

GCS Transportation Department
Statement of Guidelines for Transportation of Exceptional Children
2019-2020

The Transportation Department is committed to providing safe and efficient transportation services for all students. It is our sincere hope these guidelines will contribute a clearer understanding of transportation services provided to students with special needs. It should be noted these guidelines are provided in addition to the Student Handbook.

ELIGIBILITY: The decision to provide special transportation is made on a case by case basis by the IEP or 504 team. “Transportation as a Related Service” must be indicated in the student’s Individualized Education Program (IEP). Transportation as an accommodation must be indicated in the student’s Section 504 plan.

TRANSPORTATION REQUEST FORMS: In order to ensure transportation services are provided on the first day of the 2019-2020 school year, transportation request forms must be returned to the appropriate Program Coordinator in the Exceptional Children’s (EC) Department by May 15, 2019. Bus routes are not changed the first ten (10) days of the school year. Request forms received after May 15, 2019, will be processed for inclusion on a bus route after the tenth day of school. After the tenth school day, the Transportation Department will process transportation request forms within five (5) school days of receipt from the Exceptional Children’s Department.

To ensure transportation services are not interrupted, please inform the Exceptional Children’s Department, school principal and transportation office of any change of address or telephone number as soon as this information is available. If the address change requires rescheduling, a maximum of five (5) school days may be needed to establish a new bus route and pick-up time.

As necessary, please update contact information and names of adults who are authorized to receive your child at the bus stop in the afternoon.

PICK-UP/DROP OFF:

Requests for multiple stop locations, dependent upon the day of the week or other considerations due to student or parent/guardian schedules cannot be accommodated.

Buses are routed so as to arrive within a few minutes of the scheduled time each day. The bus driver is not required to wait at the bus stop for a student who is consistently late as this creates late pick-up times for other students.

Transportation employees are not permitted to carry students on/off the school bus.

Notify the transportation supervisor when the student will be absent from school more than three (3) consecutive school days.

Parents/guardians should not send students to the bus with food or drink to be consumed on the bus.

Curb-to-Curb Service

Under most conditions, transportation for students with special needs provides curb-to-curb service. This means that the bus will pick up and drop off at the curb in front of the student’s home or child care provider. However, in some instances, curb service may not be possible. Road conditions such as a dead-end, dirt/gravel or narrow driveways may make it necessary to establish the pick-up/drop-off site at a safe location away from the home or child care provider. Every effort will be made to locate the stop as close as possible to the home or child care provider. When an escort is appropriate it will be the responsibility of the parent or designee to escort the student to and from the pick-up/drop-off location. The bus driver or safety assistant is not responsible for escorting the student to or from the home.

Private Driveways and Parking Lots

Guilford County/contract buses do not use private driveways in the course of providing transportation services. Private property management (apartments, condominiums, etc.) on occasion denies school buses access to their parking lots. In these cases, the pick-up/drop-off will be placed at a safe location close to the student’s home or child care provider. It shall be the parent or guardian’s responsibility to be at the designated location for pick-up and drop-off.

Drop-Off

Drivers are permitted to discharge students only at the assigned school or designated drop-off point. Students are not permitted to get off the bus unless there is an adult present. It is the parent/guardian's responsibility to ensure an authorized adult is at the bus stop to accept the student. Bus drivers are permitted to release students only to adults whose names are on the GCS Transportation Request Form for Exceptional Children. Please update this information as necessary. If an authorized adult is not at the designated bus stop, the bus driver may return the student to his/her school. It will then be the parent/guardian's responsibility to provide transportation home for the student.

TRANSPORTATION TO/FROM CHILD CARE: Transportation may be provided to child care providers that are within the attendance zone of the student's assigned school or within the attendance zone of the student's residence. Addresses outside those areas will not be served by GCS Transportation.

SIBLINGS: Parents/Guardians who request a sibling ride special transportation with an assigned student with a disability must submit the request in writing to the appropriate transportation supervisor at least five (5) days in advance. Permission is usually granted under the following conditions: 1) space available 2) the student requiring transportation is assigned to the school and 3) sibling causes no behavioral concerns on the school bus.

Space available school bus transportation is subject to cancellation with three (3) days notice if the bus route changes or if an EC student's placement causes the bus to fill to capacity. In case cancellation of space available transportation is necessary, the last student added will be the first student canceled.

CHILD SAFETY RESTRAINT SYSTEMS (CSRS):

Child Safety Restraint Systems (CSRS) such as car seats, booster seats or safety vests may be necessary to safely transport some students. GCS Transportation staff, teacher and parent/guardian will work together to determine the type of CSRS best suited for the student.

EQUIPMENT: Please ensure all equipment is in good working condition at all times. Drivers are not permitted to transport students if equipment is not functioning properly. (Wheelchair brakes & wheels; oxygen tanks; etc.)

NURSES: If a nurse is assigned to ride the bus with a student, drivers cannot transport the student in the nurse's absence.

MEDICATION:

Prior to medication being transported or administered on a school bus, written authorization from the student's physician must be provided as well as one-on-one training with the driver, safety assistant and zone transportation supervisor. It is the parent's responsibility to administer any medication to the student prior to his/her boarding the school bus in the morning.

DO NOT RESUSCITATE ORDER:

The Guilford County School System does not honor *Do Not Resuscitate (DNR)* orders. In the event of a medical emergency with a student with a DNR order, 911 will be called. A copy of the DNR order will be given to the Emergency Medical Technician (EMT) upon his/her arrival.

CONTRACT TRANSPORTATION:

GCS contracts with other carriers to provide some transportation services. School bus drivers and transportation safety assistants employed by other companies must meet the same requirements as those who are employed by GCS.

The Transportation Department hopes that each student has a safe and successful school year!