

POLICY 2221

Transportation – Special Education/Pre-School

- A. Transportation will be provided to Special Education, 504, and pre-school students as outlined in their IEP, 504 Plan, or other accommodation or special services document. A reasonable amount of time (generally 2-3 days) may be needed to assure proper scheduling and bus arrangements. Any variation from regularly established transportation policies must be included in this plan/document.
- B. At the beginning of the school year and as new students are added, a single load and unload point will be established for each student. It is anticipated that these points will be used on a daily basis. Parents should contact the Transportation Office when their student is not going to attend school.
- C. Students are expected to be ready to load the bus upon its arrival. (See [Policy 2216 transportation – Conduct on Buses B.](#) The bus will wait one (1) minute at the load/unload point. If no one appears in that time, the bus will proceed upon its route to school.
- D. As needed, it is the responsibility of the parent to assure that someone is available at the designated unload points. When no one is available, the driver will make reasonable efforts to locate someone at home or a designated neighbor. If no one can be located to assume responsibility of the student, the driver will contact the transportation supervisor who will make efforts to contact student's school or someone else to supervise the student. If no one is available at the school, the transportation office will contact local law enforcement or the Division of Family Services and the student will be placed under the supervision of an officer or caseworker. Transportation will then make reasonable efforts to notify the parent of the action taken.