

Transportation Fleet Services

Special Services Division

***Parent/Guardian
Transportation Information
for
Special Education Students***

Transportation Fleet Services Office: 602-896-5270



Created: January 2012 – Revised: October 2013

1. Pickup/Drop-off Information

a. Curb-to-curb Service

- i. Under most conditions, Special Services Transportation provides curb-to-curb service. This means that the bus will pick up and drop off at the curb in front of of the exceptions to this

procedure:

1. The bus stop location may require the student to cross the roadway. When applicable, the bus assistant will escort the student across the roadway to and from the bus.
2. Due to other conditions (i.e., dead ends, narrow roadways, apartment complexes), there may be a requirement to place the bus stop at a safe

individual to provide proof of identity until the relationship has been established. Substitute transportation staff has been directed to ask for identification.

e. Day Care Locations

- i. Transportation will pick up and drop off students at any day care location, within the school district boundaries. A student may have different day care pick up and drop off locations; however, the student must be picked up from the same address five days per week and dropped off at the same address five days per week. This service may be provided if it occurs on a consistent long-term basis and the service can be accommodated on an existing route.

f. Other Items

- i. A student may have different pick-up and drop-off locations; however, the student

3. The rear of the bus has potential to swing around onto the sidewalk or parked cars.
4. Parked cars and other obstacles create road hazards that may not be seen until entering the cul-de-sac.
5. Maneuvering the bus in reverse creates safety risks for not only the children, but also property damage to vehicles, mailboxes and landscaping.

2. Loading and Unloading Students

a. Bus Stop

- i. The driver and/or assistant will load and unload students onto the bus, including meeting the student at street level. Under certain circumstances, the parent/guardian may be requested to assist with his or her child onto the bus.
- ii. Parents/guardians shall not send their child to the bus with food or drink (except water) to be consumed on the bus.
- iii. Children must be clean and fully dressed (including shoes and socks) in appropriate school clothing before boarding the bus.
- iv. To avoid the risk of injury to students or employees, students shall not be carried up or down the bus steps during loading or unloading. If a student cannot negotiate the bus steps with a reasonable degree of assistance, an alternate method of loading/unloading or transporting the student will need to be resolved among

d. A transportation supervisor may arrive on scene to assist with

on the route. The same bus or another bus can return at a later time after the student has been cleaned.

j. Travel Times

- i. Washington Elementary School District is the largest elementary school district in the state. Our large service area makes it necessary for some students to have long bus rides. Travel time will vary from route to route. We attempt to ensure that each student rides the bus no longer than one hour in each direction between home and school.

k. Wheelchairs

- i. The safest possible lifts and tie-down equipment have been purchased for the transportation of your child. Your help is also needed to maintain safe transportation of wheelchairs. If a wheelchair is not safe for transport (example: inoperable brakes, loose chair, lack of seat belt and/or postural support belt, etc.), we will refuse to provide transportation until the wheelchair is fixed.

6. ESY and the Next School Year

a. Extended School Year (ESY)

- i. If your student is involved in Extended School Year Services, the routes will be developed once Transportation Fleet Services has a full listing of all students attending summer sessions. Parents/guardians will be notified of pickup/drop-off times by Transportation Fleet Services.

b. Next School Year

- i. The routes for the next school year are developed during the school year. HealthS-7(0(O)-4(ur 348)4((