Queen Anne’s County Public Schools

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

PARENT/STUDENT HANDBOOK

12/09/2014
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MISSION

The mission of the Transportation Department is to provide safe, timely, efficient transportation to eligible students enrolled in Queen County Public Schools that contributes to a positive learning environment.

In planning and carrying out this mission, major consideration is given to the safety of the children transported, to maintain effective and efficient service that takes children to and from school, and to provide co-curricular and extra-curricular transportation for a multitude of projects. The Transportation Department is committed to providing safe and efficient transportation services for students with disabilities. It is our sincere hope that this handbook will contribute to a clearer understanding of special education transportation services.

GOALS & OBJECTIVES

Approximately 7,200 students are provided direct transportation to and from school in accordance with policies established by the Board of Education. Additionally, thousands of runs for co-curricular, extra-curricular, special programs and field trips are provided throughout, what is now, a twelve month school year. To successfully accomplish these responsibilities in a safe and efficient manner with zero accidents, the following are the goals of the department on a daily basis:

To assure equal education opportunities to all students by making it possible for them to attend schools which are large enough to offer the best possible educational programs at a reasonable cost;

- Comply with all Federal, State and Local laws;
- Develop and implement bus routes that deliver students to and from school and extra-curricular activities, in a safe and efficient manner;
- Educate, train, and evaluate all drivers and attendants;
- Successfully supervise bus contractors;
- Successfully administer and supervise the operation and maintenance of system-owned vehicles;
- Successfully resolve and mediate parental, school and public concerns; and,
- Provide ongoing training and monitoring of driver and attendant performances.

PROCEDURES

The following procedures were established by the Transportation Department in order to facilitate “Safety and Service” while providing efficient transportation for students with disabilities.
INITIATION OF SERVICE

The need for special transportation service is determined and approved by an IEP Team during the student’s individual educational plan (IEP) meeting or by the 504 Program Team. The IEP/504 chairperson will begin the request process for special transportation services by initiating and completing the Transportation Request for Special Services (SE16) form. The SE16 form must be routed to the special education supervisor and then sent to the Transportation Department to be processed.

The process (which normally takes 3-5 business days from date of receipt in the Transportation Department) includes:

- Assigning a bus
- Assigning a driver and attendant
- Establishing a bus route
- Notifying the driver regarding the additional student
- Equipping the bus with any necessary equipment as determined by the IEP/504 Plan
- Notifying the family of the approximate pick-up and drop-off times for the student

Specific questions or concerns that may arise can be directed to the school principal. If there are additional questions or concerns contact the following:

- Joeleen Smith, Special Education Supervisor  
  Work: 410-758-2403 ext. 128

- Margaret Ellen Kalmanowicz, Supervisor of Transportation  
  Work: 410-758-2403 ext. 145

PICK-UP/DROP-OFF

Under most conditions, special education offers curb-to-curb service. This means the bus will pick-up and drop-off at the curb in front of the student’s home or day care location. There are some exceptions to this procedure. Road conditions (dead-end roadways, dirt or gravel roadways, narrow roadways, or vehicle parking conditions) may make it necessary to place the pick-up and/or drop-off site at a safe location away from the home or day care. Every effort will be made to locate the stop as close as possible to the home or day care.

When adult supervision is required, it will be the responsibility of the parent or their designee to escort the student to and from the pick-up and/or drop-off location. The bus driver and/or bus attendant is not responsible to escort the student to or from the home.

In some instances, the pick-up and/or drop-off location may require the student to cross the roadway. The bus attendant will escort the student across the roadway to and from the pick-up and/or drop-off location. Again, please note the bus attendant will not escort the student to the door of the home.

Commercial venues are not used as pick-up or drop-off locations (i.e. shopping plazas, work sites, etc.).
Private Driveways & Parking Lots

Queen Anne’s County buses do not use private driveways or commercial venues in the course of providing transportation services. When it is necessary for buses to be routed over private roads, written permission from the property owner shall be obtained.

Condominium/Townhouse management, on occasion, may deny school bus access to their parking lots. In these cases the pick-up and/or drop-off will be placed at a safe location close to the student’s home or day care.

Alternate Drop-Off

One a.m. and one p.m. stop location shall be allowed for each transported student. Exceptions will be made only in case of an emergency or when extenuating circumstances exist. This shall be approved by the principal.

Drivers are permitted to discharge students only at the school or designated drop-off. If adult supervision is required at drop-off, the authorized person meeting the bus and student needs to be at least 13 years old. When supervision is required and there is not an authorized person to accept the student at drop-off, a driver must call the Transportation Department for a decision about how to proceed with the following options:

- Discharge other students in the area and return
- Return the student to school

(PLEASE NOTE: Repeated instances will be documented and may result in interruption of transportation services.)

LOADING/UNLOADING

At the Pick-Up/Drop-Off Location

It is the responsibility of the driver and attendant 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 attendant 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 attendant 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. Any such items should be stored in a backpack or lunchbox.

Parents and child care providers are not permitted to board the bus. Students whose behavior would compromise the safety of anyone on the bus should not be sent to the bus.
At the School

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

Supervision, if needed, begins at the bus. Drivers and attendants do not deliver students into the school, day care facility, or to the home.

Teachers/administrators should not send students to the bus with food or drink to be consumed on the bus. Any such items should be stored in a backpack or lunchbox.

Transportation will be withdrawn from a student who is excluded from the classroom as a result of a condition that presents a clear and direct health risk to others. (Examples: head lice, measles, fever and vomiting in school, etc.). Transportation privileges will resume when the student has recovered, the symptoms no longer exist or the condition is effectively under treatment.

Students presenting behavioral conditions that would compromise the safety of anyone on the bus should not be sent to the bus.

BUS EVACUATION PLAN

Students with disabilities, who are able to get on and off of the bus unassisted, or with little assistance, are expected to participate in bus evacuation drills. Drivers and attendants are expected to maintain an up-to-date bus evacuation plan.

The Bus Evacuation Plan:

The plan should include the following:

- The exact roles of the driver and assistant during an evacuation.
- Identification of children who have special medical conditions, such as brittle bones or to a respirator, that needs to be considered in planning for an evacuation.
- Seating location of all passengers on the route.
- Brief description of the physical disability of each passenger.
- Exact location of every emergency exit on the regular bus used on the route.
- Exact location of emergency equipment on the bus- extinguisher, fire blanket, first aid kit, etc.
The bus evacuation plan:

- is maintained by driver and attendant with copy submitted to the Transportation Department
- is kept in a prominent location to be accessible to emergency personnel
- describes individual passenger protocol and priority
- is practiced or reviewed with passengers and school administrators in event of an emergency and/or during bus evacuation exercises

**STUDENT BEHAVIOR**

**School Board Policy**

It is the school system’s responsibility to provide safe transportation for students who ride school buses to and from school and on school-related trips. In the absence of a teacher or school administrator, the school bus driver is responsible for ensuring that students behave in a safe and responsible manner. Any behavior which interferes with the safe transportation of students must be reported. This policy applies to all students, public and non-public, for whom bus transportation is provided by the Queen Anne’s County Public School system. Exceptions are considered for special education students whose behavior is a result of their special condition except when safety is jeopardized or possible injury to the student, other students, and/or staff. Behavior problems with special education students are dealt with in accordance with applicable Federal, State and Local laws and regulations.

Specifically, drivers and attendants are to use the “Bus Driver’s Report of Pupil Behavior” to refer inappropriate behavior to school administrators, and when applicable, administrators are to follow a progressive discipline procedure. At times the “Bus Driver’s School Bus Behavior Report” may be submitted to the school to document particular behaviors on a bus.

**Dangerous Behavior on the Bus**

The following are Transportation Department guidelines for bus drivers responding to unsafe behavior on the bus:

Any unsafe behavior should be reported to the school administrator as soon as possible. A “Bus Driver’s Report of Pupil Behavior” should be submitted as a follow-up.

When the behavior of a student on a special education bus poses a potential danger to others on the bus, the driver should immediately call the Transportation Department. When the student on a special education bus poses imminent serious danger to the student and/or others on the bus, the driver should immediately call 911 for police response and then call the Transportation Department. Services may be withdrawn at that time if the student is agitated or excited and might present a safety hazard to themself or others.
If services are withdrawn, on an emergency basis, the Office of Special Education/Office of Student Services is to be informed and a meeting held to determine if progressive discipline procedures and/or an IEP meeting should take place to address transportation services. The meeting will include representation from the Transportation Department, school, Office of Special Education, Office of Student Services, and parent/guardian of student.

**SPECIAL EQUIPMENT DEVICES**

**Car Seats and Booster Seats**

By law, the State of Maryland requires the use of car seats and booster seats in cars, trucks, and multi-purpose vehicles. They are not required on Type 1 school buses. Therefore, there is a degree of flexibility in determining the appropriate type of seat and/or seat arrangement to be used by each student on the bus. Most small children with disabilities can be comfortably and securely restrained in CE White Seats. Many larger children with disabilities that affect their ability to sit upright without support, can use regular safety vests installed in school buses.

**Safety Vests**

Special safety equipment may be used at the direction of the Transportation Department when determined by the IEP team and indicated on the SE16 form.

A safety vest is designed for students with special needs or who need to be maintained upright while on the bus. The safety vest is equipped with a zipper in the back that, when properly attached, is not accessible to the student. The safety vest is attached with a strap mounted to the bus seat. The strap stays on the bus and the vest is hooked to the strap by way of four mounting rings.

These devices are assigned to the individual student. It is to accompany students when unloading from the bus or school and/or home. When boarding the bus, the student should be wearing the vest.

The following guidelines are generally used to determine the appropriate seat to use for each student:

- Toddlers who weigh 20–40 pounds and are 26”–40” in height may ride in a CE White integrated seat.
- Safety vests are used for students needing seat retention assistance.

**Carrying Students On and Off the Bus**

To avoid the risk of injury to students or the adults providing assistance, students should not be carried up or down the bus steps during the loading or unloading procedure. If a student cannot negotiate the bus steps with a reasonable degree of assistance, the bus driver and assistant should consult with the Pupil Transportation Office to implement an alternative procedure.
Transporting Wheelchairs without Students

Drivers and assistants are instructed by the Pupil Transportation Office not to transport a wheelchair without the student except in an emergency. Transporting a chair without the student often affects the driver and assistant’s ability to properly serve other wheelchair students on subsequent bus routes or results in the chair being left unattended outside of the student’s home. An example of an emergency would be in a situation where the student is taken to the hospital during the school day, leaving the chair at the school.

Transporting Students with Wheelchairs

- Trays must always be removed from the wheelchair and tied down inside the bus. A tray attached to a wheelchair can cause severe abdominal injuries if the bus had to stop very quickly or was involved in an accident.
- Students should be transported in an upright position whenever possible and the wheelchair should not be tilted. If the child cannot maintain a proper head position the student’s physical therapist will be consulted for recommendations.
- It is an Individual Educational Plan (IEP) decision whether power wheelchairs may be driven on and off the bus lift. The student must face away from the bus while on the lift. The heaviest part of the wheelchair is at the back. The lift was designed to operate with the heaviest part of the load on the back of the lift.
- A wheelchair concern checklist will be utilized if there are concerns about a student’s wheelchair and sent to the school principal and the transportation supervisor. The principal will inform the parents of the concerns. The checklist is located on page 19.

Bowel and Bladder Accident

The following procedures for addressing bowel and bladder accidents on the bus were developed to best protect the health and dignity of the individuals involved.

- Bus drivers and assistants are instructed by Transportation Office not to accept students for transport with soiled clothes from bowel or bladder accidents.
- If a bowel or bladder accident occurs during the bus trip, drivers and assistants are instructed not to attempt to clean up the accident in route, but to proceed to the scheduled stop at the school or home. At that point the student should be immediately escorted to the staff member (school) or parent/guardian (home) for appropriate attention. The bus driver and assistant are then responsible to clean and disinfect any affected surfaces on the bus utilizing the body fluid cleanup kit.

Medications

Medications may not be given at school until the school nurse receives written orders from the student’s physician/dentist. A parent’s signature is also required. This applies to both prescription and over the counter medications including inhalers, ointments, ear/eye drops, Tylenol, etc.

- Medications must be stored at school in the original prescription container with clear and precise labeling.
- Parents must ensure the safe delivery of medications to school. (Students are not allowed to carry medications with them.)
• The first dose of the medication must be taken at home.
• Medication permission forms are available at the schools.
• All questions regarding medications should be directed to the school nurse.

Public and Non-Public Transportation Other Than County Schools

Transportation will be provided for resident students with disabilities attending State Department of Education approved public or non-public schools, to and from their home on weekends (i.e. School for the Deaf and School for the Blind, etc.).
• Buses will be scheduled and it is the parent’s responsibility to call the driver if the student will not be riding the bus (if possible in advance.)

RESPONSIBILITIES

The safe and efficient transportation of your child relies on the cooperation and efforts of the school staff, the Transportation Department, the Office of Special Education, the bus contractor, the bus driver and attendant, and you, the parent. The following section outlines some of the various responsibilities of those involved.

PARENT RESPONSIBILITIES

It shall be the responsibility of the parent to:

• Assist the school by submitting accurate and timely information concerning addresses, phone numbers and pick up and drop off locations. Incorrect and untimely information delays the onset of transportation services.
• Inform the school administrator, special educator, school nurse, bus driver and attendant of any medical condition or behavior which might affect the student’s safety and/or health on the bus.
• If an IEP form states that a wheelchair is required, equipment must be in good working condition suitable for tight, appropriate, safe securement. Brakes and tires/wheels must be in proper working condition. If motorized, knowledge of how to “turn off”/“turn on” to “manual mode” must be available. Seatbelts and vests that are required must be used.
• Provide up-to-date emergency information to the school and the Transportation Department.
• Ensure that an authorized person, if required, will be at the bus stop on time when the child is picked up and dropped off.
• Ensure that the student meets the bus at the scheduled time. Buses are scheduled to arrive within a few minutes of the designated time each day. The bus driver is not required to wait for a tardy student as this creates delayed pick-up times for other students and impedes traffic flow.
• Inform the school principal of any change of address or telephone number as soon as this information is available. If the address change requires rescheduling, 3-5 working days may be needed to establish a new route and new time schedule.
• Ensure all equipment needed for transporting the student is in working order and applied to the student when student comes to the bus.
• Understand that requests for temporary changes (i.e. vacation, work schedule, day care, etc.) to transportation schedules will not be accepted.
STUDENT RESPONSIBILITIES

It shall be the responsibility of the student to:

- Obey the Queen Anne’s County Public Schools’ Transportation Rules for Students (Located on Page 15) as appropriate.
- Follow Transportation Rules for Students as directed by the bus driver and attendant.
- Respect the rights of the other student passengers.
- Be at the bus stop at least 5 minutes prior to the designated pick-up time.

CONTRACTOR, DRIVER & ATTENDANT RESPONSIBILITIES

It shall be the responsibility of the bus contractor, driver and attendant to:

- Notify the parent/guardian of the bus number and approximate time of pick-up and drop-off.
- Be on time for the pick-up and drop-off, as nearly as traffic will allow. The driver is not required to wait for a student who is not exiting the home when the bus arrives. This procedure must be adhered to because of the number of students to be transported in a fixed period of time. The bus should not arrive earlier than the designated time of pick-up.
- Ensure the overall safe operation of the bus.
- Be prepared to provide appropriate first aid.
- Display appropriate care and patience.
- Maintain an emergency evacuation plan, stop and route, and seating chart, and be prepared to effectively and efficiently evacuate the bus in the event of an emergency.
- Understand and support the privacy and confidentiality of the families whose children they transport.
- Complete and submit a “School Bus Behavior Report” to the designated school administrator if a concern arises for student behavior.
- Report to the school administrator any significant changes in a child’s behavior.
- Assist students on and off the bus as required by their condition. At the school, it is the administrator’s responsibility to make appropriate arrangements to assist the driver and attendant in loading and unloading students.
- Complete the “Wheelchair Concern” form located on page 19.

SCHOOL RESPONSIBILITIES

It shall be the responsibility of the school to:

- Work with the Office of Special Education in the development of an Individualized Education Program (IEP) or the 504 Plan. Upon completion of the IEP/504 Plan, the school administrator will submit a form signed by the Special Education IEP Chairperson, to the Office of Special Education.
- Involve the Transportation Department with any special transportation arrangements that may be necessary.
- Invite the Transportation Department’s Supervisor as needed to meetings that discuss transportation needs for a student.
- Submit completed SE 16 form to the Office of Special Education at the end of each school year and after every annual IEP review or addendum (if applicable).
• Update the information contained on the SE 16 form or the 504 Plan when necessary. An addendum should be submitted if there are any changes during the school year.
• Notify parents of schedule changes that may affect pupil transportation (i.e., early dismissals, inclement weather, etc.).
• Ensure proper personnel are in place at drop-off time (am) and that students are escorted to the bus promptly at dismissal.
• Escort students to the bus during (pm) dismissal.
• Provide appropriate arrangements for those students needing assistance in boarding and exiting from the bus at the school.
• Submit in writing requests by the parent or guardian involving alternate transportation arrangements to the school.
• The bus driver must be notified by the school principal or his designee when approval is given for the student to go home by another method. Notify the driver if the student arrives at school by means other than the bus and the student requires the bus transportation home.
• Accept and act on discipline forms submitted by the bus driver or attendant. The principal or their designee is responsible for disciplinary action, including the withdrawal of the student’s transportation privilege, when appropriate, as well as notifying the driver in person or through the Transportation Department.
• Refrain from permitting students who are agitated, excited, or otherwise unstable on the bus.
• Communicate with parents when a student has not been permitted to board the bus so the parent can provide transportation home.
• Communicate with the Transportation Department regarding non-attendance on school buses, suspensions, and behavior issues.
• Schedule meetings with parents, Special Education personnel, and Transportation personnel when services have been withdrawn because of safety issues or other concerns.

OFFICE OF SPECIAL EDUCATION RESPONSIBILITIES

It shall be the responsibility of the Office of Special Education to:

• Require that the IEP chairperson completes the SE 16 form at the end of each school year for the next school year and after every annual IEP review submits it to the Office of Special Education within 3-5 working days.
• Arrange and attend meetings that involve special education issues referring to transportation concerns.

TRANSPORTATION DEPARTMENT RESPONSIBILITIES

It shall be the responsibility of the Transportation Department to:

• Assign each eligible student to a bus. Only the Transportation Department may assign a student to a bus or reassign a student to a different bus.
• Determine bus stop locations according to the condition of the student and the accessibility of the residence.
• Route, schedule and tier special education buses. The routing and scheduling plan will ensure the safest and most effective use of the vehicle. Beyond the onset of the school
year, 3-5 working days may be needed to establish a new route and schedule any changes.

- Address concerns from parents, school administrators, contractors, drivers and attendants, and the motoring public regarding special education transportation.
- Prohibit students who are agitated, excited, or otherwise out of control, from boarding the bus.
- Provide the appropriate training and screening for bus drivers and attendants.
- Establish and enforce transportation procedures, rules and regulations.
- Inspect all buses in accordance with all federal, state and local statutes and regulations.
- Provide, as authorized by the student’s IEP, devices as needed, including, but not limited to safety vests, belts, and fixtures for securing equipment and other orthopedic and health related devices.
INTRODUCTION

Approximately 7,500 of the students enrolled in the Queen Anne's County Public School System ride a school bus each day. The prime objectives of the pupil transportation program are safety, equity, economy, and efficiency. A great deal of effort goes into the various aspects of the program to make pupil transportation as safe as possible. Bus driver training programs, formal school bus inspections, routing and scheduling activities are all important aspects of the pupil transportation program.

The success of any pupil transportation program is dependent on the cooperation of the parents, students, school administrators, faculty, bus drivers, and central office staff.

The "Pupil Transportation Rules, Regulations and Responsibilities" are provided to give direction to personnel involved in the pupil transportation program. Staff persons are urged to adhere to these regulations and to disseminate any parts of the material to other intended persons including students, parents, and bus drivers.

I. Student Responsibilities

The safe and efficient transportation of students is dependent upon the consistent application of regulations directed toward safety. The following responsibilities identify those student-related responsibilities that must be observed in order for the safety-related objectives to be achieved.

A. Bus Boarding Responsibilities

1. Students should be at their assigned bus stop 5 minutes before the regularly scheduled bus arrival time in the morning.

2. Pupils should wait for the school bus, in an orderly fashion, out of the way of traffic.

3. Students should wait at their designated bus stop until the bus has completely stopped before moving toward or boarding the bus.

4. Students who must cross the roadway to board the bus should check to see if the bus red warning lights are activated and that the roadway is clear of traffic before crossing the street.

5. The bus should be boarded in a quiet and orderly fashion. Students should always use the bus handrail and steps in a safe manner.

6. Students should respect private property and keep off lawns, porches, fences, etc.
B. On-Board Responsibilities

1. To insure a safe and efficient bus loading process, students are to walk to their seat (assigned or unassigned) and be seated as quickly as possible.

2. Books and other materials should be held by the student or placed on the floor directly beneath the seat. Any object placed under the seat must not interfere with the bus schedule, negatively affect any safety aspect of the pupil transportation operation, or consume an inordinate amount of time. No books or any other objects are to be placed in the bus aisle.

3. Students are to sit in their bus seat, facing forward with feet out of the aisle and hands, arms, and head inside the bus.

4. Eating, drinking, smoking, lighting matches, lighters, etc., and littering on the bus is prohibited.

5. Students shall not throw paper or any other matter out of the bus window.

6. Loud conversations, profanity, obscene gestures, rough play, and fighting are not permitted on the bus.

7. Any damage to the interior or exterior of the school bus is prohibited and will be cause for suspension of bus riding privileges. In addition, the parents and students are responsible for any financial restitution caused by such damage. Continuation of bus riding privileges will only be considered after financial restitution arrangements are made.

8. THE EMERGENCY DOOR or EMERGENCY WINDOW handles should never be tampered with unless directed to do so by the bus driver.

9. Students are not to sit in the driver’s seat or tamper with any controls or bus equipment.

10. Students must obey all directions from the driver. The bus driver is in charge of and responsible for students on the bus unless a teacher is on the bus. When a teacher is on the school bus for functions such as field trips, the teacher is the responsible person.

C. Bus Loading Responsibilities at School

1. Students must walk to the bus loading area in a quiet and orderly manner.

2. Smoking or lighting any combustible material in or near a school bus is in violation of a State Motor Vehicle Law. Students are directed NOT to smoke near a school bus.

3. Students must stand away from any moving bus until the bus comes to a complete stop. It is extremely dangerous for students to attempt to retrieve papers, books, etc., that may be close to a moving bus or a bus about to move.
4. Students are to board the bus in an orderly manner following the same applicable procedures addressed in a previous section (A. Bus Boarding Responsibilities).

D. Bus Unloading Responsibilities at Bus Stop
1. All students must wait until the bus comes to a complete stop before getting out of the seat.
2. Students must get off the bus only at their regularly assigned bus stop unless permission has been previously granted.
3. To avoid mishaps and accidental tripping when leaving the bus the handrail near the steps should be used.
4. Any students who must cross the road after leaving the bus must do so (approximately ten (10) feet) in front of the bus after being directed to cross by the bus driver. Traffic should be checked carefully before crossing the street. Students are NOT to attempt to retrieve dropped books, papers, etc., until the bus is gone.
5. Throwing objects, (stones, snowballs, etc.) at a school bus or any other vehicle is prohibited.

II. Parental Responsibilities
A. Parents are urged to assist their children in developing a respect for and a sense of safety concerning all of the related operations of the school bus. All of the "Student Responsibilities" should be reviewed with the students as to meaning and rationale.
B. Parents are urged to play a major role in their responsibility when the child leaves home to walk to the bus stop and the child's behavior at the bus stop.
C. Parents should see to it that their child arrives at the bus stop at least 5 minutes before the regularly scheduled arrival time. Each student and parent should know their bus number. Bus drivers will not wait for tardy students since any wait will adversely affect the established time schedules for many other students.
D. Parents of younger students should select a safe and expedient walking route to and from the bus stop. Deviation from the route should be avoided. After leaving the bus students should walk directly home using a safe and direct route. Students should not talk to strangers at the bus stop or along the way to and from the bus stop.
E. Students should be instructed to respect private property when walking to and from the bus stop. Crossing through private property and yards should be discouraged. Destruction of property or "horseplay" should also be avoided. Students' safety at the bus stop is of paramount importance.
F. Parents of younger students are encouraged to accompany their child to and from the bus stop until the student is comfortable with the route and the stop location. This is an excellent opportunity to emphasize sound traffic safety practices. Older brothers, sisters, neighbors, etc., can be of assistance in this effort.

G. Parents are encouraged to monitor radio and television stations carefully during inclement weather. Normally school closing announcements are made beginning at or before 5:45 a.m. and at various times thereafter.

H. Parents are reminded that students must ride their assigned (numbered) bus. Any deviation must be approved in advance by the principal or designee. Vacations, temporary work assignment changes, social events, riding to a friend's home, or other foreseen events will not be approved for a change in bus assignment. Under short-term emergency situations the Principal may approve a different bus assignment.

I. Pupils must board their bus and be discharged from their bus at the assigned stop. Permission to use a different bus stop may be granted on a temporary basis if approved by the School Principal and provided that the request does not involve a bus assignment/route change. Bus drivers must be notified by the Principal.
WHEELCHAIR CONCERNS

Student Name: ___________________________ School: ___________________________

Bus Driver(s): ___________________________

Bus Number: ___________________________

We have the following concerns about this student’s wheelchair:

1. Brakes are not holding or brakes are not functioning properly.
2. Headrest on chair is not attached.
3. Headrest is not appropriately positioned.
4. The seatback of chair is not attached securely.
5. Harness and/or trunk support system is not attached securely or appropriately to chair.
6. Harness system is not holding the child securely in their chair.
7. Harness system needs to be checked for appropriate body size
8. Wheelchair size needs to be checked by school system representative – OT/PT.
9. Footrests are not in working condition or functional for child’s needs.
10. Anti-tip bars are not working or functioning in downward position.
11. Lap belts does not meet NHTSA standards. Lap belt is not attached to the chair Frame.
12. Tires are: (Please check where appropriate)
   - Flat ______
   - Dry rotted ______
   - Faulty bearings ______
   - In need of lubrication ______
   - Bad stem or bolt ______
13. Book bag is not securely attached to chair.
14. Other: ________________________________________________________________

____________________________________________________

NOTE TO DRIVER: DELIVER THIS FORM TO THE TRANSPORTATION DEPARTMENT IMMEDIATELY

Distribution: Supervisor of Transportation Sign/Date ___________________________

School Principal Sign/Date ___________________________

6/24/14