GENERAL PROVISIONS

Transportation Requests for Additions and Changes

In Regions I, II, and III, all transportation additions and changes should be made on the Transportation Request Form. Changes in Grand Rapids should be made via the Total Recall computer system.

In all cases, changes in transportation should be approved by the resident special education director or supervisor or his/her designee. All communication with Dean Management/Transportation should occur through one of their offices as designated on the Transportation Request Form not through bus drivers. Whenever possible, a two-week notice should be provided with all requests.

School Year Start-Up

Dean Management/Transportation requests that all transportation lists for the following year be submitted by the local operating program/district by June 1st.

Transportation Procedure Sheet

A Special Education Transportation Procedure Sheet will be developed as a reference for providers developing Individualized Education Programs (IEPs). This reference sheet will include a list of the factors to consider when determining transportation at an IEP Team meeting and guidelines for recording various transportation provisions on the IEP. An additional

Bus Coordination

Some center program settings such as Ken-O-Sha, Lincoln Campus, and Wellerwood have experienced problems with bus congestion during peak pick-up times. As a result, some buses do not get out and make their second runs on a timely basis. In such situations, Dean Management/Transportation will coordinate the line-up order with their buses and Grand Rapids' buses. Districts operating 200 day programs and, or providing ESY services will need to coordinate start and end dates and times with Dean Management/Transportation to maximize efficiency.

Route versus Non-Route

The distinction between a “route” and a “non-route” is important because they are billed at different rates. Definitions:

- Route – A bus itinerary with a consistent pick-up and drop-off.
- Non-Route – An inconsistent, usually temporary bus arrangement that cannot be satisfied with an existing route.

HOME DROP-OFFS AND PICK-UPS

Drop-Off and Pick-Up Definitions
All home pick-ups and drop-offs must occur in the student’s resident district. The phrase, “home to school to home” is too vague for IEP documentation and should no longer be used. IEP Teams should limit the types of drop-offs and pick-ups to those defined below:

- **Door to door** – Drop-off and pick-up is to the student’s door. In such cases, assistance will be requested from the parent or guardian. This should only be used when required because of student needs and safety issues.

- **Curb to curb** – Drop-off and pick-up is at the end of the student's driveway.

- **Corner to corner** – Drop-off and pick-up is at the nearest corner.

**Home Drop-Off / Pick-Up Window**

- If a bus will be more than 10 minutes late when picking up a student from home, Dean Management/Transportation will call the parents.
- Wait Time: For Regions I, II & III, once the bus arrives at the home, it will wait no more than 3 minutes for a student. For Region IV (Grand Rapids), there is a requirement that student or parent must be visible to bus driver 5 minutes prior to scheduled pick-up time. When bus pulls up, if no one is visible, the bus will proceed (no 3 minute wait time for Grand Rapids).
- If a bus will be more than 10 minutes early or 10 minutes late when dropping a student off at home, Dean Management/Transportation will call the parents.

**Multiple Drop-Offs and Pick-ups** (This item was approved by Superintendents on 6/9/06.)

A multiple drop-off is an arrangement whereby students are consistently dropped off at one location one or more days of the week and are dropped off at a different location on the remaining days of the week. For example, a student with divorced parents might be dropped off at the mother’s house on Monday, Tuesday and Wednesday and then dropped off at the father’s house on Thursday and Friday.

The provision of multiple drop-offs will be a regional decision. Currently, Regions I, II, and III allow multiple pick-ups and drop-offs. The Grand Rapids Public Schools (GRPS) limits families to one pick-up and one drop-off address each. At some point, it is hoped that all regions will have the same pick-up and drop-off policy. The following guidelines are recommended for regions choosing to allow multiple drop-offs:

- No more than 2 consistent pick-up and 2 consistent drop-off locations will be allowed.
- As with any other change, a two-week notice should be given for the request of a multiple pick-up and/or drop-off arrangement.
- All pick-up and drop-off locations must be within a single resident district.

**Absent Parents**

Unless specific permission is granted to do otherwise, an adult must be in the home to receive the student from the bus.

**Parent Absent With Permission**

Dean will drop off older students when the parents are not home if the parents have previously completed and signed Dean’s “Home Alone” form. A home alone drop-off must also be approved by the school district and Dean Management/Transportation.

If Dean is unable to obtain a signed form from a parent, Dean will contact the attending district and solicit help with obtaining the form.
Undeliverable Students

At the start of each school year, every attending school will provide three emergency staff phone numbers to call for determining what to do with undeliverable students. The numbers given must be answerable after school hours. Staff members who are designated as emergency contacts will be available by telephone until 6:00 pm. Schools need to make sure these phone numbers are up-to-date throughout the school year.

If a parent is absent without a signed permission form thus making a student undeliverable, the bus driver will again attempt to deliver the student after completion of the route. The bus driver will also try to drop off the student at the emergency locations provided by the parent.

If the child is still not deliverable, the bus driver will notify the dispatcher who will call the school emergency numbers. The school staff person who takes the call will determine how to handle the situation. Also, the emergency staff person from the school will determine when it is appropriate to involve the police.

Student Loading

It is not the practice of Kent ISD to accept students onto the bus that have to be forcibly placed onto bus either by parents or by school staff. This practice is consistent with our corporal punishment policy and our driver’s CPI training which tells that physical force needs to be avoided when managing student’s behavior.

In the short term, the driver will wait until the student is able to board bus without force, if that does not work, then dispatch will be called and alternate transport arranged. For repeated situations a meeting with district personnel to correct situation via behavior plan or alternative transport will be arranged.

RIDE TIME

Kent ISD Special Ed Transportation policy shall be that every effort shall be taken to ensure that students are not on the on the vehicle more than ninety minutes per trip.

BUS SAFETY AND DISCIPLINE

Before being recommended to parents, the use of devices such as safety vests car seats, or other special provisions will be discussed with the appropriate supervisor from Dean Management/Transportation. The use of specialized devices will ultimately be based on an IEP Team decision.

If a bus discipline report is warranted, Dean Management/Transportation will send a discipline slip to the school. In return, the school administrator should send the Dean Management/Transportation supervisor a copy, complete with a description of the disciplinary action taken. Kent ISD employs video cameras on all of the Region I, II, III and I/V special education buses. Viewing of the recordings from these cameras is governed by the Kent Intermediate School District Bus Video Policy (June 2011).

ALTERNATIVE TRANSPORTATION OPTIONS AND EMERGENCIES

Ambucabs
If Ambucab transportation is believed to be needed, the special education director or supervisor from the local district will first consult with the appropriate supervisor from Dean Management/Transportation. The subsequent provision of an Ambucab will be determined by the IEP Team.

**Bus Emergency Notification**

If a bus emergency occurs, the school administrator or his/her designee will be contacted. Teachers should not be contacted unless they are designated by the school administrator to receive transportation calls.

**Sharing Medical Information**

Medical information may be shared with employees of Dean Management/Transportation on an as-needed basis. If needed, school nurses can develop service plans for bus personnel to implement. Grand Rapids Public Schools will develop a form that IEP Teams can use to update medical information as related to transportation.
TRANSPORTATION TO COMMUNITY-BASED, VOCATIONAL TRAINING, AND WORK SITES

Community-Based Instruction and Field Trips

If Community-Based Instruction (CBI) is a special education provision listed on the student’s IEP, students may be transported on a special education bus. CBI is part of a student’s instructional day, so it is limited to transportation to and from sites where the student is receiving instruction. Just like all other special education transportation, the need for transportation to and from CBI sites needs to be recorded on individual students’ IEPs.

Transportation to and from field trip locations involving both special education and general education students such as John Ball Zoo, the Children’s Museum, Meijer Gardens, or the Symphony, can only be counted under general education transportation. Therefore, if a district has to hire a bus with a lift (and charge the cost to general education costs), general education students are allowed to also ride on the same bus. If a field trip consists only of special education students, the cost is allowable on the Special Education Cost Report (SE-4096), but not the Special Education Transportation Cost Report. For record-keeping purposes, the administrator who is scheduling transportation should specify whether the transportation is for a field trip or CBI (that is written in a student’s IEP).

Kent Transition Center (KTC) Worksites

Generally, KTC worksites do not need a staff person visible when students are dropped off. In those rare cases where a staff person does need to be visible, it will be important to note this accommodation on the KTC referral form.

As with all transportation additions and changes within Regions I, II, and III, requests should be made via the “Transportation Request Form.” Such requests within Grand Rapids should be made via the Total Recall computer system.

Unpaid Job Training Sites

Home pickups for unpaid job training sites will be provided only when necessary. In such cases, the local transportation designee will negotiate with the employer to ensure that the starting time aligns with the availability of transportation.

The provision of transportation to job sites will follow the local school calendar and local weather emergency policies. So, if a snow day is declared in a local district, but not declared for KTC, there will be no KTC transportation from that local district.

If there is a morning weather delay in a local district, all morning transportation to job sites will be cancelled. Naturally, if a center program or worksite is cancelled due to weather, there will be no transportation to that setting that day.

Paid Job Sites (This item was approved by Superintendents on 6/9/06.)

Students on paid job sites will be responsible for providing their own transportation, except for unusual circumstances that are specified on the IEP.

Rapid Bus Tickets

Rapid bus tickets should be provided by the local district for students attending non-paid worksites or using public transportation for other reasons. If a student is attending a paid worksite, the student will be responsible for paying for the tickets. The student may also seek payment assistance from the Michigan Rehabilitation Services agency.