

**LOGAN CITY SCHOOL DISTRICT  
DEPARTMENT OF SPECIAL EDUCATION AND DEPARTMENT OF TRANSPORTATION**

**SPECIAL TRANSPORTATION PROCEDURES**

THE FOLLOWING PROCEDURES ARE IN PLACE TO INSURE THE HEALTH AND WELL-BEING OF ALL STUDENTS RIDING SPECIAL BUSES. PLEASE BE AWARE THAT FAILURE TO FOLLOW THESE PROCEDURES CAN PLACE ALL CHILDREN ON THE BUS AT-RISK. FAILURE TO FOLLOW THESE PROCEDURES CAN ALSO INTERFERE WITH THE BUS SCHEDULE WHICH THEN INCONVENIENCES OTHER PARENTS AND THEIR CHILDREN AS WELL.

Students are provided special transportation as determined by the IEP team under Federal and State laws governing Special Education and student transportation. Schedules are determined by the Transportation Supervisor according to school, residence location, and other factors. Any request to change times or locations must be submitted in writing to, and approved by, the Supervisor of Transportation. THIS APPLIES TO CHANGES LONGER THAN ONE WEEK. (See #4 for other change)

**GENERAL PROCEDURES**

1. The pupil must be ready when the bus arrives. The driver will let you know of the pick-up and/or drop-off time before transportation services begin. This time may vary plus or minus 5 minutes. If the bus is going to be earlier or later, the attendant or driver will phone. The driver is instructed to wait only *three minutes* after arriving at the scheduled stop time.
2. Bus service is curb to curb. The student will be picked-up and dropped off at the curb line or other point assigned by the Transportation Supervisor. Drivers are not allowed to pull into driveways and are to avoid situations that would require backing of the bus.
3. All Special Education Buses will follow state rules and regulations for funding and operations.
4. In order to provide the best possible bus service, it is important that you *contact the bus driver on their bus cell phone* or the Transportation Dept. between 8:00 a.m. and 4:30 p.m. at 752-3925, ext. 2012 or 792-7621, if your child is not going to ride the bus (please do this two days before when possible). If your child cannot attend school for an extended period of time, you will need to notify your bus driver or the Transportation Dept. When your child is ready to return to school, let your bus driver or the Transportation Dept. know. Also, you must notify your child's teacher and the driver, if once at school, your student will not be riding the bus home.
5. If your student does not go to school and you do not notify busing, as indicated in item 4 above, for three days, transportation will be stopped until arrangements are made with the Transportation Department. Parents will be notified by the driver when services will begin.
6. Students will be delivered at assigned bus stops only. Parents needing to make a one time change need to contact the bus driver two days in advance, unless it is an emergency, to make sure the driver can make the change. For long term changes a transportation *Special Education Student Information Form* must be submitted by the school to the Transportation Department. If the Transportation Dept. can provide the service, parents will be notified when service will start.

7. **Special Transportation students must abide by the same rules as other students while on the bus. These rules are made to insure the safety of your child as well as others. All problems will be handled by following the school district's procedures and/or using procedures indicated on the student's IEP.**
8. **The school bus seats are designed for the safety of the students. Students who cannot or will not stay safely seated while on the bus will be required to use a seat belt or some other type of safety restraint system while on the school bus. Pre-school students will be placed in seat belts or some other type of safety restraint system.**
9. **Parents or guardian need to make sure that wheelchairs and other special equipment are in good and safe operating condition for transporting. If you need help, you may be able to get some from the District Occupational/Physical Therapist (753-2100). When possible, wheelchair should meet WC/19 standard (a *voluntary safety standard for wheelchairs designed for use when traveling facing forward in a motor vehicle. Most importantly, a transit wheelchair will have four identifiable and crash tested securement points to which tie down straps can be easily attached.*)**
10. **Certain students may be unable to care for themselves once they are let off the bus. The parent, guardian, or some responsible person designated by the parent or guardian must be at the stop to receive the child. The person receiving the child must make their presence visible to the bus driver promptly. If, after reasonable attempts, the designated receiving person cannot be located, the driver will contact the bus supervisor to see if other designated individuals are available. If no other options are available, the supervisor may advise the bus driver to take the student to the Child and Family Support Center, (380 W. 1400 N., Logan), where the student will be placed under the supervision of a case worker. To pick the student up the parent or guardian will have to talk to the nursery staff in charge and present a photo ID to receive the child.**
11. **If the student can be released on their own, it will be necessary for the parent or guardian to meet with the appropriate IEP Team Member to review and sign the release form. The staff member will Fax a copy to the Transportation Department before service will begin. (This option is only available to students who are 12 years of age or older).**
12. **After waiting for five minutes past the scheduled departure time from the school, students who are not on the bus, then become the responsibility of the school who will need to make arrangements to transport home that day.**