

# BILLINGS PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT



## PARENT INFORMATION PAMPHLET FOR STUDENTS REQUIRING SPECIALIZED TRANSPORTATION

### **SPECIALIZED TRANSPORTATION BUS ROUTE INFORMATION**

- Specialized transportation is provided as a RELATED SERVICE for students identified as having a disability under the INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA). To receive specialized transportation, a determination must be made by the INDIVIDUALIZED EDUCATION PROGRAM (IEP) team that specialized transportation is necessary for the student to access their educational programming either in their home school or at an alternative location selected by the school district as a part of their FREE AND APPROPRIATE PUBLIC EDUCATION.
- Parents may not request specialized transportation based on their inability to transport their child. Specialized transportation cannot be provided to a student who is attending a school outside of their assigned attendance area based on parent request.
- Students who are able to get to and from school independently are not eligible for specialized transportation.
- Curb to curb bus service is arranged by the Transportation Department for students who need it. School bus safety standards are always followed.

#### ***WHEN WILL YOUR CHILD'S BUS RIDE START?***

- Every effort is made to arrange transportation as quickly as possible.
- It takes an average of 7 days for the school bus ride to be arranged.
- Students determined to be eligible for specialized transportation two weeks or less before the start of the school year may not have specialized transportation arranged by the start of the school year.

- Parents may be asked to transport their child for a maximum of two weeks.

#### ***IF YOU MOVE, WILL YOUR CHILD RIDE THE SAME BUS?***

- An address change may require a bus change.
- Parents should call their school's office in advance to give them the date you are moving, the new address and phone number.
- Bus route changes take 7 days.

#### ***CAN THE PICK-UP AND DROP-OFF TIME CHANGE FROM DAY TO DAY?***

- Bus routes can only allow for one address for the pickup and one address to the drop-off, five days a week.
- One day changes cannot be made.

- Specialized transportation bus routes vary according to the needs of each student riding.
- Allow for a 5 to 10 minute leeway both morning and afternoon.
- Be ready and watching for the school bus 5 minutes before it is scheduled to arrive.

#### ***CAN PARENTS REQUEST SPECIAL PICKUP AND DROPOFF TIMES TO ACCOMMODATE THEIR SCHEDULE?***

- NO. Bus runs are scheduled in a logical and fiscally responsible manner. Special pickup and drop-off times cannot be accommodated for one student when it negatively impacts other students on the bus and prevents the School District from using the bus route time to its maximum potential.

#### ***WHAT IF YOUR CHILD'S NEEDS CHANGE TO BEING BUSED IN A WHEELCHAIR OR WITH SPECIAL EQUIPMENT?***

- A bus change may be necessary.
- Contact the School office so that necessary arrangements may be made.

### **SCHOOL BUS DRIVER AND BUS ASSISTANT RESPONSIBILITIES**

#### ***WHAT ARE THE SCHOOL BUS DRIVER'S RESPONSIBILITIES?***

- School bus drivers are professional drivers with special training and commercial Drivers Licenses.
- They work directly for First Student Transportation.
- They are responsible for driving the bus safely, transporting the students and staying on time.
- Drivers are told not to blow the horn at the bus stops.
- If there is not a bus assistant, the driver performs the assistant's duties.
- Specialized transportation bus drivers understand the students on their bus have specialized needs and follow all plans associated with each student including, but not limited to, Emergency Health Care Transportation Plans and Behavior Plans.
- Specialized transportation bus drivers communicate regularly with school principals teachers, and staff regarding the specialized needs of students.

## WHAT ARE SCHOOL BUS ASSISTANTS' RESPONSIBILITIES?

- The school bus assistant works with the driver to be sure all the students are safe on the bus.
- They secure seat belts, wheel chairs, necessary supports, etc.
- The assistant maintains discipline, sees that students stay in their seats, and reports problems to the schools and their supervisor.
- They seek emergency medical help when needed.
- They are employees of the School District and hired and supervised through the Transportation Department.
- Specialized transportation bus assistants understand the students on their bus have specialized needs and follow all plans associated with each student including, but not limited to, Emergency Health Care Transportation Plans and Behavior Plans.
- Specialized transportation bus assistants communicate regularly with school principals, teachers, and staff regarding the specialized needs of students.

### **CAN A BUS ASSISTANT COME TO THE DOOR TO PICK-UP AND DROP-OFF A STUDENT?**

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

## PARENT RESPONSIBILITIES

### **WHAT ARE THE PARENTS' RESPONSIBILITIES?**

- Have your child fully clothed, toileted, and ready at the bus stop 5 minutes before the pick-up time.
- Accompany your child to the curb.
- If a call is not received for **two consecutive days**, regarding an absent rider, services will be discontinued. To reinstate service, contact the Transportation Department.
- Notify the School office in advance if your address, phone number, or day-care arrangements change.

### **IF YOUR CHILD MISSES THE BUS, CAN IT COME BACK?**

- The driver can not come back because of traffic, and other route trips.
- Transport your child to school as quickly as possible.

## WHAT ARE THE PARENTS' RESPONSIBILITIES AT DROP-OFF?

- Be at the bus stop 5 minutes before the bus is scheduled to drop-off your child.
- Meet your child at the curb (if an adult must be present) so that the driver can make custodial transfer of your child to you or another responsible person designated by you.
- Students who are able to care for themselves may be dropped at their stop without a parent present.
- For students who have been identified as needing an adult present at drop off, an adult **MUST** be present. If an adult is not present, the bus staff will attempt to call the parent.
- In the event a parent cannot be reached, the student will be returned to the school. School staff will make every effort to reach the parent or any individual listed as an **EMERGENCY CONTACT**. The parent will be responsible for ensuring their child is picked up in a timely manner.
- If school personnel are unavailable, the student will be transported to **FIRST STUDENT** at 425 Sugar Ave. Billings, MT 59101. The parent will be responsible for ensuring their child is picked up in a timely manner.
- School personnel will follow up with the parent as soon as possible to create a plan to prevent this situation from occurring in the future.

### **HOW CAN A PARENT HELP TO MAKE THE SCHOOL BUS SAFE?**

- Teach your child the school bus safety rules and appropriate riding behavior.

## STUDENT BEHAVIOR

### **WHAT BEHAVIOR IS EXPECTED OF A STUDENT WHILE RIDING THE SCHOOL BUS?**

- We expect all students to follow the bus safety rules for the safety of your child and others who ride the bus.

### **THE SCHOOL BUS SAFETY RULES ARE:**

1. Be on Time
2. Always Sit Down
3. Buckle Seat Belt ( If applicable)
4. Be Quiet
5. Listen to Driver and Assistant
6. No Eating or Drinking on the Bus
7. No Fighting

### **HOW WILL STUDENT BEHAVIOR BE ADDRESSED?**

- Bus behavior problems are reported to the Transportation Department on conduct reports filled out by the bus driver or the assistant.

- Disciplinary action will be taken to ensure the safety of all riders on the bus.
- Bus safety is the primary concern for all riders and bus staff. If needed, a specific behavior plan for the bus may be developed to address safety concerns with the input of the school and bus staff.
- For students who do not follow the safety rules on the bus, disciplinary action may be taken in accordance with the students' behavior plan (if applicable).
- All behavioral concerns will be reported to the Transportation Department, the school principal and/or teacher of the student.

### **WHAT IF A STUDENT DOES NOT FOLLOW THE BUS SAFETY RULES?**

- Transportation suspensions will be made in consultation with the school principal and /or teacher. Suspensions for students eligible under the IDEA are applicable to state and federal regulations.

## GENERAL INFORMATION

### **SIDEWALKS**

- Clean sidewalk of snow and ice to make the movement of your child to and from the bus safer and easier.

### **CAMERA**

- ♦ **Digital video and audio recorders and cameras are installed on all school buses.**

### **ILL STUDENTS**

- If your child becomes ill at school, soils themselves by urinating or defecating, or for some other reason cannot be transported by bus, you will be expected to transport your child to or from school.

### **QUESTIONS AND CONCERNS**

- If parents have additional questions or concerns about specialized transportation, they may call the school office, Transportation Department or Special Education Department.

## RESOURCE LIST CONTACTS:

1. School Principal Office
2. First Student Transportation 406- 248-3667
3. Transportation Department 406 -281-5580
4. Special Education 406-281-5026