

# Transportation Parent/Guardian Guidelines for Students with Disabilities



Revised: 06/2023

**Transportation for Students  
with Disabilities  
CCISD Transportation Department  
2748 FM 518 East  
League City, TX 77573  
281-284-060**

# Table of Contents

---

Contact Information.....	3
U.S. Department of Education Office for Civil Rights.....	4
Establishing Eligibility Transportation Requirement.....	5
Families of Eligible Riders.....	6
Address Changes.....	6
Loading & Unloading.....	7
Student Drop Off Procedures.....	7,8
Daycare Procedures.....	8
Student Behaviors.....	9
Medical Procedures.....	10
Specialized Equipment.....	10,11,12
Emergency Procedures.....	12
Training.....	12

These Guidelines have been created to provide Parents/Guardians, school staff and faculty with a source of information that addresses responsibilities and procedures within Specialized Transportation. Specialized Transportation is committed to providing safe, effective, and efficient transportation services for students with disabilities. Our sincere hope is that this handbook will contribute to a clearer understanding of Transportation services.

The full scope of the Specialized Transportation operation is much broader than can be contained in this handbook. The handbook is not intended to be all-inclusive, but rather an avenue to share vital information with all parties associated with transporting students that require specialized services here at Clear Creek Independent School District.

CCISD Transportation Department strongly encourages Parents/Guardians to schedule appointments with their individual schools and if necessary, members of the Transportation Dept.

Should you have any questions that this handbook does not address, feel free to contact:

Fatima Badilla  
Specialized Transportation Supervisor  
CCISD Transportation Dept.  
281-284-0615  
fbadilla@ccisd.net

Tammy Pickett  
Assistant Director of Operations  
CCISD Transportation Dept.  
281-284-0600  
tpickett@ccisd.net

Duane Cargill  
Director of Transportation  
CCISD Transportation Dept.  
281-284-0600  
dcargill@ccisd.net

**Clear Creek Independent School District**  
**Transportation Department**  
**2748 FM 518 E**  
**League City, TX 77573**

Clear Creek Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing education or providing access to the benefits of educational services, activities, and programs, including career and technology education programs, in accordance with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975 (34 CFR Part 110); Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990; and local Board policies. The Associate Superintendent of Curriculum and Instruction coordinates compliance with the Individuals with Disabilities in Education Act (IDEA). The Director of Student Services, coordinates compliance with Section 504 (Student Issues) and McKinney Vento student issues of the Rehabilitation Act of 1973. The Coordinator for Legal Services coordinates compliance with the provisions of Title IX of the Education Amendments of 1972.

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the district and any employee; prospective employee; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, and from time to time, without notice, in any manner that the Administration or the Board of Trustees of the District deems to be in the best interest of the District. The contents of this handbook apply to all permanent employees (certified and auxiliary) and to all temporary and seasonal personnel in the district and do not amend, abridge, or replace Board policies or Administrative Regulations established by the district.

## ***Establishing Eligibility for Transportation as a Related Service***

### Eligibility

Specialized Transportation is determined by the ARD or 504 Committee. This eligibility is communicated to the transportation specialized services team using a Transportation Request Ticket. The Transportation Request Ticket is completed by the Team Lead or campus 504 Coordinator and determines if the student qualifies for related services. The completed Transportation Request Ticket becomes the authorization for Transportation Services.

### Specialized Transportation

The following step-by-step process will ensure the safety and comfort of your students during transportation.

1

Transportation received request ticket outlining the necessary actions for safe transport, which includes any specialized equipment needed.

2

Once the student is assigned to the most efficient route, the assigned driver/attendant will be given an updated route and any IEP documentation related to specialized services. The driver will then evaluate the route to familiarize themselves with the pickup location and make any necessary adjustments.

3

Upon finalization of the route, the driver will contact the parent/guardian by phone to confirm pick-up and drop-off locations, times, and answer any questions they may have. The driver/attendant will also review the authorized receiver forms and individualized transportation plan with the parent.

4

The driver will install any specialized equipment necessary for safe transport.

### **Families of Eligible Riders**

In certain circumstances an exception may be approved to allow siblings of an eligible rider to ride along on the bus. There must be available space on the bus, the student must be enrolled at the same campus, route scheduling must not be affected, and all transportation guidelines must be followed. The exception is subject to change based on future route capacity.

Parents/guardians are not allowed to board the bus or ride with the students. We are happy to arrange an orientation after school with the parent and child.

### **Address Changes**

To ensure that transportation arrangements are properly arranged, it is important that address changes are communicated to the campus Team Lead/504 Coordinator *and* the Transportation Department via an updated transportation request ticket. This process can take 3 to 5 days to complete, therefore it is important to communicate the change as soon as possible. This is particularly important for parents/guardians who move during the summer since they will need to update their address in Skyward and/or receive assistance from the campus data specialist to avoid delays in bus service. The district will make every effort to accommodate requested transportation changes in a timely manner, but timely communication is key to ensuring that these changes can be made as efficiently as possible.

Estimated pick-up and drop-off times for students are based on numerous factors and may change if students are added or deleted from the route. The Transportation Department will notify parents or guardians if any adjustments are made to the schedule.

Children should be prepared for pick-up 10 minutes prior to the scheduled time. Upon arrival, drivers will wait 3 minutes after the scheduled arrival time before proceeding on their route. Drivers/monitors will document their arrival and waiting time if they leave without the student.

## **Loading/Unloading Service**

We will drop off students as close as possible to the designated drop off location. In some cases, site conditions may affect the location for loading and unloading. Drivers/Monitors are available to help students on and off the bus safely, but we cannot escort them to and from their front door. This is to ensure the safety of all students and staff.

## **Student Drop-Off**

### **Student Authorization**

If you authorize your child to enter the home without an adult present, this must be specified on the Transportation Request Ticket. The campus Team Lead/504 Coordinator will document the information during the ARD/504 Committee meeting. When dropping off your student, our drivers will observe that the student safely enters the home. Please note that students must enter their residence within the line of sight of the driver/attendant. If safe entry cannot be made, the student will be returned to their assigned campus. Our top priority is always the safety and well-being of your child.

### **Authorized Receivers of Students**

The transportation department will only release students to individuals on the Authorized Release Form. The parent/guardian must complete an Authorized Release Form with accurate contact information for each person who is authorized to receive the child. This includes parents, guardians, and any other adult who may be designated. *(Note: Form is in the back of this book and is available on-line).*

When your child is picked up or dropped off, the driver will ask the receiving party to show a photo ID. If the driver is familiar with the receiver, they may not need to see identification. The ID will then be compared to the Authorized Release Form to ensure that the person is authorized to pick up your child.

If the receiver cannot be verified, your child will be retained on the bus and dispatch will be notified. The driver will continue their route and the Transportation Department will attempt to contact the parent/guardian to resolve the situation.

It is important that you keep the Transportation Department informed of any changes to authorized receivers or if you need to revoke an authorization. Authorized Release Forms are available from the driver or online.

If for any reason the authorized receiver is unable to pick up the student at the designated time you must contact the transportation department as soon as possible to make alternate

arrangements. The student will be returned to their assigned campus if no one is at the stop to receive the student. The authorized receiver will be required to present a photo ID to receive the student at the campus. Please contact CCISD Transportation at 281-284-0600 for student status. Students must be picked up 1.5 hours after school dismissal or by 5:00 pm.

### **No One Available to Receive Students**

If there are **three (3) consecutive occurrences** where no one is available to receive your child at the scheduled drop off time, transportation will be paused, and the parent/guardian will be notified.

### **Student Not Riding**

It is important to let the transportation department know in advance if your child will not be riding the bus for any reason. In situations where a child misses **three (3) consecutive** morning pickups without notification from the parent or guardian, the transportation team will contact the parent/guardian and/or the campus. If this is a temporary circumstance, we will maintain contact with the parent/guardian and resume scheduled pick up once their child returns to school. If contact with the parent/guardian is not successful after repeated attempts, transportation may be temporarily paused until contact is made.

## **Day Care Centers**

Daycare centers provide an important link in your student's educational experience, so it is imperative that you are aware of district policies related to daycare eligibility. We will transport students to a daycare that is located within their intermediate zone based on the location of your home residence, or to a daycare located within the intermediate zone of your student's assigned campus. If a daycare does not meet these requirements, parents must arrange alternative transportation for their child. Eligible daycares must be properly licensed by the state.

### **Pick-Up**

We will work with day care staff to ensure that your child gets to and from the bus safely. Procedures allowing the student to walk from the center to the bus without the assistance of an adult should be established between parent/guardian and day care center directly and communicated to the Transportation Department. Otherwise, daycare center staff must deliver or receive the student at the bus. In the mornings it is the responsibility of the day care to have students ready for pickup and brought to the bus in a timely manner. It is important to note that the transportation team will not return to pick up a student who has missed the bus.



### **Drop-Off**

Day care center staff must be available to meet the bus to receive student. Drop off times can vary due to uncontrollable factors. If the day care center is unable to meet the bus within three minutes of arrival, the driver will radio CCISD Transportation Dispatch for assistance. If contact with the daycare cannot be made, the student will be returned to their assigned campus.

## **Student Behavior**

CCISD Transportation is responsible to provide safe transportation for all students who ride school buses to and from school and on school-related trips. The bus driver and/or bus monitor are responsible for ensuring that students behave in a safe and responsible manner. While on the bus, any behavior that interferes with the safe transportation of students will be reported. This policy applies to all students for whom bus transportation service is provided. It is the responsibility of the parent/guardian to pay for damages that occur to any equipment when damage is the direct result of actions done by the student or parent/guardian. Behavior problems involving students with disabilities are addressed in accordance with applicable federal, state, and local laws and district policies and procedures.

### **General Safety Guidelines**

For the safety of each student, food and drinks are not allowed on the bus unless otherwise stated in the student's IEP or 504 plan. Small toys, books, cell phones with headphones, etc. are allowed if such items do not interfere with other students or the safe operation of the bus. This situation will be reviewed on a case-by-case basis if problems arise. We will discuss this with you or administration prior to suspending or revoking these privileges.

### **Extra Safety Guidelines**

Drivers/Aides are not authorized to attempt cleaning of a student in the event of a hygiene related accident has occurred and are instructed to proceed to student's scheduled stop at home or school.

## **Medication and Other Items**

All prescription and nonprescription medications to be taken at school must be provided in the original labeled container and accompanied by a permission note from the parent/guardian to the school nurse. All medications to be administered or kept at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent/guardian. No narcotics will be administered at school. A student with asthma is entitled to possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity. Students who need to carry an asthma inhaler or other emergency medication must present documentation from a physician and parent outlining the need to do so. In accordance with Education Code 38.015, students may self-administer asthma medication while at school functions with written permission from parents and physician. The asthma authorization form is available from your school nurse. Administration of medication must be in accordance with the prescription instructions and the manufacturer's recommended dosage for non-prescription medicine. Natural and/or homeopathic-like products not FDA approved will not be dispensed by school District personnel without a physician's order. Students that require such medication can be handed to the driver/monitor to transport to school. Driver/Monitor will in turn hand it off to the teacher/aide at the campus.

## **Seizures**

Seizure Action Plans must be on file with the campus, if applicable. The campus nurse, Team Lead/504 Coordinator will send the Seizure Action Plans to transportation. Once a seizure action plan is submitted, the Transportation supervisor will work with the assigned bus driver/monitor for your student to establish the appropriate procedures in an event of a seizure. If a seizure occurs on the bus and Transportation does not have a Seizure Action Plan on file, we will immediately notify 911, Transportation Dispatcher, and the parent/guardian.

## **Specialized Equipment**

The Transportation of Specialized Services Team has received specific training on the equipment we use, which ensures the safe operation of the equipment during transport. If a student receives new specialized equipment, please contact your campus Team Lead/504 Coordinator, they will contact transportation staff so additional training can be provided, if necessary. If a student's equipment has been modified, please contact the Team Lead/504 Coordinator to ensure that appropriate measures are taken to facilitate safe transportation.

Equipment is consistently checked for quality and safety. We have implemented rigorous cleaning schedules and have maintenance records on file in accordance with industry standards.

### **Wheelchair Track Straps**

To ensure a safe ride, wheelchairs are secured in place on the bus using wheelchair track straps. Wheelchair track straps prevent the chair from moving or falling over during bus operations. Electric wheelchairs require two additional wheelchair track straps attached to the rear of the wheelchair to properly restrain the chair. As a result, the wheelchair must be equipped with the appropriate safety connection points.

### **Wheelchair/Strollers Quick Straps**

In certain circumstances the district may add straps to the wheelchair/stroller to provide an accessible attachment point. Please do not remove these straps. The driver/monitor will remove them at the end of the school year.

### **Wheelchair Lap Trays**

Lap trays must be stored during transport. Parents/Daycare should remove and store prior to loading student during home/daycare pickup. Teachers should remove and store before loading during school pick up.

### **Car Seats/STAR Seats**

To facilitate safe travel for students under the age of 4 or under 40 pounds, or with physical challenges requiring additional upper body support, CCISD provides car seats/STAR seats for use while on the bus.

### **Safety Vests**

A safety vest is designed for certain students to remain properly seated. The need for the safety vest is determined by the student's ARD or 504 Committee. These vests have specific size-adjustable guidelines for safe transport.

It is the parent's responsibility to ensure the student is wearing the properly fitted safety vest at pick up time. Teachers will ensure the student is wearing the properly fitted safety vest for school pick-up.

### **Walker**

If a student uses a walker to assist in their mobility, it will be secured in a safe area after student is loaded. Students requiring a walker may not utilize the wheelchair lift to board the bus due to the risk of injury. They will receive assistance to utilize the bus stairs and navigate the aisle.

### **Electric Wheelchair**

Transportation has several distinct types of wheelchair lifts in our fleet, with varying weight limits by manufacturer. It is imperative to communicate your student's electric wheelchair specifications to the Team Lead to ensure the wheelchair lift weight limit is not exceeded.

### **Safety Equipment**

Specialized transportation maintains several diverse types of safety equipment on the bus including chocks, seat belt locks, etc. Necessary specialized equipment must be communicated to the Team Lead, if needed.

## **Emergency Evacuation Procedures**

Drivers/Monitors will work with the Transportation Training Safety Department to develop proper evacuation procedures in accordance with each student's ability. These written procedures will be maintained on the bus and in the students Individual Transportation Plan (ITP). Plans will be reviewed and modified as needed, or at least annually.

## **Training**

We are committed to the privacy of both you and your student. Transportation policy strictly prohibits the discussion and/or communication of student or parent/guardian information unless required for student safety. Our drivers/monitors attend compliance training annually and throughout the school year.

## Glossary

Term	Definition
504 Committee	A person knowledgeable about the student, meaning of evaluations, and someone knowledgeable about placement options.
504 Coordinator	Coordinate and monitors the Local Educational Agency's compliance with Section 504
504 Plan	A plan developed to ensure a child who has a disability identified under the law.
ARD	Admission, Review and Dismissal
Authorized Receiver	Individual(s) approved by the Parent/Guardian allowed to receive the student.
CCISD	Clear Creek ISD
Driver/Monitor	Driver(s) and Monitor(s) assigned to a specialized adapted bus.
Handbook	Guide for parents/guardians related to the policies and procedures of specialized transportation services.
IEP	Individualized Education Program
ITP	Individual Transportation Plan
Team Leader	Campus staff that facilitates the IEP meetings on each Campus
Transportation	The action of transporting someone.
We/Us	The Specialized Transportation Team
You/Your	Parent or guardian of the student



## **AUTHORIZED RELEASE FORM**

This documentation is to ensure a responsible person is home when your child is dropped off in the afternoons. If the parent or guardian is not available, they must have an Authorization Release Form submitted with the authorized person information documented. They also must have identification on them to present to the driver/monitor if they are receiving the student. If an adult is not present or the student cannot get inside the residence, the student will be returned to their assigned campus.

Bus Route #: \_\_\_\_\_

Transportation #: 281-284-0600

Students Name: \_\_\_\_\_

School: \_\_\_\_\_

### **Authorized Receivers**

Name: \_\_\_\_\_ DL or ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ DL or ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ DL or ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ DL or ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ DL or ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

---

### **Approved By:**

Parent/Guardian Name: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_