


**TRANSPORTATION DEPARTMENT SPECIAL NEEDS/PRESCHOOL STUDENT AND PARENT GUIDE
2017-2018**

SPECIAL NEEDS SERVICES

1. Special transportation will be provided for students who need it to access education because of their disability or the location of their program
2. Preschool transportation will be provided for all preschool students within boundaries and sessions.
3. Any transportation for Special Needs or Preschool will require a transportation card submitted to the Special Needs Transportation District Office from the Student Services Department.
4. For new students or address changes, the Special Needs Transportation District Office and the school bus driver will contact the parents/guardians with information regarding the stop location and pick up and drop off times when transportation arrangements are complete.
5. Special Needs Routes are subject to time changes due to the individualized service provided. If the route times change due to adding or removing students, the school bus driver will notify the parents/guardians.
6. Special Needs Transportation will always attempt to pick up and drop off the student at the address; however this is not always possible due to limited access or safety concerns. If there is a problem, adjustments will be made to pick up and drop off the student at the nearest location.

BOONE COUNTY SCHOOLS

TAKE PRIDE IN YOUR RIDE
SCHOOL BUS EXPECTATIONS

BE RESPECTFUL	<p>Treat others the way you want to be treated. Follow all directions from the bus staff. Take pride in your ride and report any damage to the bus. Be courteous and helpful to all passengers. Use proper tone, volume, and word choice.</p>
BE RESPONSIBLE	<p>School rules and expectations apply on the bus. Be at your bus stop 5 minutes before pick-up time. Leave food and drink off the bus. Bring only approved objects on the bus. Limit carry-ons to those items that can be held in your lap. Use technology as outlined in the district's Acceptable Use Policy</p>
BE SAFE	<p>Be seated quickly and remain seated at all times. Share your ride and slide to the side near the window. Wait for driver to signal you to enter and exit the bus. Cross in front of the bus only when the driver signals it is safe. Stay 10 feet away from the bus on all sides. Limit distractions for your driver while the bus is in motion.</p> 

UPDATED 7/27/2015

BUS INCIDENT PROCEDURES

In the event of a bus incident, every effort is made to provide the best care for all students/passengers. A transportation staff member and a police officer do respond to each incident. A report is made for each incident and personal information is collected from every student/passenger at the scene. All individuals will be questioned and evaluated for injuries. The students/passengers are encouraged to communicate any problems they are experiencing to the officials at the scene. No student will be released to a parent/guardian until the police and transportation scene investigation is complete. Proper picture identification is required. After the initial event, incident investigation procedures are followed. School administration will notify parents of the event as soon as possible.

EMERGENCY EVACUATION DRILLS

The driver will prepare an evacuation plan based on the unique needs of their students. Students will not be removed from the bus during practice drills.

SCHOOL CLOSINGS AND DELAYS
PROCEDURES

The decision to close or delay school is made with the best interest of the health and safety of students in mind. All schools within the district and schools transported to outside the district are included in this decision.

In the case of closings or delays, consult local radio or news stations for the latest daily information. The information will usually not be available before 6AM. The Superintendent has the final decision in school closures and delays. For information regarding athletic events and individual school activities, please contact the school administration.

WHEELCHAIRS

Parents/guardians must indicate on the transportation form if the student rides in a wheelchair or will need special equipment. Students cannot be transported in collapsible wheelchairs. If the student is in a collapsible wheelchair, the student will need to move into a bus seat with assistance.

BOONE COUNTY SCHOOLS
TRANSPORTATION PBIS

TAKE PRIDE IN YOUR RIDE!



RESPECTFUL RESPONSIBLE SAFE

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PARENT/GUARDIAN EXPECTATIONS

Parents are encouraged to be familiar with the information contained in this handout and discuss this information with their children. All students should be encouraged to observe all safety and behavior expectations that have been established.

Please be aware of the following:

1. Students should be at the bus stop five minutes prior to the scheduled pick-up time. Driver is not permitted to blow the horn.
2. Assure that the student meets the bus at the scheduled time. Parents are responsible for supervising their children at the bus stop. Accompany the child to the bus stop if appropriate.
3. Parents must provide transportation for any temporary changes to the student's assigned location.
4. Transportation will not be provided to daycares outside the designated school boundary, including AM/PM kindergarten areas.
5. Students may not ride any bus other than their assigned bus. Schools will not issue any bus pass for students to ride other buses.
6. Only students assigned to the bus may ride. Space limitations prevent the transporting of siblings and classmates.
7. Transportation will only be provided to one designated AM location and one designated PM location, five days a week for Special Needs students and four days a week for Preschool students.
8. Transportation will be provided to a student's home address unless a designated alternative has been approved through the transportation office (i.e. daycare, babysitter, etc.).
9. Any alternative stop location must be located within the schools attendance boundary and remain in effect for the entire school year. Alternative location request forms will be available at the school office.
10. Any changes to students Special Needs transportation must go through the Student Services Department. Changes require a new transportation form to be completed.
11. The students will be released to school staff in the bus loading zone at the school. The school staff will meet the bus in the bus loop to receive the students.

PARENT/GUARDIAN EXPECTATIONS

12. Medication must be handed to the driver or assistant when the student gets on the bus.
13. Provide accurate and timely information on the Transportation form, including an alternate pick up or drop off location and the names of individuals authorized to receive the student. If the name of the individual picking up your child from the bus is not on the list we will return your child to school.
14. Inform the school and transportation office of any medical conditions or behaviors which might affect the student's health or safety on the bus.
15. All parents/guardians of preschool students are required to meet the bus at the curb for pick-up and drop-off.
16. Please notify the transportation office if the student will not be riding the bus and the office will notify the driver.

SEATING RESTRAINTS

All preschool students are transported in approved child safety vests. Students with disabilities which affect their ability to sit in the bus seat without support may use safety vests. These seating restraints are used under the direction of the Special Needs Transportation Department after consulting with the parents/guardians and/or IEP Committee.

CARRY-ON ITEMS

Carry-on items are limited to what can be held in the student's lap. This includes band instruments, school projects and athletic equipment. Parents will need to deliver any special items to school.

ITEMS NOT ALLOWED ON BUSES

1. Weapons
2. Illegal drugs, alcohol, or tobacco
3. Food or drinks
4. Hazardous materials or animals, except personal service animals

BUS ASSISTANTS

All preschool buses have a bus assistant.

859.384.5340

**PLEASE CONTACT THE DISPATCH
DEPARTMENT BETWEEN 5:30AM AND
5:30PM FOR QUESTIONS REGARDING
LOCATION OF STUDENTS, BUS OR
PERSONAL ITEMS.**

DISTRICT FOUR

Please contact the District Coordinator
for safety or student related concerns.

Coordinator:

Mary McCane
mary.mccane@boone.kyschools.us
859.586.0653

Director of Transportation

Robert Barrix
robert.barrix@boone.kyschools.us

Assistant Director of Transportation

Nick Greer
nicholas.greer@boone.kyschools.us

TRANSPORTATION DEPARTMENT

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