**

It is important for all students to maintain adequate standards of personal hygiene, promoting good health. This includes your child's personal items, such as backpacks, wheelchairs, restraints, lunch pails, etc.

### **Medication**

All medication, including over-the-counter items must be in a sealed container and handed directly to the driver by the parent, teacher or teacher assistant, and not placed among the student's belongings.

### **Personal Property and Belongings**

Please label all personal items with your child's name. The transportation department assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their rightful owner.

### **Schedules**

**Pick-ups: Students need to be ready to be transported 10 minutes prior to the scheduled pick-up time.** While waiting, they are to remain under the parent's supervision. Students able to meet the bus outside should stand back from the curb or edge of the road so that the bus can safely come to a stop without danger to the waiting students.

If your child is not at his/her pick-up location at the prescribed time, the driver will assume that he/she is not going to school that day and will leave.

Should the transportation department anticipate a significant delay on their part, they will attempt to notify the parents by phone, in a timely manner.

**Drop-offs:** Your child may exit the bus only at their assigned stop except in an emergency situation. Drivers may be early depending on students or traffic that day, so please be home at least 15 minutes prior to the scheduled delivery time. You or another **authorized** adult is expected to be home to receive the

student. The drivers are instructed to have you or this person in view prior to discharging your child from the bus.

**Temporary or Emergency Schedule Changes:** Such changes must be agreed upon with sufficient notice between the parents and transportation department officials.

If, on rare emergency occasions, you are unable to meet the bus, arrangements must be made for another adult to be at the home when your child arrives. That person must identify herself or himself as the person authorized to receive the pupil. This person must also be named on the Specialized Transportation form and/or Student Emergency Card. If no authorized person is at home to receive your child and no other arrangements have been agreed upon, he/she may be taken back to the school, the District office and/or law enforcement will be called to provide protective custody your child.

**Fees:** Students who cannot be delivered to their regular bus stop, due to the lack of a person to accept them, add time for the driver, extra miles on the vehicle, and non-budgeted costs. These additional costs shall be billed to the parent or guardian of the undeliverable student at the rate of: \$20.00 (2nd - 4th time), \$40.00 (5th - 9th time) per year. On the tenth (10th) occurrence, an IEP meeting will be initiated by the District to address this issue.

### **Inclement Weather**

During period of inclement weather, some roads and private driveways become hazardous or impassable. As conditions are subject to rapid change, every effort will be made to notify parents of weather-related changes in routes and schedules. Also, parents or guardians may wish to listen to local radio or television (i.e., radio station KFBK 1530 AM or television stations KCRA-3, KXTV-10, or KVOR-13) for school closures or route information.

When possible, the transportation department will contact parents regarding route and schedule changes necessitated by weather, early dismissal, etc.

### **Specialized Equipment**

#### **Wheelchairs, Brakes and Restraining Belts:**

**It is the parents' responsibility to keep wheelchairs in good working condition, clean and sanitary. Wheelchairs MUST be properly equipped with well-maintained brakes which are able to keep the wheelchair from rollin; and a restraining harness and/or seat belts which are bolted to the chair. It is the parent's responsibility to provide a seat belt that meets the minimum safety requirements and shall not be the sole source of seat belt restraint.** Velcro seat restraints do not meet minimum State requirements and shall not be the sole source of seat belt restraint.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place. Restraining belts, harnesses and battery attachment on electric wheelchairs are also the owner's responsibility.

**Any wheelchair that does not meet minimum safety standards, and/or any seat belt, restraining harness, or brakes that do not function properly, and/or any wheelchair that is considered unsafe or unsanitary by the transportation department will not be transported.** Your child cannot be transported until you have rectified the safety malfunction.

**Batteries - Electric Wheelchairs:**

Batteries used to propel electric wheelchairs transported on school buses MUST be both leak-resistant and spill-resistant or be placed in a leak-resistant, spill-resistant container.

Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident (CA Administrative Code 1293).

**Seat Belts, Harnesses, and Other Restraints:**

Students on buses with seat belts, must wear them for safety purposes. If any child continually unfastens the restraint, the student will be issued a misconduct citation.

## SECTION II

### **Student Transportation Conduct Rules**

The health and safety of our students is the primary consideration when enforcing student transportation rules. Drivers need to pay attention to driving and traffic conditions for the safe transport of our students; having to attend to students' unsafe and disruptive behaviors may distract the driver and endanger lives. *At all times students shall behave in a courteous and orderly manner, obey the rules, respect the rights and feelings of other students, passing motorists and pedestrians, and comply with the drivers' instructions to maintain order and safety in the vehicle.*

The following sections of the California Administrative Code are cited as the basic policy regarding student responsibilities and conduct on school buses:

#### **5 CA14103 - Authority of Driver**

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The school district board of trustees shall adopt rules and regulations to enforce this provision.

### **Vandalism**

#### **Section 48904 - California Education Code**

The parent or guardian having custody or control of any minor whose willful misconduct results in injury or death to any student, or any person employed by or performing volunteer services for a school district or who willingly cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor.

#### **Section 1714.1 - California Civil Code**

An act resulting in injury or death to another person or injury to the property of another shall be imputed to the parent or guardian having custody or control of the minors for all purposes of civil damages, and such parent or guardian having custody or control shall be jointly and severally liable with such minor for any damage resulting from such willful misconduct.

**The following expectations are to be followed by students and enforced by drivers while being transported and/or waiting at school bus stops:**

- Prohibited items include but are not limited to the following:
  - Firearms, knives, explosives, flammable devices, lighters, or other dangerous items;
  - Controlled substance, alcoholic beverage or other intoxicants in any form;
  - Drug paraphernalia;
  - Tobacco or tobacco-nicotine-containing products
  - All unsafe, disruptive, and discourteous actions, including harassment, threats, intimidation, physical violence or assault upon another are prohibited.
- Students shall keep all parts of the body and objects will be kept inside the bus.
- No animals, except guide dogs, signal or service dogs. In such cases, the driver may determine if the dog needs to be muzzled.

- Be seated as rapidly as possible after boarding a bus, remain seated at all times while the bus is in motion, share seats with others when directed by the driver, cross the street in front of the bus with the driver's supervision.
- Refrain from eating, chewing gum, or drinking beverages while on the bus.
- Obscene gestures, profanity, vulgarity, and loud noises are not permitted.

### **Consequences**

Students that damage the school bus, or who repeatedly do not follow the expectations shall be reported to the principal or transportation supervisor, or designees, who shall take appropriate disciplinary action.

**Misconduct Citations:** Drivers may complete a Misconduct Citation form when expectations are not met.

- Citations will include details on the violations, reminders, and actions already taken regarding your child's misconduct.
- The driver retains the pink copy for transportation files and gives the canary copy to the parent.
- Parents are to return the canary copy to the driver.
- The driver then submits the white copy to the school principal and special education program administrator.
- The site administrator and transportation supervisor will take action as appropriate.

### **Suspension or denial of provided transportation:**

Occasionally, students receiving special education services are suspended from transportation, (EC 48900- 48900.7; Grounds for Suspension).

If your child is excluded from transportation, he/she may be provided with an alternative form of transportation, so that FAPE can continue to be provided, at no cost to you, the parent or guardian, provided that transportation is specified in his/her IEP (E.C. 389515.5).