



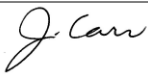
GUIDELINES FOR TRANSPORTATION OF *INCLUSIVE EDUCATION* STUDENTS WITH SPECIAL NEEDS

<p>1.0 CURB SERVICE TRANSPORTATION INCLUSIVE EDUCATION</p>	
<p>1.1 ENTITLEMENT TO TRANSPORTATION</p>	<p>Special needs curb service (yellow bus) transportation is provided upon recommendation and authorization from the school principal. Transportation will be arranged subject to availability of bus.</p>
	<p>In assessing eligibility, the principal will consider the following criteria.</p> <ol style="list-style-type: none"> 1. The student is not capable of walking to school due to a physical disability. 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 1. In addition, curb service transportation for special needs students in regular programming may be provided if the student has a chronic medical condition, and is not able to walk or use Edmonton Transit to the designated school. A detailed medical statement from a physician must be provided to the school to explain why transportation is required in relation to the medical condition. <i>This service is not intended for acute short term needs, e.g. fractures..</i>
<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 eligible students with special needs who choose not to attend their designated school.</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 from parents regarding special needs curb service should be discussed with the school principal. Authorization forms will be completed by the school and forwarded to the 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. (NOTE: Transportation arranged subject to availability of bus.)</p>
<p>1.4 COST TO STUDENTS</p>	<p>Students with special needs are required to purchase a yellow bus pass monthly for curb service transportation to the designated school.</p> <p>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 Transportation Services by the school (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 school for any changes.</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 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 principal of the designated school 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 “Transportation Authorization for Inclusive Education Students” 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 a follows:</p> <table data-bbox="555 1228 966 1333"> <tr> <td><u>Eligible*</u></td> <td><u>Ineligible</u></td> </tr> <tr> <td>Parent Driving</td> <td>Walking</td> </tr> <tr> <td></td> <td>Bicycling</td> </tr> </table> <p>*The entire cost of parent provided transportation may not be totally recovered by payment from the Board.</p>	<u>Eligible*</u>	<u>Ineligible</u>	Parent Driving	Walking		Bicycling
<u>Eligible*</u>	<u>Ineligible</u>						
Parent Driving	Walking						
	Bicycling						
<p>2.2 AGREEMENT FORM</p>	<p>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.</p>						
<p>2.2.1 APPLICATION PROCESS</p>	<p>When applying for a transportation grant for Inclusive Ed. students, 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.</p>						

<p>2.2.2 LIABILITY</p>	<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> <p>The parent will be solely responsible for ensuring he/she holds the appropriate class of operator's license.</p>												
<p>2.3 PAYMENT</p>	<p>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.</p>												
<p>2.3.1 METHOD OF PAYMENT</p>	<p>Payment is provided to parents three times per year in accordance with the following schedule:</p> <table border="0" data-bbox="557 827 1339 978"> <thead> <tr> <th colspan="2">Period Transportation Provided:</th> <th>*Arrival</th> </tr> </thead> <tbody> <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> </tbody> </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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<p>Reference: School Act Section 51, 52 Student Transportation Regulation A.R. 250/98</p>	<p>Approved: </p>
	<p>Date Approved: March 4, 2003</p>
<p>Cross-reference: AP 104, 109, 110, 126, 128, 130, 305</p>	<p>Date(s) Revised: May 14, 2004</p>