



Department: Programs and Services
Section: Special Education

Scope	This administrative procedure applies to all staff who have responsibility to plan and/or deliver transportation service to students who have special transportation needs, to those students, and to the legal guardian(s) of such students.
Responsibility	It is the responsibility of the Director of Programs and Services in collaboration with the Director of Finance and Operations to ensure that this administrative procedure is implemented.
Implementation	This administrative procedure will be implemented by the Coordinator of Transportation, bus contractors, bus foremen, bus drivers, principals, teachers, Educational Assistants, staff who may be part of a Program Planning Team, and legal guardian(s) of students requiring special transportation.
Procedures	<ol style="list-style-type: none">1. (a) Prior to the ending of each school year, the principal shall review, either directly with the legal guardian(s) or as part of an Individual Program Plan Team meeting or a Transition Plan meeting, the type of transportation service required for the upcoming year by any student presently receiving special transportation, or anticipated to require special transportation because of a transition in the educational program for the student.<ol style="list-style-type: none">(b) The principal shall review the pre-registration forms of all new students, as soon as their arrival is indicated, to identify any who may need special transportation services.(c) The principal shall provide, to the legal guardian(s) of any student identified as potentially needing special transportation, <i>Form AP403.p- Request for Special Transportation Needs</i>.2. The legal guardian(s) shall complete <i>Form AP403.p- Request for Special Transportation Needs</i> and return it to the principal.3. (a) At any time that a significant change, such as address or nature of support needed, occurs, the legal guardian(s) shall inform the principal of the changes.<ol style="list-style-type: none">(b) The principal shall communicate changes in a student's transportation needs and/or plans to all staff who are involved in transportation provision for the student.4. (a) Where information provided by legal guardian(s) on <i>Form AP403.p- Request for Special Transportation Needs</i> indicates that the student's transportation needs or risks are substantial, the

principal shall call a Program Planning Team meeting to consider and determine the extent of support that the student requires.

- (b) Where it has been indicated on *Form AP403.p - Request for Special Transportation Needs* that medication, a medical or emergency procedure, or special assistance is necessary, the Program Planning Team shall review the circumstances and make recommendations which should realistically meet the needs as indicated.
 - (c) When the team meeting determines there is a need for training of staff who will deliver the special transportation service, the principal shall refer the requirement to the Coordinator of Transportation and the Coordinator of Student Services.
 - (d) The Coordinator of Transportation shall ensure appropriate training is delivered for transportation-based staff and the Coordinator of Student Services shall ensure that appropriate training is delivered for school-based staff.
5. (a) The principal shall forward a copy of the *Form AP403.p - Request for Special Transportation Needs* and the planning committee's recommendation for service, to the Coordinator of Transportation, and shall forward a copy to the Coordinator of Student Services.
- (b) The Coordinator of Transportation shall review the completed *Form AP403.p - Request for Special Transportation Needs* and the recommendations from the school level planning team, and then meet or contact the principal to confirm the level of service which will be required, and to identify those persons who will need to be involved in planning the implementation and delivery of the special service.
6. When detailed plans have been finalized to provide transportation for the student, the Coordinator of Transportation shall provide the Coordinator of Student Services, the principal, and the bus driver (and bus monitor, if appropriate) with a copy of *Form AP403.q - Special Transportation Plan*, and the Coordinator of Transportation shall ensure that the driver (and monitor, if appropriate) understand the support and procedures which have been recommended for the student.
7. The bus driver shall store a copy of the completed *Form AP403.q - Special Transportation Plan* in his or her vehicle in such a way that confidentiality is protected.
8. (a) The Coordinator of Transportation shall inform all current full time and spare drivers of the administrative procedures required under Policy BP403.13 - Transportation of Students with Special Needs, and the procedures described in the Handbook for the Transportation of Students with Special Needs in Nova Scotia.

- (b) When requested, the Coordinator of Transportation shall provide copies of the Handbook for the Transportation of Students with Special Needs in Nova Scotia to personnel who provide transportation services to students with special needs.
- (c) The Coordinator of Transportation shall provide a copy of Administrative Procedure AP403.13 - Transportation of Students With Special Needs and the Handbook for the Transportation of Students with Special Needs in Nova Scotia to new drivers each time a driver training program is conducted.
9. The Coordinator of Student Services shall provide a copy of Policy BP403.13 and Administrative Procedure AP403.13 - Transportation of Students with Special Needs, and a copy of Handbook for the Transportation of Students with Special Needs in Nova Scotia to each principal.
10. (a) The principal shall review Policy BP403.13 and Administrative Procedure AP403.13 with staff at the beginning of each school year.
- (b) The principal shall ensure that each substitute teacher for a student with a *Form AP403.q - Special Transportation Plan* is informed of any requirements that must be attended to by the substitute.
11. Prior to extra and co-curricular trips, the classroom/homeroom teacher shall brief the trip organizers, chaperones, and the appropriate driver(s) regarding the special transportation needs of students.
12. The principal shall establish a file in the school office in which the original copy of each *Form AP403.p - Special Transportation Needs of Students* and *Form AP403.q - Student Special Transportation Plan* is filed.
13. The principal shall provide a copy of the *Form AP403.q - Student Special Transportation Plan* to the legal guardian(s) of that child.
14. When a tender call is about to proceed for student transportation, the Coordinator of Transportation shall check with the tendering official to ensure that the tender contains a requirement for the adherence by the successful bidder to the AVRSB and provincial guidelines for students with special transportation needs.

Related Guidelines Department of Education - Special Education Policy Manual Handbook for the Transportation of Students with Special Needs in Nova Scotia

Associated Forms *Form AP403.p - Request for Special Transportation Needs*
Form AP403.q - Special Transportation Plan

Monitoring Procedure

It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.

The AVRSB Education Committee, Board Members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revisions of major significance are made to this policy and administrative procedure.

Sufficient time will be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.

The Director of Programs and Services shall ensure the results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.

It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.

This Administrative Procedure will be monitored on an annually.

Superintendent Approved: March 28/02
Ref: BP 403.13, Appendices Form: AP403.p, AP403.q
Monitoring Date: Annually
Revised: