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Special Transportation

Section T Forms

Special Transportation Form – AWSSC website & T - 3

Special Transportation Guidelines

AWSSC intends to transport students with disabilities alongside non-disabled students when appropriate. If the case conference committee determines that special transportation is a necessary related service, this must be documented in the student's IEP.

Special transportation as a related service must be provided (511 IAC 7-43-1 (3)):

- A. When the student needs assistance moving from place to place within the educational setting.
- B. When the student is placed by the case conference committee (CCC) in a school other than the school the student would attend if not disabled, including another building in the same school corporation, to another school corporation, or to a state operated school.
- C. When the student is placed by the CCC as a residential student in a public or private residential facility.
- D. When issues about the student's special physical health, mobility, or behavior require special consideration for type of transportation safety, supervision, assistance, or time in transit.
- E. When the student requires a shortened instructional day.
- F. When the student needs a related service that is provided at a site other than the school attended by the student or outside of the instructional day.
- G. For other reasons, the student can not be transported with nondisabled students or needs special assistance or consideration.



Special Transportation Procedures

1. When special transportation is in an IEP as a related service, a **Special Transportation Form** must be completed by the Teacher of Record (TOR).
2. A copy of the **Special Transportation Form** shall be emailed to the district's transportation director. A copy of this form must also be emailed to the data manager at AWSSC.
3. The TOR will telephone the respective district transportation director and inform of the need for special transportation. The transportation director/designee will notify the parents of the bus number and pick-up and drop-off times for their student.
4. If transportation time exceeds the time of non-disabled peers, a justification for the excess travel time resulting in alteration to instructional minutes needs to be documented in the student's IEP and in the case conference notes page.
 - a. Example: Johnny requires additional transportation time due to his recommended placement outside of his home district. Therefore, the length of his school day will be from ____ to ____.
5. If the student moves, changes schools, or has a schedule change, the TOR must notify the corporation transportation director immediately.
6. If a special education student is riding a general education bus and has specific needs different from general education peers, it is the responsibility of the TOR or building level principal to notify the transportation director/designee to make the bus driver aware of this information.
7. **Special Transportation Forms** must be completed at least annually.
8. If parent(s) decline the offer of special transportation, transportation as a related service will still be documented in the IEP with the following statement in the narrative box,

"The school has offered and is willing to provide special transportation. At this time, the parents have opted to provide transportation on their own and understand that this decision can be changed by requesting a case conference."

Adams Wells Special Services Cooperative
102 West Main Street, Berne, IN 46711
(260) 824-5880 Fax (260) 824-8654
SPECIAL TRANSPORTATION

Student: _____ Teacher of Record: _____
Parent/Guardian: _____
Address: _____ City: _____ Zip: _____
Best Phone Contact: _____ Age: _____
Home District/School: _____ / _____ Attending School: _____
Height: _____ Weight: _____ Waist: _____
Plan Effective from _____ to _____ Days: (circle) ALL M T W R F

Special Considerations:

Justification for excess transit time: _____

Justification for transporting in wheelchair: _____

Check all that apply:

_____ A. Student attends school at times other than the typical school day.

_____ Start Time _____ End Time

Delay days: _____ Start Time _____ End Time

_____ B. Student attends a school other than his/her home school.

_____ C. Student is provided a related service outside of the typical school day.

_____ Location _____ Time

_____ D. Student's behavioral/health needs require additional adult presence on the bus.

_____ E. School staff should meet student: _____ at bus _____ at school door

_____ F. School suggests parent/caretaker be present to receive student.

_____ G. Student attends a state-operated facility and requires transportation on the weekends/holidays, or in accordance with the provisions of the IEP.

Equipment needs:

_____ Seatbelt _____ Car Seat _____ Vest _____ Other (specify) _____

_____ The following equipment will be transported on the bus according to state and federal specifications: _____ Oxygen _____ Assistive Tech. _____ Other (specify) _____

SPECIAL TRANSPORTATION

Student moves from place to place by:

_____ Walking independently _____ Assisted walking
_____ Manual wheelchair propelled: _____ independently _____ by another
_____ Power wheelchair (weight _____ lbs.)
_____ Guide animal accompanies student

Medical Information: _____ Student has no medical needs that impact transportation.

Describe medical conditions: _____

Describe medical procedures needed during transportation: _____

List medications transported on the bus: _____

Describe indications of medical or physical difficulties during an emergency: _____

Additional medical information: _____

Behavior Information: _____ Student displays no behavior problems.

_____ Student has a Behavior Intervention Plan (BIP) at school.

_____ BIP for the bus is included with the transportation form.

Describe sensory or environmental factors which may cause the student to be upset or angry: _____

Describe the child's behavior when he/she becomes angry: _____

Describe factors or situations that may trigger an emotional response: _____

What actions will calm the child after an emotional/behavioral incident? _____

Additional Comments:

**COMPLETED FORMS MUST BE EMAILED TO THE CORPORATION
TRANSPORTATION DIRECTOR AND TO AWSSC STUDENT DATA MANAGER**