




GUIDELINES FOR TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS DISTRICT PROGRAMS

<p>1.0 CURB SERVICE TRANSPORTATION FOR DISTRICT PROGRAMS</p>	
<p>1.1 ENTITLEMENT TO TRANSPORTATION</p>	<p>Special needs curb service (yellow bus) transportation is provided upon recommendation and authorization from the Learning Support Services (LSS) consultant responsible for the district special education program.</p>
	<p>In assessing eligibility, the consultant will consider the following criteria.</p> <ol style="list-style-type: none"> 1. The student is not capable of walking to school. 2. The student is not capable of using Edmonton Transit to school and/or the one-way ride time would exceed: <ol style="list-style-type: none"> i) sixty (60) minutes with no more than one (1) transfer for a junior high aged student; ii) sixty (60) minutes with no more than two (2) transfers for a senior high aged student; and
<p>1.1 a. USING TAXICABS TO PROVIDE SPECIAL NEEDS CURB SERVICE</p> <p>Eligibility</p> <p>Ineligible</p>	<p>Continued growth and urban sprawl in the City of Edmonton and the shortage of qualified and available drivers has affected the transportation service provided to special needs district programs. The decision was made to supplement contracted services through the use of taxicabs.</p> <p>Special needs curb service (using taxicabs) will follow the same procedures and guidelines as outlined in Administrative Regulation 503.1 <i>Guidelines for Transportation of Students with Special Needs District Programs</i>.</p> <p>In addition to the guidelines as outlined in 503.1, the following criteria will be considered to assess eligibility:</p> <ol style="list-style-type: none"> 1. existing service is not meeting the guidelines for transportation of students with special needs 2. current situation has not improved over a period of several weeks <p>Due to different regulations regarding the use of a car seat in a school bus compared to a vehicle, children under 40 lbs (18 kg) are not eligible to be transported in a taxicab.</p>

<p>Duration</p> <p>Decision Making Process</p>	<p>The use of taxicabs is a short-term solution and the intention is to use taxicabs as a last resort and only until such time as reasonable charter (yellow) bus curb service can be arranged. This could range from 2 weeks to 8 weeks, depending on circumstances. Situations will be re-evaluated on a regular basis.</p> <p>The use of taxicabs will be approved jointly by Transportation Services; the Assistant to the Assistant Superintendent, Educational Planning and Administrative Services; and School Operations Services.</p> <p>Decisions will include determining eligibility, and evaluating when students will be moved back to charter (yellow) bus curb service.</p>
<p>1.1.1 SPECIAL NEEDS STUDENTS WHO CHOOSE NOT TO ATTEND THEIR DESIGNATED SCHOOL</p>	<p>The district shall not be responsible for providing transportation to students with moderate or severe special needs who choose not to attend their designated school as determined by LSS.</p>
<p>1.2 ONE TRANSPORTATION SUBSIDY PER STUDENT</p>	<p>A student shall receive no more than one transportation subsidy from the district. A student who is approved for special needs transportation is entitled to receive only one subsidy from the district such as a subsidized Edmonton Transit bus pass, or curb service transportation, or parent provided funding.</p>
<p>1.3 APPLYING FOR SPECIAL NEEDS TRANSPORTATION</p>	<p>Requests for special needs curb service should be discussed with the LSS consultant responsible for the district special education program. Authorization forms will be completed by the school and forwarded to the LSS consultant for approval. Upon approval the LSS consultant will forward the authorization form to Transportation Services (fax 426-2317). Transportation Services will arrange for an appropriate carrier. The carrier will be responsible for contacting parents and providing them with pick up and drop off times.</p>
<p>1.4 COST TO STUDENTS</p>	<p>Students with special needs are required to purchase a subsidized yellow bus pass monthly for curb service transportation to the designated school. Curb Service students are to be in possession of a yellow bus pass but are not required to present to the drivers on a daily basis. However, if a special needs student is being transported on a regular charter (yellow) bus route or via Edmonton Transit, the student is required to carry their bus pass and be prepared to present it to the bus operator upon boarding.</p>
<p>1.5 WAIVER OF STUDENT FEES</p>	<ol style="list-style-type: none"> 1. No student in the district shall be denied access to programs because of financial hardship. 2. Where necessary, the principal may, on an individual student basis, waive transportation fees. The waiver must be reported on the Bus Pass Report each month.

<p>1.6 ADDITIONS OR CHANGES</p>	<p>All new applications for curb service transportation and requests for changes in pick up or drop off locations must be provided to the LSS consultant and then forwarded to Transportation Services by phone 441-6078 or fax 426.2317.</p> <p>NOTE: Change of information to the authorization form (e.g.-change of address) will not be accepted by phone from the parent/guardian. The parent must contact the LSS consultant for any changes. The parent/guardian must also contact the school to update the student's information.</p> <p>Bus operators do not have the authority to make changes to the routes.</p> <p>Up to 5 full working days are required from the time Transportation Services receives approval to transport a child or a change in pick up or drop off location before transportation can be implemented. The parent of each student receiving special transportation is contacted by the carrier that has been assigned by the Transportation Services.</p>
<p>1.7 DIFFERENT PICK UP AND DROP OFF</p>	<p>A different pick up location from the drop off location may be accommodated as long as these points remain consistent and the locations are within the transportation area. For example, if a child is to be picked up at home but dropped off at a daycare, this can, in most cases, be accommodated. Requests to have different drop off points or last minute changes cannot be accommodated.</p>
<p>1.8 SCHEDULED PICK UP AND DROP OFF TIMES</p>	<p>Bus operators are usually operating on a very tight schedule while on their route. It is the responsibility of the parent to have the student ready for the scheduled pick up time and to ensure there is someone to receive the student after being dropped off by the bus. It is impossible for bus operators to grant requests for waiting, delays, or late pick ups.</p>
<p>1.9 NO ONE AT HOME TO RECEIVE CURB SERVICE STUDENT</p>	<p>It is the responsibility of the parent to ensure that someone is available to receive a student on curb service transportation at the scheduled drop off location and time. If no one is available and the principal cannot be contacted, the child will be taken to the Alberta Social Services Crisis Centre or the nearest police station by the school bus operator.</p>
<p>2.0 SPECIAL NEEDS PARENT PROVIDED TRANSPORTATION</p>	
<p>2.1 ENTITLEMENT FOR PARENT PROVIDED TRANSPORTATION</p>	<p>Under provisions of the School Act the Board may enter into an agreement for parents to provide transportation in lieu of Board provided transportation.</p> <p>The LSS consultant responsible for the district program must recommend and authorize the application of the parent provided grant according to the criteria outlined in Section 1.1 – Entitlement to Transportation by completing the standard “Part B - Transportation Authorization” form.</p> <p>A parent must incur some additional costs in conveying their child to and from school to be eligible for any payment from the Board. This is to include only costs that would not normally be incurred. Examples of eligible and ineligible forms of transportation are as follows:</p>

	<p><u>Eligible*</u> Parent Driving</p> <p><u>Ineligible</u> Walking Bicycling</p> <p>*The entire cost of parent provided transportation may not be totally recovered by payment from the Board.</p>												
2.2 AGREEMENT FORM	Section 52 of the School Act stipulates that where a parent provides student transportation in lieu of School Board provided transportation, then a formal agreement between the parent and the Board must be executed.												
2.2.1 APPLICATION PROCESS	<p>When applying for a transportation grant for students enrolled in the special needs programs, one copy of the “Request for Parent Driving Claim” application and Agreement form must be completed.</p> <p>These forms should be sent to Transportation Services.</p> <p>The parent or guardian’s name should be printed or typed on the first line of the Agreement form.</p>												
2.2.2 LIABILITY	<p>As stated in Paragraph 4 of the Agreement, the Board, its servants or agents, shall not be liable to the Parent of a Student or to a Student in respect to any negligence arising out of the Student’s being conveyed to and from school pursuant to this Agreement as Board arranged transportation is not being used to transport the Student to and from school.</p> <p>When a parent agrees to provide private transportation, they agree to release the Board from any responsibility/liability regarding that transportation.</p>												
2.3 PAYMENT	Payment to parents for transportation is provided only for those days the student is actually transported to and from school. Attendance days are recorded for students and must be provided to Transportation Services.												
2.3.1 METHOD OF PAYMENT	<p>Payment is provided to parents three times per year in accordance with the following schedule:</p> <table border="0"> <tr> <td colspan="2">Period Transportation Provided:</td> <td>*Arrival</td> </tr> <tr> <td>Start of School</td> <td>to December</td> <td>January</td> </tr> <tr> <td>January 1</td> <td>to March 31</td> <td>April</td> </tr> <tr> <td>April 1</td> <td>to End of School Year</td> <td>July</td> </tr> </table> <p>Payment is made by means of a cheque which is mailed to the person and address identified on the Request form.</p>	Period Transportation Provided:		*Arrival	Start of School	to December	January	January 1	to March 31	April	April 1	to End of School Year	July
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Reference: School Act Section 51, 52 Student Transportation Regulation A.R. 250/98	Approved: 
	Date Approved: March 4, 2003
Cross-reference: AP 104, 109, 110, 126, 128, 130, 305	Date(s) Revised: May 14, 2004; October 26, 2005 December 7, 2005