

**EXCEPTIONAL STUDENT EDUCATION
SPECIAL NEEDS TRANSPORTATION**

**PARENT / GUARDIAN
HANDBOOK**



dcps
Duval County Public Schools

YOUR CHILD HAS BEEN ASSIGNED TO:

Route Number: _____

Contractor's Name: _____

Contractor's Phone Number: _____

ESE Transportation Department: 858-6235 or 858-6236

This information is to provide you, the parent / guardian, with rules, regulations and guidelines for transporting exceptional students. A successful transportation program is the result of teamwork on the part of students, parents, school staff, school bus operators and monitors, school bus contractors and the District Exceptional Education and Transportation Departments.

(Revised 7/09)

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ELIGIBILITY FOR SPECIAL NEEDS TRANSPORTATION (revised 7/2010)

SPECIAL NEEDS BUS

- Students enrolled in low incidence self-contained programs are eligible for special transportation based on age, program placement, school assignment, and/or individual student's needs. **STUDENTS ASSIGNED TO BUSES FOR SPECIAL NEEDS MUST BE MET BY A PARENT / GUARDIAN / AUTHORIZED PERSON TO RECEIVE THE STUDENT.**

IF A PARENT / GUARDIAN CHOOSES TO ALLOW THEIR CHILD TO BE DROPPED OFF WITHOUT SOMEONE TO MEET THEM, A LETTER SHOULD BE WRITTEN TO THE BUS OPERATOR AND MONITOR. THE OPERATOR AND MONITOR SHOULD GIVE A COPY OF THE LETTER TO THE DISPATCHER AND CONTRACTOR MANAGER. *IN THE EVENT A STUDENT IS ALLOWED TO BE DROPPED OFF WITHOUT SOMEONE TO MEET THEM, THE BUS STAFF MUST ENSURE THE STUDENT ENTERS THE RESIDENCE SAFELY.*

- Unless the IEP specifies differently, students assigned to behavior supports self-contained programs at a school other than their attendance area school will be provided transportation. **THESE STUDENTS SHOULD MEET THEIR BUS AT THE ASSIGNED BUS STOP. STUDENTS GRADES 1 AND HIGHER DO NOT HAVE TO BE MET BY A PARENT / GUARDIAN / AUTHORIZED PERSON. PARENTS OF KINDERGARTEN CHILDREN SHOULD FILL OUT A DROP – OFF PREFERENCE FORM AVAILABLE FROM THE SCHOOL. (sample at end of handbook)**

NON SPECIAL NEEDS BUS

- Unless the IEP specifies differently, students assigned to behavior supports self-contained programs or other special needs programs at their attendance area school, living more than 2 miles from the school, will ride a non special needs bus and **SHOULD MEET THE BUS AT THE ASSIGNED BUS STOP. THESE STUDENTS DO NOT HAVE TO BE MET BY A PARENT / GUARDIAN / AUTHORIZED PERSON.**
- Unless the IEP specifies differently, students assigned to behavior supports self-contained programs or other special needs programs at their attendance area school, living 2 miles or less from the school, are not eligible for bus transportation and will be walkers or car riders.

UNDELIVERABLE STUDENT POLICY (revised 7/2010)

- ❖ Arrangements must be made for an authorized person to receive the student at least ten minutes before the scheduled drop-off time in the afternoon. (An authorized person shall be designated on the *Emergency Form* to be completed by parent/guardian and kept on bus. The form is available from bus operator – a sample form is provided on the last page of this handbook). If an authorized person is not home, the bus operator is instructed to:
 1. Leave a note at the drop-off stating the student is on the bus and will be returned a second time at the end of the route.
 2. Notify the Contractor Dispatcher immediately to **call the school** to make them aware the bus may be returning with an undeliverable student.
 3. Return to drop-off a second time – Dispatcher to contact school if student has been delivered or needs to be returned to the school if no alternative drop-off is available.
 4. Deliver student to alternate drop-off somewhere near the regular drop-off if no authorized person is there to receive the student. (Alternate drop-off designated on *Emergency Form*)
 5. Return student to the school if alternate drop-off attempt fails.

- **In the event the school cannot be reached the Contractor Dispatcher is instructed to contact Duval County School Police.**

NOTE: THIS PROCEDURE IS FOR EMERGENCIES ONLY. PARENTS/GUARDIANS ARE EXPECTED TO BE HOME WHEN THE BUS ARRIVES. IF THIS BECOMES A CHRONIC PROBLEM, BUS RIDING PRIVILEGES MAY BE INTERRUPTED UNTIL TRANSPORTATION AND SCHOOL OFFICIALS ARE CONFIDENT THAT PROPER ARRANGEMENTS HAVE BEEN MADE TO SOLVE THE PROBLEM.

ASSIGNMENT OF STUDENTS WITH SPECIAL NEEDS TO BUS ROUTES

All requests for special transportation service for eligible students come from the Exceptional Student Education Admissions office. This office sends the Transportation Department requests for bus service after a student has been authorized for placement in an ESE program, or upon a change of address, pick-up or drop-off. The Transportation department administrator then determines by the student's transportation address and exceptionality if the student will be assigned to a non special needs route or a special needs route. If the student is eligible for assignment to a special needs route, the Transportation department administrator assigns the student and contacts the bus contractor with all pertinent information. The contractor contacts the parent/guardian to set up time and designated place for pick-up and drop-off. **The Transportation office does not place students in schools - the Exceptional Education office must be contacted first.**

BUS STOPS AND ROUTES

Contractors are given the names, addresses and telephone numbers of the students assigned to their route. The Transportation department administrator is responsible for setting up the route assignments according to the addresses of the students. The bus route may change when new students are added or if a student moves. The bus contractor will notify the parent of any changes affecting the pick-up or drop-off times. The bus operator is required to carry a copy of the route, seating chart, emergency forms and written evacuation plan on the bus at all times. It is the responsibility of the parent to comply with the route that has been established.

SCHOOL BUS CODE - RESPONSIBILITIES OF TRANSPORTED STUDENTS

Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. Parents are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. Generally, students being transported shall have the following responsibilities:

- ❖ To arrive at the bus stop (or be prepared for the bus to arrive) 10 minutes prior to the scheduled pick up time
- ❖ To take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive
- ❖ To enter the bus in an orderly manner
- ❖ To take their assigned seats as quickly as possible
- ❖ To remain seated in a forward-facing position
- ❖ To avoid making loud noises
- ❖ To keep voices at low level
- ❖ When the bus is equipped and in operation, students must wear seat belts at all times

SAFETY PROCEDURES FOR STUDENTS BEING TRANSPORTED

- ❖ Wait until the bus comes to a stop before attempting to get on or off
- ❖ Enter or leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the operator (not applicable to students in wheelchairs)
- ❖ Keep all parts of the body and objects inside bus windows at all times
- ❖ Leave the bus only with the consent of the operator
- ❖ Be silent when approaching or crossing railroad tracks
- ❖ Throw no object, paper or other material, in or out of the bus at anytime
- ❖ Keep the aisle and step wells clear at all times
- ❖ Do not tamper with door handles, windows and other safety equipment at any time
- ❖ Do not use cellular phones or electronic devices except in an emergency

concerning safety-to-life issues, including, but not limited to CD players, walkman type radios, DVD players, hand-held televisions, Gameboy type equipment, or other communication devices. Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students.

SCHOOL BUS VANDALISM / CRIMINAL MISCHIEF

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated, and shall be handled according to the Code of Student Conduct (see 2.06 and 3.07). Vandalism or criminal mischief shall include, but not be limited to cutting, scratching, writing on, puncturing, ripping, breaking or otherwise marring, defacing or damaging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. **Parents / guardians shall be responsible to the owner of the bus for restitution for any damages in accordance with Florida Statute 741.24. If restitution is not received for bus damages, the student's riding privilege may be revoked.**

LARGE OBJECTS ON THE SCHOOL BUS

Oversized objects including, but not limited to, large band instruments or cases, school projects or athletic equipment which cannot be held in the seat, are prohibited, unless prior approval is obtained from the bus operator and the school administration.

FOOD AND DRINKS ON THE SCHOOL BUS

Eating and/or drinking is prohibited on the bus.

STUDENT BUS DISCIPLINE

Students who commit Class I, II, III, and IV Offenses while being transported on a school bus or other contracted mode of transportation will be disciplined according to the Code of Student Conduct. In addition, inappropriate behavior on a school bus or other contracted mode of transportation may also result in any or all the following:

- ❖ Student conferences
- ❖ Parent / Guardian conferences
- ❖ Bus suspension or revocation

Students with disabilities may be suspended from the bus for up to three (3) days at one time per incident. If Transportation is identified in the IEP as a related service OR if a student with disabilities is transported to/from school via bus, then the days of bus suspension(s) are considered as days of out-of-school suspension IF, as a result, the student is unable to attend school and therefore is denied access to services documented in the IEP. Bus suspension does not excuse students from attending school. Students with disabilities who engage in a Class III offense may be suspended

from school or bus for up to three (3) days, pending a district Conduct Review Committee meeting.

GENERAL PROCEDURES

DURING THE SCHOOL YEAR

- ❖ **Any address changes, including pick-up and drop-off changes, must be made through the ESE Admissions Office at 390-2073.** Whenever possible, notify the Admissions Office of the address change at least **one week in advance**. Any call to the Transportation Office concerning an address change will be referred to the ESE office. Transportation requests require at least three working days to process.

DURING THE SUMMER

- ❖ Please watch for your continued placement letter to come home at the end of the school year. On that letter is a form for you to fill out if you want a pick-up or drop-off at a location other than your home. Send it back to the Admissions Office. **If you do not receive the form, call 390-2073 to set up your alternate pick-up or drop-off location. We will not assume you want to continue with the same arrangements you had the previous school year. You must tell us each summer what arrangements you want for the next school year.**
- ❖ The student shall be ready to board the bus at the designated pick-up point at least ten minutes before the scheduled pick-up time in the morning and the parent / guardian shall be ready to receive the student 10 minutes before the scheduled drop off time
- ❖ For safety reasons, the student shall be picked up at the curb line or other point designated by a Transportation department administrator. Operators are to avoid situations that require the bus to be backed up whenever possible.
- ❖ Transportation service shall be provided over all-weather roads that are open to the public and maintained at public expense
- ❖ No student shall be discharged from the bus at any stop other than the pre-assigned stop
- ❖ Parents must fill out the Emergency Information Form in full, including emergency phone numbers and alternate drop-off locations, and give it to the bus operator/monitor. The contractor shall review the alternate drop-off location to determine if it is within the area the route serves. If there is a question about the location, a Transportation department administrator shall make the determination as to whether or not it is reasonable.
- ❖ The student shall be expected to ride the same bus in the afternoon as in the

- ❖ morning unless the Transportation department administrator approves different arrangements
- ❖ The parent/guardian or authorized person shall provide the necessary assistance and protection for their child while enroute to and from the bus stop and comply with the bus schedule
- ❖ In cases where the physical impairment of a student renders the student unable to get on and off the bus without assistance, parents shall provide the necessary assistance for helping their student to the point where they board or leave the bus
- ❖ When it is necessary to send a message or money to school with a student, place the message or money in a sealed envelope and place securely with student. Write the name of the person who is to receive the envelope where it may readily be seen
- ❖ Clothing and other articles should be properly labeled if they are to be promptly returned to the student when lost or left on the bus
- ❖ All misconduct referrals shall be reported to the principal or designee in writing and handled by school officials
- ❖ Operators are required to run their routes without exception. Therefore, **it is not necessary for parents to call the Transportation Department or bus contractor when a student is absent for a day or two.** A lengthy absence should be reported to the bus operator, monitor or contractor so they know when the student will be returning. If there has been no change in pick-up / drop-off, service may resume without calling the Admissions office.
- ❖ Problems concerning bus service (late/early pick-up, drop-off, missed buses) and any other bus issues should be conveyed to the bus contractor first, and should be brought to the attention of a Transportation department administrator in the event the issue is not solved
- ❖ Individual transportation needs shall be addressed at the student's IEP meeting and designated on the plan as medical equipment, medical condition, aide/monitor, and/or modified day. Individual needs, special disciplinary interventions, restrictions or techniques shall be shared with the Transportation department administrator who will relay the information to the transportation provider.

STATE BOARD RULES

The following are State Board Rules pertaining to transporting exceptional students:

6A-3.0121 Responsibility of School District and Parents for Students with Special Transportation Needs Who are Transported at Public Expense

- ❖ The school district shall determine what safety measures shall be used in the transportation of students. Such safety measures shall include the designation of routes, bus turning areas, and student stop locations which shall not be left to the discretion of the bus operator or the parents or guardians of the student. The district shall provide belt cutters meeting Florida School Bus Specifications on any school bus equipped with passenger securement or restraint straps. The district shall determine the method of securement or positioning of students with special needs.
- ❖ The district shall provide bus operators and monitors instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.

The district shall instruct bus operators and attendants in their responsibilities:

- ❖ The operator or monitor of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus.
- ❖ In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency which threatens the safety of such student or students.

The operator and monitor shall be provided training related to students; however the operator and monitor shall not give medicine and shall limit his or her assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Education Plan

Parents, guardians, and students have the following responsibilities:

- ❖ To ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop.

- ❖ To ensure that, when the physical disability of a student renders the student unable to get on and off the bus without assistance, the parent or guardians provides the necessary assistance for helping their student get on and off at the bus stop as required by district policy or the student's Individual Education Plan.
- ❖ Knowledge, skills and abilities related to student management techniques and characteristics of the students with special transportation needs shall be considered when selecting or assigning operators and monitors for routes serving students.

OPERATORS AND MONITOR RESPONSIBILITIES

All special needs buses have a bus monitor riding with the operator. School bus operators and monitors will work as a team to....

- ❖ Load, unload and secure students in wheelchairs
- ❖ Manage seating
- ❖ Manage behavior
- ❖ Plan and execute emergency procedures
- ❖ Plan and execute evacuation procedures
- ❖ Communicate effectively and establish positive relationships with students and parents
- ❖ Supervise usage of assistive devices such as crutches, walkers, wheelchairs, carseats, seatbelts and restraining devices
- ❖ Keep student information confidential
- ❖ Keep the proper forms current (copy of the route, seating chart, emergency forms, emergency evacuation plan, operator and monitor certification documentation). All shall be kept on the bus at all times
- ❖ Be thoroughly familiar with the bus route in the event back-up service is needed
- ❖ Maintain a clean bus
- ❖ Check bus thoroughly for sleeping students after each trip prior to beginning the next trip

School bus operators and monitors will not.....

- ❖ Permit unauthorized persons to ride the bus
- ❖ Deliver students to any address other than the permanent or alternate address assigned and approved by the Transportation department administrator
- ❖ Give out telephone numbers of students riding the bus
- ❖ Accept money from the students
- ❖ Wait more than two minutes for tardy students or blow the bus horn at the pick-up or drop-off point unless approved by the Transportation department administrator
- ❖ Permit unauthorized persons to operate any part of the bus or bus lift when applicable.
- ❖ Transport wheelchairs on the bus unless the bus is adapted for this purpose.
- ❖ Leave the bus or bring the child to the lift, roll the child away from the lift, or escort a student to his front door or daycare unless special arrangements have been approved by the Transportation department administrator
- ❖ Permit students to take glass containers on the bus or other items forbidden by district procedures
- ❖ Reroute the bus without prior approval from the Transportation department administrator
- ❖ Permit pets on the bus
- ❖ Assume responsibility other than the safe transportation of students

INSERVICE / RECERTIFICATION TRAINING

Annually, all operators and monitors assigned to an ESE route are required to attend training to gain knowledge and understanding of students with special transportation needs. Subjects covered may include but are not limited to federal, state and local laws, policies and guidelines relating to transporting students with disabilities, first aid, behavior management, communication skills, safety considerations and characteristics of these students.

EMERGENCY / SAFETY EQUIPMENT

All buses are equipped with:

- ❖ Two-way radio
- ❖ Seat belt / restraint cutter on lift buses for emergency use during evacuations
- ❖ Disposal kits for body fluids
- ❖ First aid kits
- ❖ Evac-Aid blanket
- ❖ Fire extinguishers

EMERGENCY EVACUATION

- ❖ Emergency evacuation drills shall be conducted in compliance with state and local policy (during the first six weeks of each semester)
- ❖ Each operator and monitor shall develop and maintain a written emergency evacuation plan to be on the school bus at all times. This plan shall be signed off by a school official at the time of each scheduled drill and submitted to the Transportation Department.

GUIDELINES FOR SAFE TRANSPORTATION OF STUDENTS IN WHEELCHAIRS

When traveling in a motor vehicle, it is generally safest for wheelchair users to transfer to a vehicle seat and use the vehicle seatbelt system or child safety seat that complies with federal safety standards. If transferring is not feasible parents should work with transportation professionals and school staff to ensure safety for students traveling on a school bus while seated in a wheelchair. If the transportation professionals / school staff feel your child's safety is compromised by a wheelchair that is in need of repair, or is not safe to transport, you may be asked to provide transportation until problems with the chair are corrected.

Things to know:

Wheelchair and Occupant Securement - Florida School Bus Specifications

- ❖ Wheelchairs must be forward-facing
- ❖ Each wheelchair space must be 50" by 30"
- ❖ Occupant securement straps: black or dark color
- ❖ Wheelchair securement straps: gray, beige, or a lighter color
- ❖ Wheelchair securement system shall have 4-point tie downs
- ❖ Wheelchair straps must be retractor type, interchangeable, and meet FMVSS 207
- ❖ Occupant securement system must meet FMVSS 209 and 210

Start With the Right Equipment

- ❖ It is best if you have a wheelchair that has been designed and tested for use as a seat in motor vehicles, often referred to as a WC19 wheelchair or a transit wheelchair (Wheelchairs that meet the design and performance requirements of this standard will be labeled to show they comply with WC19)
- ❖ Most importantly, a WC19 wheelchair has four, crash-tested securement points where tiedown straps and hooks can be easily attached (these points are clearly marked with a hook symbol)
- ❖ If a WC19 wheelchair is not available, the next best choice is a wheelchair with an accessible metal frame where tiedown straps and hooks can be attached at frame junctions

The Wheelchair Tiedown and Occupant Restraint System (WTORS)

- ❖ It is important to use a complete WTORS to secure the wheelchair and provide the wheelchair occupant with a properly designed and tested seatbelt system
- ❖ The most common type of wheelchair tiedown uses 4 straps to secure the wheelchair to the vehicle
- ❖ To protect the rider during a crash or sudden braking, and to minimize the likelihood of injury caused by contact with the vehicle, a seatbelt system with both pelvic and upper torso belts must also be used

Securing the Wheelchair and Positioning the Rider

- ❖ The operator / monitor have been trained to properly secure the wheelchair and provide protection for the wheelchair rider
- ❖ The bus operator and monitor work as a team to operate the lift, bring the student on / off the bus, properly secure the wheelchair and protect the rider with the appropriate occupant restraint system
- ❖ If at any time you have questions or concerns about your child's wheelchair securement, contact the therapist at the school or the Transportation department administrator
- ❖ The recommendations of the school transportation professional, treating therapist / physicians should be followed regarding the need for: wheelchair size, chest harness system, neck collar, arm rests, head rest, trunk and positioning pads

CHILD SAFETY RESTRAINT SYSTEMS (CSRS)

- ❖ It is the Duval County Public Schools transportation department policy to use child safety restraint systems while transporting pre-school age students on school buses. The CSRS will be provided by the bus contractor.
- ❖ The CSRSs used in our school district are car seats and safety vests (compliant with FMVSS 213)
- ❖ Car seats shall be installed in the first 3 rows of the school bus
- ❖ CSRSs are not placed in school bus seats adjacent to emergency exits
- ❖ The entire seat behind the child in a safety vest is unoccupied or has restrained occupants
- ❖ If other students share seats with the CSRSs, the CSRSs are placed in window seating positions
- ❖ Rear facing car seats will be used for birth to 20-22 pounds and one year old
- ❖ Convertible seats with a 5 point harness will be used rear facing to 30 or 35 pounds (reclined) and less than 1 year of age
- ❖ Convertible seats with a 5 point harness will be used forward facing to 40 pounds (upright) and over 1 year of age
- ❖ **Parents of pre-school age students should tell the contactor staff that a car seat is needed at the time you are called with your pick up and drop off time – prior to initial transportation**
- ❖ The safety vest can be used for students 20 – 168 pounds
- ❖ Should the school team decide that a safety vest is required, the information should be indicated on the student's IEP in the transportation section, and the team must inform the transportation professionals and Transportation department administrator of the requirement.

MEDICALLY COMPLEX OR FRAGILE / TECHNOLOGY DEPENDENT STUDENTS

- ❖ Transportation strategies for the medically complex student will be established on an individual basis. Basic guidelines will involve transportation staff, exceptional education personnel, school-based personnel, medical personnel, the parent or guardian, or any other member of the school team as deemed necessary for the safe transportation of the child. Individualized transportation plans including the equipment needed enroute to and from school, personnel required to accompany the student in transit and additional training in emergency procedures for the student shall be developed on an individual basis and must be reflected on a written plan.
- ❖ If the operator / monitor require specialized training in the use of medical equipment or assistive devices, training will be coordinated by selected school personnel and Transportation personnel prior to the beginning of transportation service. Training shall be documented.
- ❖ For oxygen dependent students, prior to initial transportation, personnel at the school, transportation professionals, and a Transportation department administrator should be informed as to the specific needs, care and handling of the student and oxygen tank that will be transported. A written emergency plan must be in place in the event of a medical emergency or equipment failure.
- ❖ All portable equipment and special assessor items (crutches, walkers, canes, oxygen tanks, ventilators, etc.) must be secured at the mounting location to withstand a pulling force of five times the weight of the item

REMINDERS.....

- ❖ To ensure no interruption of bus service, please call the ESE Admissions Office at 390-2073 at least one week in advance of the requested change of address
- ❖ Students in the following programs, grades 1-12 attending their neighborhood school, will walk to school or utilize a regular bus and/or shuttle system depending on the distance to school: SLD, EMH, EH, OHI. They must meet the bus at the assigned stop.
- ❖ Students in the following programs, grades 1-12, will not be provided transportation on buses with routes designed for special needs during summer school: SLD, EMH, EH, OHI. These students will utilize regular bus routes.
- ❖ Always know the student's route number and the contractor's phone number. This information is provided on page one of this handbook
- ❖ **Fill out the Emergency Information Form** that is given to you by the operator or monitor. This is crucial information for emergency personnel!

- ❖ Have the student ready. If the bus is delayed at your stop, it will cause the route to be run off schedule, thereby making all the other students late. The bus will wait two minutes and then proceed with the route.
- ❖ A special needs route is subject to change on a daily basis as students are added and deleted from the route. Please understand that your pick-up / drop-off time will most likely change frequently.
- ❖ Remember, the student's safety is the most important consideration. Please be reminded that school transportation shall not be provided for students with special transportation needs when parents of such students fail to assume their responsibilities for appropriate supervision at the bus stop. (6A-3.0121 Rules of the State Department of Education)

EMERGENCY INFORMATION FORM FOR STUDENTS WITH SPECIAL NEEDS

SCHOOL _____ ROUTE# _____ (Revised 4/06)
STUDENT'S NAME _____ PHOTO _____

ADDRESS _____

PARENT/GUARDIAN _____

HOME PHONE _____ WORK PHONE _____ EMER. PHONE _____

NAME OF WORKPLACE _____
WORKPLACE ADDRESS _____

OTHER PERSON(S) AUTHORIZED TO RECEIVE CHILD: (MUST SHOW PHOTO ID):

1. _____ PHONE# _____
2. _____ PHONE# _____

ALTERNATE DROP-OFF LOCATION: (ONLY FOR EMERGENCIES WHEN AUTHORIZED PERSON IS NOT PRESENT AT REGULAR STOP)

Name: _____ Address: _____

Phone: _____

SPECIAL CONCERNS WITH HANDLING OR SEATING: _____

MEDICAL EQUIPMENT OR ASSISTIVE DEVICES: _____

BEHAVIOR CONCERNS: _____

COMMUNICATION CONCERNS: (i.e. signing, gestures, lip reading, etc.) _____

MEDICATION(S) (if applicable): _____

MEDICAL CONDITION(S) (if applicable): _____

FAMILY DOCTOR _____ PHONE _____

PREFERRED HOSPITAL _____

STUDENT'S PICTURE MAY BE TAKEN FOR A SCHOOL DIRECTED ACTIVITY? (ID for emergencies, communication aid, behavior plan, etc.) YES _____ NO _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PLEASE GIVE THIS FORM TO THE BUS OPERATOR OR MONITOR

-SCHOOL LETTERHEAD-

KINDERGARTEN DISMISSAL INFORMATION

2011 - 2012

Dear Parents/Guardian,

This letter is to inform you that a dismissal choice regarding school bus transportation must be made for kindergarten students prior to the first day of school. It is very important that all parents/guardians review this letter, complete the bottom section, and **return the form to their child's school before or on the 1st day of school on Monday, August 22, 2011. Please be sure you remind the school to give a copy to the bus driver.**

For the safety of all students, we are requesting that you identify the dismissal choice most suitable for your child. Please know that the bus drivers are not generally authorized to return students to school if an adult is not present when the bus arrives at the afternoon bus stop. If the designated adult is not at the bus stop location as agreed, the Jacksonville Sheriff's Office or the Department of Children and Families may be contacted.

Your child's dismissal information will be **kept on file at the school and given to the bus driver** to indicate your understanding of the policy and your preference. **Drivers are being instructed to transport only those students for whom they have received a copy of this form.** Thank you for helping us to maintain a safe and secure experience for your child.

Sincerely,

Principal

.....
Please complete and return to the school office before August 22 or on the 1st day of school. This form must be on file for your child to be dismissed properly. No child may ride the school bus without your approval submitted by this completed form.

I have made the following dismissal arrangement for my child, _____:
(Print Legal Name)

1. ____ My child will ride the school bus and an adult will be at the home /stop since my child is assigned to a special needs bus.
2. ____ My child will ride the school bus, then walk home from the bus stop with a parent, guardian, relative, or neighbor.
3. ____ If someone does not meet my child at the bus stop, my child may walk home alone.
4. ____ My child will not ride the bus, and has been enrolled in the Extended Day Enrichment Program.
5. ____ My child will not ride the school bus; but will be dismissed by car with the following person (s) _____.
6. ____ My child has permission to walk home alone from school.
7. ____ Other (specify): _____

(Print) Parent/Guardian's Full Name

Signature

Date