



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5415

PAGE: 1 OF 22

CATEGORY: **Support Services, Transportation**

EFFECTIVE: **1-29-62**

SUBJECT: **Transportation for Special Education Students**

REVISED: **10-15-04**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for requesting, approving, and providing transportation for students with special needs residing within the allied school pattern.
2. **Related Procedures:**
 - Field trips, domestic single-day 4585
 - Instructions for obtaining transportation for school-related activities 4586
 - Medication 6372
 - Transportation for the Regional Occupational Program 5407
 - Transportation assistance for hardship cases 5409
 - Transportation for integration program students 5411

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, G-5100, H-7920; California Education Code Sections 39800, 39831.3, 41852, 41863, 48915.5(c); California Code of Regulations Title 5, Section 14102 and Title 13, Sections 1202, 1216, 1217, 1221, 1293; California Civil Code Section 54.2.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Transportation Services Department, Business Operations Division, Office of School Site Support at (858) 496-8480.
2. **Eligibility for Transportation.** Students are eligible for transportation if identified by the Individualized Education Plan (IEP) team to require such service as a result of their class placement or individual need and cannot access the educational program without such service. Mode of transportation is determined for each student by the Individual Education Plan (IEP) team, in consultation with the Transportation Services Department. Transportation is a related service under IDEA; therefore when appropriate, a transportation representative is a member of the IEP team.
3. **Service assurance dates** are established and published annually by the Transportation Services Department. Students whose applications are forwarded, from the Special Education Division to the Transportation Services Department, by the service assurance date are assured school bus service on the first day of school. Applications received after the service assurance date are processed after applications meeting the deadline, and therefore, may not receive first-day service. All

changes to student service must be processed through the Special Education Division. It takes the Transportation Services Department 10-15 days from receipt of the change request to amend bus routes.

4. **Mode of Transportation.** Transportation Services Department, in accordance with the IEP, assigns one of four modes of transportation assistance: school bus service, public transit bus, Metropolitan Transit System (door-to-door) or use of private automobile. All students will be scheduled for school bus service first. If designated by the student's IEP or the Special Education Division, other modes of transportation may be scheduled. Students who decline the assigned mode of transportation assistance may lose eligibility for transportation.
 - a. **Public transit bus.** Students approved via Transportation Reimbursement Form (F13) and assigned to public transit bus service are reimbursed monthly for the cost of purchasing the bus pass or are provided bus tokens via their district counselor. Public bus schedules are available from San Diego Transit (located at 102 Broadway) and from some public libraries. The locations of bus stops are determined solely by San Diego Transit. Questions should be directed to San Diego Transit.
 - b. **MTS.** Students approved via Form F13 and assigned to use MTS services will be provided MTS Access tickets from their program manager/teacher.
 - c. **Private automobile.** Partial reimbursement to parent/guardian and to students (eighteen years of age or over) for use of private auto to and from selected centers, schools, and courses is provided when no school bus or public transit bus service is available. Parent/guardian of a student assigned to this form of transportation shall be provided a "Transportation Claim Form" (SDCS 541) (E.9) to submit monthly to the Transportation Services Department. Mileage rate for reimbursement must be approved by the Board of Education.
 - (1) Approval for reimbursement will be granted only for pre-established periods of at least one calendar month but not to exceed one school year. Upon receipt of the approved Form F13, the Transportation Services Department shall mail the "Transportation Claim Form" (SDCS 541) to the parent/guardian who will complete and submit the form *monthly* to the Transportation Services Department. Transportation Services Department verify mileage and student attendance with the school and forward the claim to the Accounting Operations Department, Financial Operations Division, Office of School Site Support, for payment.

- (2) Parents/guardians who transport students and students who elect to drive their own cars for convenience, part-time employment after class, or class scheduling conflicts, *do not* qualify for mileage reimbursement.
- (3) Car pools. Parents/guardians and eligible students (eighteen years or older) who collectively submit claims for private auto mileage reimbursement when participating in a car pool are *not* eligible for extra aid. Additive reimbursement rate or accelerated payments are *not* authorized for drivers of car pools transporting one or more students.

c. **School Bus Levels of Service (LOS), limitations and exceptions**

- (1) **Curbside Service (LOS-9)** provides pickup and delivery of students at the safest location close to the residence. This service generally is provided only to students with severe and/or physical disabilities as identified by the Special Education Division as needing such service. All curbside service is subject to physical inspection and certification by safety staff of the Transportation Services Department.
- (2) **Corner Stop Service (LOS-2)** provides pickup and delivery of students on residential streets at bus stops within neighborhoods. Students may be expected to walk up to two-tenths of one mile from residence to designated neighborhood stop. This service level generally is provided to elementary-age students with short-term health needs and students in Special Education Division identified by the Special Education Division as needing such service.
- (3) **Neighborhood Bus Stop Service (LOS-3)** provides pickup and delivery of students on residential streets at bus stops within neighborhoods. Students may be expected to walk up to four-tenths of one mile from residence to designated neighborhood stop. This service level generally is provided to elementary-age students in the integration programs, secondary-age students with short-term health needs, and elementary and secondary students in special education programs identified by the Special Education Division.
- (4) **Arterial Bus Stop Service (LOS-4)** restricts pickup and delivery of students to bus stops on streets identified as major, business, arterial, and collector streets. Students may be expected to walk up to one mile from residence to designated stops on arterial streets. This service level generally is provided to secondary and atypical school students in the

integration programs, to all pregnant minor students, and to secondary students in special education programs identified by the Special Education Division.

5. Safety, Securement, Wheelchair, and Car Seat Standards

- a. **Standing/sitting regulations.** Student passengers are prohibited from standing, sitting on each other's laps, sitting on floor or step wells, or sitting in any manner that blocks aisle or exit spaces. Adults on board may stand or walk in a bus (with permission of bus driver) for purposes of supervising or instructing students (California Code of Regulations, Title 13, Section 1217).
- b. **Posted bus capacity.** Every school bus has a maximum legal seating capacity posted on an inspection certificate located inside the bus; number of passengers may not exceed this posted legal limit regardless of circumstance (California Code of Regulations, Title 13, Section 1217[a]).
- c. **District policy seating limit.** Maximum legal seating capacity of a school bus allows three students per bench seat regardless of size or age; district policy limits seating to levels that provide for larger and older children.
- d. **Seating securement**
 - (1) Students identified by the Special Education Division or driver to require securement to the bench seat of the bus due to physical handicaps, or other needs, are provided safety and/or securement belts that meet manufacturer standards. Parents/guardians are required to maintain the safety vests and ensure their children wear them daily upon boarding the bus.
 - (2) Parents/guardians are responsible to provide and maintain custom-made safety vests and securement devices. Parents/guardians are required to ensure their children wear them daily upon boarding the bus. Parents/guardians may indicate on the "District Bus Transportation Application" (Form 10) "Special Instructions" line, they will provide and have their children ride in safety vests or other securement devices when they first request bus service. If the device is at the recommendation of the IEP team, it should be so designated in the IEP.
 - (3) Parents/guardians may also request changes to securement devices at an IEP meeting.

- (4) Parents/guardians with concerns should contact their school site transportation liaison for consultation with the Transportation Services Department.
- e. **Wheelchair, “mobility device” limitations.** Students who are confined to wheelchairs will be transported in their chairs, subject to the following limitations:
- (1) The student is adequately secured in the wheelchair and the brakes on the wheelchair function properly. Wheelchairs shall be equipped with brakes and a restraining belt properly maintained by the owner of the chair (California Code of Regulation, Title 13, Section 1935).
 - (2) The student in the wheelchair can be safely loaded by the driver via the lift device of the bus (California Code of Regulation, Title 13, Section 1293[e]).
 - (3) The wheelchair must be locked in gear, if powered, or locked via brakes when placed in the bus (California Code of Regulations, Title 13, Section 1293[g]).
 - (4) The wheelchair is constructed with sufficient strength and design to be adequately secured to the floor of the bus using a four-point “tie-down” procedure (California Code of Regulations, Title 13, Sections 1202[b] and 1293[f]).
 - (5) Batteries used to propel electric wheelchairs must be constructed and secured to the wheelchair frame sufficiently to prevent spillage and/or separation in event of accident (California Code of Regulations, Title 13, Section 1239[g]).
 - (6) Aisle space that provides at least nine inches access between wheelchair stations remains after placement of all students on the bus (California Code of Regulations, Title 13, Section 1239[d]).
 - (7) All wheelchair-confined students will be transported in a position that is forward-facing in relation to the direction of bus travel.
- f. **Alternate seating.** Students whose wheelchairs do not meet the securement, loading or construction standards specified in this procedure may be transported alternatively as determined by the Transportation Services Department.

- g. **Car seats.** Infants of students under four years of age assigned to special programs and students under 40 pounds body weight must be transported while secured in car seats meeting state child safety standards. The parent/guardian is responsible to provide the car seat. Transportation Services Department has a limited supply of car seats to be issued on an as-needed basis. The parent/guardian is responsible for the securement of the child in the car seat. The bus driver secures the car seat to the bench seat of the bus. Car seats secured to the bench seat of the bus are computed at the required seating space equivalent to high school students when determining the capacity of the bus. Any exception to this procedure must be approved by the Transportation Services Department.

6. **Riding, Delivery, Pickup Times, and Sequence**

- a. **Riding times.** The district attempts to schedule bus routes so students ride no more than 60 minutes total each direction between school and bus stop when location permits.
- b. **Bus stop times.** Times listed on trip schedules are the departure times of the bus at each stop. Buses may not wait past the bus stop times for tardy students. Parents/guardians are requested to ensure their children arrive at the bus stop ten minutes *before* the designated stop time in order to assure pickup.
- c. **Delivery time.** Morning delivery times are scheduled to be 15 minutes before starting bell times unless the principal requests an earlier delivery time in support of a breakfast program. Requests are submitted through the Instructional Leader. Morning delivery times on trips servicing two schools with shared service are determined by the starting time at the second school.
- d. **Dismissal time.** Buses should arrive at the school site five minutes before dismissal bell time in the afternoon and depart no later than ten minutes after dismissal bell time. Afternoon departure times on trips serving two schools with shared service are determined by the dismissal time of the first school. Students with disabilities are to be released at the same dismissal time as their nondisabled peers.
- e. **Modified week early out days.** Buses on early-out days are scheduled to arrive for pickup 20 minutes after elementary school dismissal bell times to allow for a lunch program. Schedules should allow for a lunch program. School principals may request a lunch period time through the Transportation Services Department.

- f. **Conference days/minimum days** shall be supported by rescheduling of transportation services to earlier times subject to the following limitations:
- (1) Each traditional and single-track school is limited to four conference/minimum days per year. These days are in addition to early-out days observed on modified week schedules for elementary schools.
 - (2) All grade levels and programs at the school are to dismiss at the same time on conference/minimum days.
 - (3) Schools assigned to share the same buses at the same hour on regular times must select the same dates to observe conference/minimum days. This requires communication between the schools to coordinate and plan minimum days.
 - (4) Information on this subject, including the number of minutes required for conference/minimum days, is described in an administrative circular published yearly each fall.

7. **Special Services**

- a. **Red light crossover/escort.** The school bus driver will stop traffic and provide crossover protection for students disembarking the bus in the afternoon if students must cross the street.
- (1) The driver of bus routes originating from elementary and middle schools will stop, park the bus, activate red crossover stoplights, turn off the ignition and personally escort the students across the street.
 - (2) The driver of bus routes originating from junior and senior high schools will stop, park the bus, activate the red crossover stoplights and wait while students cross the street unescorted.
 - (3) Parents/guardians picking up and/or dropping off students at the bus stop shall park safely away from the stop, but on the same side of the street as the bus stop, to avoid the possibility of a student being injured by traffic.
- b. **Parent/guardian must meet delivery limitation.** A student with special needs and receiving curbside service will be delivered only if his/her parent/guardian or other designated adult is present to receive the student. Other students may receive must-be-met service if designated by the IEP team. When a student is

“undeliverable” due to the designated adult not being present to receive student, the following procedure occurs:

- (1) The bus driver notify the Transportation Services Department via bus radio. Transportation Services Department shall attempt to contact the parent/guardian via telephone.
 - (2) The bus driver or bus monitor/instructional aide retain the child on the bus until completion of the assigned trip for the afternoon.
 - (3) Transportation Services Department notify the child’s school of attendance and/or Lindbergh/Schweitzer. The school of attendance is responsible to accept their undeliverable students until the end of their scheduled workday or at 1530 (3:30 p.m.) whichever is later. Lindbergh/Schweitzer shall assume responsibility after 1530 (3:30 p.m.).
 - (4) Transportation Services Department contact the school of attendance (prior to 3:30 p.m.) or Lindbergh/Schweitzer (after 3:30 p.m.). Transportation Services Department may make further attempts to contact the parent/guardian. The bus may be directed to return to the stop a second time.
 - (5) Child is delivered to the school attendance (prior to 3:30 p.m.) until the end of their scheduled workday or to Lindbergh/Schweitzer School (after 3:30 p.m.). Linbergh/Schweitzer School supervise all undeliverable students in the district until 6:00 p.m. daily.
 - (6) Parents/guardians are required to pick up students from the school of attendance or from Lindbergh/Schweitzer School.
 - (7) A social service agency may be called if the student is not picked up or the school cannot make contact with the parent/guardian.
 - (8) A special IEP meeting to review the child’s service may be scheduled if an adult is not present to meet the child on more than two occasions.
- c. **Alternate delivery pickup.** Students may be served at more than one bus stop. Morning pickup and afternoon delivery bus stops may differ when requested by the parent/guardian due to child care, split family, activity or welfare needs of the child. This service must be reviewed and approved by the Special Education Division, then submitted to the Transportation Services Department. Alternate

stops must be constantly observed on a continuing basis (e.g., each Tuesday). No “one-time” arrangements will be honored.

- d. **Transport of medication.** Parents/guardians may request via the transportation application that medications be transported with their children to school. Bus drivers may not transport medications until parents/guardians have complied with all legal provisions specified in Procedure 6372. When medication is transported, these guidelines must be followed:
- (1) The drug or medication is sealed in an envelope or other container in addition to the bottle or container holding the substance.
 - (2) The envelope or container is labeled with identification of the student and school.
 - (3) The envelope or container is to be kept in personal possession of the driver while en route.
 - (4) The envelope or container is delivered by the driver directly to school staff or parent/guardian.
 - (5) Under no circumstances is the student allowed to keep medications in his/her possession.
- e. **Bus safety education.** At least once during each school year, each student who is transported in a school bus shall receive appropriate instruction in safe riding practices and emergency bus evacuation drill (California Code of Regulations, Title 5, Section 14102). Schedules for visitation to schools by bus instruction staff are published via an administrative circular by the Transportation Services Department during the fall semester.
8. **Transport of Wheelchairs, Orthopedic Devices, Musical Instruments, Athletic Equipment, and Animals.** Students may bring wheelchairs, orthopedic devices, musical instruments, athletic equipment, and other instruction-related tools and equipment on a bus when the following conditions are met:
- a. **Storage/securement for safety**
- (1) Items must be stored in the baggage compartment of a bus or secured on the floor so they will not move in event of sudden stop or bus maneuver.

The bus driver is solely responsible for determining adequacy of securements. (California Code of Regulations, Title 13, Section 1216[c]).

(2) Items stored/secured in a bus must be clear of aisles, steps, emergency exits and doorways, and not encroach on foot space of seated students (California Code of Regulations, Title 13, Section 1216[c]).

- b. **Items made of glass.** Items made of glass, wholly or partially, may not be transported regardless of storage/securement, unless encased in a protective box or covering (California Code of Regulations, Title 12, Section 1202[b]).
- c. **Prohibited materials.** Specific materials expressly prohibited from transport on a school bus regardless of securement or location are: alcoholic substances; flammable gases or combustible liquid, solid or gas; nonflammable gases; oxidizers; corrective or irritating materials; poisons or chemicals; radioactive materials (California Code of Regulations, Title 13, Sections 1202, 1216[a], 1221).
- d. **Animals.** No animals of any size or category may be transported in a bus, including those confined in a cage or on a leash. **Exception:** Those animals specified in California Civil Code Section 54.2. In such cases, the driver may determine if the animal should be muzzled. (California Code of Regulations, Title 13, Section 1216[d], California Education Code Section 39839.)

9. **Bus Stops and Loading Zones**

- a. **Curbside stops.** The physical location, ingress and egress to stops must be inspected and certified by the Transportation Services Department. Inspections may result in the placement of curbside stops at locations that are one or more blocks away from the residence or service address of the student.
- b. **Bus stop location**
 - (1) To assure safety, the location of each bus stop must be physically inspected and certified by the Transportation Services Department according to specific access and safety standards.
 - (2) Parents/guardians are responsible for assuring students get to/from the bus stop safely. They should also instruct children about street directions from home or service address to bus stop.

- c. **Loading zone location.** The school bus loading zone is a high-risk area for injuries to student passengers. Exposure is greatest when students are entering or leaving a bus.
- (1) Location of loading zone must be approved by the Transportation Services Department for safety, bus maneuverability, and compliance to regulations.
 - (2) Transportation Services Department make arrangements with the City of San Diego for bus signs, curb painting, and changes in zones. Loading zones usually are not modified by the city more often than once each year. All requests for loading zone moves or modifications must be referred to the Transportation Services Department.
 - (3) Loading zones usually are *not* approved for location on school grounds in the play area because this increases hazards to children and sometimes results in damage to grounds. Principals must address requests for playground loading zones to Instructional Leader and to the Transportation Services Department for safety inspection. Approvals of both Instructional Leader and the Transportation Services Department are required in order to locate a loading zone on school grounds. An annual request for loading zones located on campuses should be submitted to the Transportation Services Department by June 1 of each year for the subsequent school year.

10. **Loading Zone Duties**

- a. **Supervision of loading zone.** Principals are responsible for assignment of staff for supervision of loading zones during bus arrivals and departures. Recommended staff ratio:
- (1) **Secondary schools:** One staff member for every four buses, plus one staff member for every two wheelchair buses.
 - (2) **Elementary schools:** One staff member for every three buses, plus one staff member for every two wheelchair buses. School staff should be available in the office for telephone contact at least 30 minutes after the last bus departs.
 - (3) School staff should be available in the office for telephone contact at least 30 minutes after the last bus departs.

- b. **Boarding/disembarking assistance.** School staff is to physically assist the driver with the boarding and disembarking of children with special needs.
 - c. **Monitoring safety of children.** School staff is to assist in monitoring safety of children with particular attention to:
 - (1) Resident children who attempt to cross a street near bus loading area. (Vision of motorists may be restricted by buses.)
 - (2) Children who attempt to stand or walk between buses obscured from view of driver.
 - (3) Children who stand within three feet of a bus obscured from view of driver.
 - (4) Children who pass items through open windows to children outside the bus; often items are dropped and children attempt to retrieve them from under the bus.
 - d. **Reporting of misconduct.** School staff receive bus driver reports of student misconduct and assist with identification of students (C.14). Bus drivers are responsible for student conduct when students are entering or leaving a bus and must follow specific operating procedures outlined by the Transportation Services Department.
 - e. **Reporting early, late, and service problems.** If a bus is late, the school may call the Transportation Services Department at (858) 496-8480 and request immediate assistance. In addition, all schools are required to report, on a daily basis, any early, late, or service problems via “Telebus,” at (858) 496-8712. Directions for the “Telebus Service” are by request from the Transportation Services Department. Reports received by “Telebus” are the primary documentation for enforcement of on-time services by carriers and district drivers.
11. **Site Liaison to Transportation.** The principal shall designate a staff member to act as the site transportation liaison. This person is responsible for all communication with the Transportation Services Department (D.5). Employment of any site transportation liaison as substitute, replacement, or new assignment should be reported to the Transportation Services Department within two working days of assignment.

12. **Bus Paraprofessionals.** The principal may select and assign a bus paraprofessional to ride school buses with the students each morning and/or afternoon. Transportation Services Department does not assign bus paraprofessionals nor determine if a school is eligible for this type of service. The assignment of each paraprofessional is made by the principal after verifying that this service is warranted due to medical, emotional, or disciplinary problems of students after consultation with the Special Education Division (D.8).
- a. **Sources.** Staffing sources for bus paraprofessionals are as follows (in priority order):
- (1) Bus paraprofessionals are funded by the programs office. The quantity of this staff is limited and cannot meet all demands.
 - (2) Extension or reassignment of classified staff currently employed at the school, such as SEA, IA, guidance aide, or clerical.
 - (3) Parents/guardians of students enrolled in a school may be selected by the principal to serve as volunteers or as paid paraprofessionals. However, a parent/guardian shall *not* be assigned to ride the same bus as his/her child.
- b. **Responsibility.** The primary responsibility of the bus paraprofessional is to ride the school bus from the first pickup location to school, then from school back to the last drop location, in a complete round-trip schedule. The paraprofessional should assist the driver with the supervision of students, review the manifest, ensure secure seating, and act as a communication link to the school and parents/guardians. During the school day some paraprofessionals may also work with students in the classroom under direction of the teacher. Duties and responsibilities during the school day are at the discretion of the site administrator. Whenever a conflict develops between driver and paraprofessional, it is the responsibility of the paraprofessional to cooperate with the site administrator to resolve the problem. The site administrator may recommend reassignment or release after first contacting the Transportation Services Department.
- c. **Training.** The principal is responsible for in-service training of their bus paraprofessionals.

13. **Late Arrival of Buses/Student Admittance at School.** Timely delivery of students to school in the morning is a cooperative concern of carriers and the school district. Tardy students shall be excused if delay is the result of bus service problems and/or circumstances beyond control of the students. Students shall *not* be excused from tardy status if they created discipline problems on board the bus, arrived late at pickup point, or impeded timely or safe operation of the bus. *Determination of student eligibility* for receiving an excused tardy shall be the responsibility of the school.
14. **Disciplinary Action Due to Student Misconduct on a School Bus**
- a. Control of student behavior on a bus is a cooperative concern of parent/guardian and the school district. The bus driver has supervisory authority over assigned student passengers. (California Code of Regulations, Title 5, Section 14103) All acts of misconduct on the bus observed by the bus driver will be reported by the driver to the school via “Bus Driver Report of Unacceptable Pupil Behavior on Bus” form (E.5). The principal may cancel a student’s transportation privilege indefinitely or for specified periods. Suspensions of bus service will be in compliance with IDEA and California Education Code Section 48915.5(c). When misconduct persists or results in an unsafe condition in the opinion of the driver, he/she may complete “Bus Driver’s Report of Unacceptable Pupil Behavior on Bus” form (instructions are on form) and forward it to the principal or liaison. The bus driver may recommend disciplinary action and/or suspension of bus riding privileges to school via “Bus Driver’s Report of Unacceptable Pupil Behavior on Bus” form. Behavior on the bus should be treated the same as at the school site.
- (1) If a student’s conduct on the bus is unsatisfactory after consideration of his/her disability:
- (a) After first report, warning or no action is taken unless circumstances demand it.
- (b) After second report, warning or possible bus riding suspension; confer with parent/guardian.
- (c) After third report, confer with parent/guardian. Transportation may be suspended for not more than *three* days.
- (d) After fourth report, confer with parent/guardian. Transportation may be suspended for not more than *five* days.

- (e) A bus driver may refuse to transport student for one school day, after approval from the driver's supervisor.
 - (2) If, due to the child's handicap, the student's conduct is considered a hazard to self and others:
 - (a) After first report, confer with the parent/guardian. Transportation may be suspended until a safe mode of transportation service is scheduled.
 - (b) After second report, confer with parent/guardian and refer to appropriate area program manager. Transportation may be discontinued.
 - (3) If there is excessive difficulty in handling student because of his/her disability, an IEP meeting should be convened including Transportation Services Department to discuss transportation issues.
 - (4) When certificated school staff is on a bus, staff is expected to supervise student passengers; however, the bus driver remains legally responsible for all passengers on the bus (California Code of Regulations, Title 5, Section 14103).
 - (5) Students may not eat or drink while riding bus. In addition to sanitary conditions, food and drink can be hazardous. The bus driver and school shall respond to eating or drinking on the bus as student misconduct.
 - (6) Action to cancel a student's transportation will be the decision of the IEP team; recommendations for district action may be made by the carrier's representative. Transportation Services Department must be notified of cancellation of transportation privileges.
 - (7) In no case may a bus driver require any student to leave the bus enroute between home and school or other destinations (California Code of Regulations, Title 13, Section 1217).
15. **Student Misconduct on a Public Transit Bus.** Students on public transit buses are subject to municipal and state codes for public conduct. A public transit bus driver does not exercise legal authority or supervision over passengers. When misconduct persists or results in an unsafe operating condition in opinion of the driver, he/she will stop the bus and radio for police assistance.

16. Pupil Tags (First Weeks of School Year)

- a. Manifests with the names of authorized passengers are maintained for each route:
 - (1) Elementary school students are identified with name tags to ensure safe pickup and delivery during the first weeks of school. This is also to ensure that each child boards correct bus and disembarks at correct bus stop upon returning home from school.
 - (2) Schools are responsible for preparing and distributing tags.
 - (3) Frequent updates and issuance of tags may be necessary.
- b. Noncommunicative students must always utilize tags during bus service.
- c. Bus driver and bus paraprofessional review the trip manifest and report corrections.
- d. Name tags must include child's first and last names, bus route name, and bus stop identification. Additional information may include child's address, phone number, and name of parent/guardian.
- e. Schools should prepare name tags for students prior to first day of school.
- f. As a new student begins service throughout the school year, it is recommended that he/she be given a name tag to facilitate identification and service information during the first weeks of service.

D. IMPLEMENTATION

1. Special Education Operations Director

- a. Initiates and approves Transportation Application (Form 10) for new students, changes in address, service parameters, and termination of service. Forwards information to the Transportation Services Department.
- b. As a result of an IEP with the Transportation Services Department staff, initiates and approves "Transportation Service Level Exception Form" (Form 11) for all special service requests.

- c. Informs parents/guardians of transportation available to children accepted in the Special Education Program.
- d. Determines special education classroom delivery locations in conjunction with the Facilities Planning Department and Office of School Site Support.
- e. Mails students schedule information to parents/guardians for start-up of school and intersession programs.

3. Principal of School of Attendance

- a. Complies with the “Transportation Safety Plan” (E.11) (Education Code Section 39831.3).
- b. Appoints site liaison and personnel to supervise loading and unloading of buses for all transportation services including late activities.
- c. Assigns staff to supervise transported students that must be returned to school because they cannot be released at their designated stops.
- d. Appoints personnel to ride buses as school bus monitors.

4. Site Transportation Liaison (Principal or Designee)

- a. Meets with the Transportation Services Department before start of school to review trips, schedules manifests, transportation policies, procedures and materials, receives inservice as appropriate.
- b. Informs parents/guardians of schedule changes via “Transported Student Form” (DS-1191) (E.3) (blue copy).
- c. Provides updated student information to program office and all electronic systems (i.e., changes of address, phone or service parameters). Notifies program office when students no longer require transportation services.
- d. Requests stop changes via the “Transported Student Form” (DS-1191).
- e. Receives and maintains a current set of transportation documents on student and/or trip information to use as a reference.

- f. Reports early, late, or service problems to the Transportation Services Department via “TeleBus Service” on a daily basis.
- g. Coordinates supervision of loading and unloading of buses at school for all transportation services including late activities.
- h. Notifies the school bus driver by note of each student not listed on the manifest and the existing stop on the trip the student will use for temporary service. Also notifies the driver if this child is a must-be-met student.
- i. Receives first three copies of “Bus Driver’s Report of Unacceptable Pupil Behavior on Bus” form from the driver; investigates incident and takes disciplinary action if warranted. Completes form and distributes.
- j. Reports suspensions or restrictions of bus riding privileges to the Transportation Services Department.
- k. Coordinates communication first few days of school to assist students in identifying bus trip. Updates and issues name tags to elementary students when necessary.
- l. Coordinates bus evacuation drills and instruction.
- m. Informs parents/guardians and students of space-available status; updates and issues space-available bus passes to students; monitors and reports space-availability on trips to the Transportation Services Department.
- n. Requests parents/guardians to complete and submit claim form for private auto mileage reimbursement prior to transporting students when this mode of transportation is assigned.
- o. Requests parents/guardians to comply with regulations relating to transportation in “Parent Information for Children Receiving Special Education Transportation Service” booklet (E.2) regarding students attending school and special classes for students with disabilities. Informs parents/guardians that they are responsible for the conduct of their children while being transported to and from school.
- p. Informs parents/guardians that when a child has been absent five or more days, the parent/guardian must notify the Transportation Services Department before 4:00 p.m. on the school day preceding reinstatement of transportation;

otherwise, the parent/guardian should transport his/her child until bus service is reinstated.

- q. Informs parents/guardians that they may assist bus driver when additional help is required to get a child on or of bus.
- r. Informs parents/guardians to provide and maintain wheelchair, car seat, and/or specialized securement equipment, if required.
- s. Provides parents/guardians (new to the school) a copy of "Parent Information for Children Receiving Special Education Transportation Service" booklet.

4. **Transportation Services Department**

- a. Participates in articulation planning with the Special Education Programs personnel.
- b. Receives, processes, and maintains address and service data on all transported students.
- c. Notifies parents/guardians by U.S. mail of their students' transportation services at the beginning of the school year and intersession.
- d. Prepares bus schedules, publishes, and distributes routes and rosters.
- e. Provides "Parent In-Lieu" attendance data to the Transportation Services Department for claim period on each student assigned auto mileage reimbursement privileges. Computes attendance and mileage on claim form.
- f. Receives and reviews claim form for private auto mileage reimbursement. Approves payment and submits to Accounting Operations Department, Financial Operations Division, Office of School Site Support, for payment.
- g. Approves stock requisitions for bus tokens ordered by secondary schools as a contingency supply for unscheduled late activities, detention period, or service problems.
- h. Issues San Diego Transit bus tokens to schools for students regularly scheduled to ride public buses.

- i. Contracts with bus firms for services. Supervises contract carrier operations; enforces contract.
 - j. Receives service information from schools and public; records and maintains detailed account of early, late, service problems and “missout” buses reported by schools; assesses liquidated damages against carriers.
 - k. Issues supply of “Bus Driver’s Report of Unacceptable Pupil Behavior on Bus” form (E.5) to bus drivers.
 - l. Processes “Bus Driver’s Report of Unacceptable Pupil Behavior on Bus” form.
 - m. Dispatches road supervisors, school police services, or appropriate law-enforcement agency to assist in cases of emergency on the road.
 - n. Attends IEP’s and/or other student-related meetings.
 - o. Participates in program planning impacting the Transportation Services Department. Participates in design meetings related to loading zones or student modifications at sites.
 - p. Participates in school/parent disciplinary meetings concerning student bus referrals.
- 7. Bus Driver**
- a. On delivery to assigned stop, assures parent/guardian supervision as designated in student documentation.
 - (1) If student is designated as must-be-met, delivers to assigned parent/guardian.
 - (2) If not designated as receiving must-be-met service, safely delivers student to stop.
 - b. Receives directions and dispatching from the Transportation Services Department. Reports route and student problems and ridership discrepancies to the scheduler.

SUBJECT: **Transportation for Special Education Students**

NO: **5415**

PAGE: **21 OF 22**

EFFECTIVE: **1-29-62**

REVISED: **10-15-04**

- b. Provides safe and timely delivery of students to and from school following rules and regulations of the district, Department of Motor Vehicles, California Highway Patrol, Education Code, and all other law-enforcement and regulation agencies.
 - d. Completes and distributes “Bus Driver’s Report of Unacceptable Pupil Behavior on Bus” form.
 - e. Receives training in district policies and the best practices for safe and effective bus driving.
8. **Bus Paraprofessional**
- a. Under direction from the bus driver, assists children as they board and disembark bus.
 - b. Under direction from the bus driver, assists bus driver in supervising students and providing special services to meet medical needs of identified passengers.
 - c. Assists the bus driver to ensure children leave bus at assigned bus stop on return trip.
 - d. Under direction from the bus driver, assists bus driver in supervising passengers and maintaining control for safe operation of bus.
9. **Procurement and Contracts Department, Business Operations Division, Office of School Site Support**, issues public transit bus tokens to schools upon receipt of stock requisitions either initiated or approved by the Transportation Services Department.

E. FORMS AND AUXILIARY REFERENCES

- 1. Site Transportation Liaison Handbook
- 2. Parent Information for Children Receiving Special Education Transportation Service, Parent Pamphlet, Stock Item 41-T-0001, English; Stock Item 41-T-0002, Spanish
- 3. Transported Student Form, DS-1191
- 4. TeleBus Service Flyer
- 5. Bus Driver’s Report of Unacceptable Pupil Behavior on Bus, Stock Item 22-R-2175

SUBJECT: **Transportation for Special Education
Students**

NO: **5415**

PAGE: **22 OF 22**

EFFECTIVE: **1-29-62**

REVISED: **10-15-04**

6. Student Name Tags
7. San Diego Transit Bus Token Distribution Form
8. San Diego Transit Bus Pass Reconciliation
9. Transportation Claim Form (Special Education), SDCS 541
10. Here Comes The Bus, Pamphlet, Stock Item 41-I-9053, English; Stock Item 41-I-9054, Spanish; Stock Item 41-I-9055, Vietnamese
11. Transportation Safety Plan (Education Code Section 39831.3)
12. Request for Alternate Bus Service, Form 13

F. REPORTS AND RECORDS

1. Transported Student Form, DS-1191, School to the Special Education Division to the Transportation Services Department for service change notifications
2. Bus Driver's Report of Unacceptable Pupil Behavior on Bus, filed on occurrence
3. Telebus Service, school to the Transportation Services Department, on a daily basis
4. San Diego Transit Bus Token Distribution form

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education