

“your child arrives at school and returns home safely with care and thought given to his/her individual needs.” Our success is a result of our commitment, skill, knowled

- x Upon receipt of the Transportation Request Form, students will be assigned to a route best suited to the student's needs and location. This process requires a minimum of 3 days before the student can ride for the first time.
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- x Step 1: The Department of Transportation receives the Transportation Request Form stating required actions involved in the safe transport of the student.
- x Step 2: The Transportation Coordinator or the supervisor will assign the student to a route best suited for the student and BISD.
- x Step 3: The updated route data and Transportation Request Form will be given to the Driver/monitor. The Driver/monitor will review the updated route and student information.
- x Step 4: The driver will test drive the route. This familiarizes the driver with the route assigned. The driver will report any necessary adjustments to the Route Supervisor and/or the Safety Supervisor. A second test drive may be necessary.
- x Step 5: Upon finalization of the route, the Driver/monitor will contact the parent/guardian. The Driver/monitor will introduce themselves by phone, confirm pick up and drop off locations and times, and answer any questions the parent/guardian may have.
- x Step 6: If necessary, the Driver/monitor will install equipment required for the safe transport of the student.
- x Step 7: The student will begin transportation services.
- x Step 8: The parent/guardian receives the Parent/Guardian handbook (hereinafter called "Handbook"). The Handbook contains an Authorized Receiver Form and a Student Rider Contract which must be completed and returned to the Driver/Monitor within 3 days of receipt.
- x Step 9: As dictated by student changes, pick up or drop off times may be adjusted. The Driver/Monitor will notify Parents/Guardians throughout the school year.

Notify the Transportation Office at 81547-5831 as early as possible when your child will not be attending school. An answering machine is provided so that you may leave a message after hours if necessary. **Failure to ride three (3) consecutive days will result in termination of service until the parent/guardian calls the Transportation Office and reinstates the service**

Transportation Procedures

Address Changes

We are unable to accommodate address changes without an updated ARD. With this in mind, it is the parent/guardian's responsibility to notify the school Diagnostician to request an updated Transportation Request Form. There will be a 3 day wait from the receipt of the updated Transportation Request Form to arrange for route changes before the student will be picked up or dropped off at the new address

Pick-Up / Drop-Off - Curb-to-Curb Service

Whenever safely possible we will provide rightsided curb-to-curb service. Simply put, we will pick up and drop off students at the curb of the school building. We will not provide door-to-door service.

- x If contact has not been made with the parent/guardian by Transportation the local police department will be contacted and student will ~~take~~ be taken into custody.
- x If this should occur, transportation services may be suspended pending a conference with the parent or guardian.

Pick-up Times

- x Assigned route pickup and dropoff times at the beginning of the school year reflect the transportation operation's best estimate based on a number of variables. These are estimated times only. During the school year, as students are added or deleted from the routes, the actual pickup and dropoff times will change. Either transportation or the bus drivers should notify the parents/guardians before these

Loading/Unloading

To ensure the safety and security of all students on Birdville ISD buses, parent may not board a school bus at any time.

At the Pick-Up/Drop-Off Location

It is the responsibility of the driver and monitor to load and unload students at the pick up/drop-off location. Parents and child care providers are strongly encouraged to communicate to the bus driver and monitor any information about the student that would help facilitate safe loading and unloading. Parents and child care providers should be careful not to interfere with the driver or monitor while they are performing their duties.

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

At the School

When it facilitates a smoother transition to and from the bus, school personnel are encouraged to help load and unload ambulatory students from seats equipped with any of the following restraint devices: seat belts, car or booster seats, safety vests. The bus driver and monitor have the ultimate responsibility to check these restraints before leaving the school. Only the driver and monitor should load, unload, and secure students in wheelchairs.

Wheelchairs with and Without Students

As a general rule, wheelchairs are not left on the bus during the day when the student is not being transported. Only under unique circumstances would transportation entertain this arrangement. Transporting a wheelchair without the student often affects the driver's ability to properly serve other wheelchair students on subsequent bus routes, or interferes with shuttles being conducted during the day.

It is the parent/guardian's responsibility to make sure the device is safe and in proper working order for use on the wheelchair lift and the bus. Every piece of the equipment must be properly attached and in good working condition.

Policies and Procedures

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Small toys, books, radios with head phones, cell phones, etc. are allowed as long as such items do not interfere with other students or the safe operation of the bus. This situation will be reviewed on a case by case basis if problems arise. Parents/Guardians and the school will be notified if this privilege is revoked.

When needed, for the transportation of physically challenged children a safety vest may be required.

Backpacks will be

or home. After unloading the student at the stop, the driver and/or attendant will be responsible for cleaning and disinfecting any affected surfaces on the bus utilizing the body cleanup kit.

Medication and Other Items

Drivers/monitors are not authorized to handle any type of medication for the student. Notes or other papers should be put into the student's back pack. If asked, we will deliver notes or other papers but we will not be held responsible for the loss or misdelivery of such items.

Documents of importance should be provided to the Parents/Guardians or the school directly. We will not transport items which can't fit inside the student's back pack.

Parents / Guardian on the Bus

We understand the first few days of riding the bus can be challenging for students and we want the bus experience to be a fun one. It is with this in mind, we encourage parents/guardians to walk their students onto the bus for the first few days of riding. However, after the first week of aiding the children in acclimating to the bus, non Birdville staff will not be permitted on the bus, to include parents/guardians.

Emergency Evacuation Procedures

Drivers/Monitors will work with management and safety supervisor to ensure proper evacuation procedures in accordance with each student's ability and need. Such procedures will be modified and recorded as needed. Written plans will be maintained with the Driver/Monitor. Plans will be reviewed with students on a continuing basis.

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Lap Trays

Lap trays will be removed by ~~parts~~ before boarding the bus during ~~pick~~. Teachers will remove the lap tray before boarding during ~~drop~~. Lap trays must be separately secured on the bus.

Quick Straps/Gray Straps

All types of electric wheelchairs require an additional safety ~~measures~~, 2 extra wheelchair straps. Depending upon wheelchair type, either a purple or blue strap will be added to all wheelchairs.

Car Seats

To facilitate safe travel for students under the age of 4/under 40 pounds, students with physical challenges requiring additional upper body support, and small students, BISD provides car seats/star seats and integrated seats for use while on the bus.

Safety Vests

A safety vest is designed for students with behavioral or emotional challenges who need help remaining in their bus seat.

If a student has been assigned to wear a safety vest, the student must wear it while on the bus. It is the parent/guardian responsibility to ensure the student is in the safety vest at pick up time. Teachers will ensure the student is placed in the safety vest for school ~~pick~~

Walker

If a student uses a “walker” to assist in their mobility, it will be moved to a ~~safe~~ and will be separately secured on the bus.

Wheelchair Lifts

Transportation has several different types of wheelchair lifts in our fleet. Weight limits of lifts vary by manufacturer. To ensure safe transportation, we may ask for wheelchair specifics

Confidentiality

Transportation is committed to the privacy of both the student and parent/guardian. Our drivers/monitors attend extensive confidentiality training annually. Refresher training is provided throughout the school year.

Student and parent/guardian information maintained ~~site~~ is secured in the office of Transportation, protected under lock and key. Access to this information is strictly limited and monitored.

During transport, our Drivers/Monitors are required to ~~keep~~ with them student documentation. During nontransport times, Driver/Monitor files are locked and access is strictly monitored.

Transportation policy strictly prohibits discussions, writings, and/or other means of communication regarding students in an inappropriate manner by any Transportation employee. Disciplinary action will be enforced if this occurs.

On the behalf of the Special Needs drivers and monitors we hope that each student, parent and guardian have a safe, happy and successful school year.

Extended Year Service (EYS)

- x If your student is involved in EYS (summer school), the routes will be developed as soon as transportation as a full listing of students attending EYS. Parents/guardians will be notified of pick up and dropoff times after the routes have been run by the driver for effectiveness and efficiency.

This handbook has been put together to provide parents/guardians information that addresses responsibilities and procedures within special needs transportation. Our sincere hope is that this handbook will contribute to a clearer understanding of special needs transportation services. The handbook is not intended to be all inclusive, but rather an avenue to share important information. Should you have any questions, please contact us at 817-547-5830.

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