

INDEPENDENT SCHOOL DISTRICT #877

Buffalo-Hanover-Montrose

To be reviewed

ADMINISTRATIVE PROCEDURES

PROCEDURE TITLE Special Transportation

POLICY REFERENCE NO. 3612 FORM REFERENCE NUMBER _____

POLICY TITLE Special Transport

1. All requests for special transportation of students with or without disabilities shall be process by the Director of Special Education.
2. Special transportation is a related Special Education service and need of such service is determined by the Individual Education Planning (I.E.P.) team. The need for special transportation will be documented on the student's I.E.P. In some cases special transportation may be needed as an accommodation for students with a 504 plan. Such an accommodation must be documented in the plan and reviewed annually.
3. Parents will be required to complete the emergency card when a special vehicle is needed and/or when special handling is needed. Special equipment such as seat belts, harnesses, car seats, etc. should be indicated on the emergency card and also documented in the student's I.E.P.
4. The I.E.P. team is responsible for reviewing the need for special transportation. Students with disabilities requiring special transportation for behavioral reasons will have goals and objectives included on their I.E.P.s. Every effort should be made to work towards regular transportation through the I.E.P. goals and objectives.
5. Bus drivers and bus paraprofessionals will be in-serviced as needed in order to appropriately and safely transport students with disabilities.

Administrative Offices
Buffalo, Minnesota 55313

DATE OF APPROVAL _____

DATE OF REVIEW January 12, 2004