

# PARENTS GUIDE TO TRANSPORTATION STUDENTS WITH SPECIAL NEEDS

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**Scranton School District  
2015-2016**

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August 2015

Dear Parents/ Guardians,

Scranton School District Public Schools has prepared this information booklet to acquaint you with the guidelines covering your child's school transportation.

We need your assistance and cooperation to maintain timely and reliable service. Your familiarization with, and adherence to, these guidelines will aid considerably in transporting your child with maximum service and safety.

When your child is assigned transportation, the Van/bus Company will contact you by telephone to confirm the beginning of van/bus service. The van/bus company will introduce herself/himself, advise you of the approximate time schedule and review any pertinent emergency medical information so that we will be prepared in the event of an emergency.

We look forward to working with you and your child to achieve a safe, successful and enjoyable school experience.

## PARENT/ GUARDIAN RESPONSIBILITIES

The school van/bus is an important part of your child's day, and the Transportation Director is a vital link between home and school. Be sure to learn your driver's name, phone number, and van/bus number. The Parent/Guardian is responsible for having the child ready and waiting for the van/bus five minutes prior to van/bus arrival time in the morning and for being at the drop off location to receive the child in the afternoon.

Scranton School District requires the supervising adult be at home and present to receive the child when the van/bus arrives. The name and telephone number of this person must be given to the school to be added to your student's transportation request. The driver is not authorized to leave the child with anyone other than the person so designated or to deliver the student to another address. All designated person's names must be on file with Special Needs Transportation form.

If no one is at the P.M. address to receive your child, the van/bus driver will be instructed to keep the child on the van/bus and proceed with the scheduled route. Transportation dispatch will immediately notify the local school of the existing problem. Every attempt will be made to contact the parent/guardian, or emergency contact person authorized to receive the student using the telephone numbers you have provided. Upon completion of the scheduled route, the van/bus driver will return the child to their school to await parent/guardian pick up or follow the dispatcher's directions. If possible, when telephoning, the dispatcher will leave information on the student's location and how to make other inquiries.

Time schedules are provided for parent/guardian and school personnel to preplan their daily activities. Your driver will make every effort to maintain this schedule for the courtesy of all families on the van/bus route; therefore, it is imperative that you follow your designated schedule.

Repeated difficulties in delivery of a student will be referred to the school and the local authorities for assistance.

See Transportation Policy and Acknowledgment Form for consequences for Undeliverable Students.



**Special Needs -- Undeliverable Students  
Transportation Policy and Acknowledgment**

**Definition:** An undeliverable student is any student that cannot be delivered within fifteen minutes of their normal delivery time at their normal drop-off location.

**Example:** A parent or guardian is not present to meet the student.

Procedure: If the student is undeliverable, the van/bus driver will be instructed to keep the student on the van/bus and proceed with the scheduled route. Transportation dispatch will immediately notify the child's school of the existing problem. Every attempt will be made to contact the parents, guardians, or emergency contact person to receive the student using the telephone number provided on the transportation request. Upon completion of the scheduled route, the van/bus driver will return the child to their school to wait for parent/guardian pick up or follow the dispatcher's directions.

**In the event that transportation is suspended, it will be the parent/guardian's responsibility to transport the student to and from school during the suspension days.**

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**Consequences Acknowledgement**

**First Time:** The first time your child cannot be delivered, you will be given a copy of this document by the Principal advising you of the future consequences should your child become undeliverable again.

Child's record will maintain a signed copy of this form.

(Parent/Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_ \

**Second Time:** The second time your child becomes undeliverable, within 90 calendar days of the first incident, transportation services will be **suspended for two school days**.

(Parent/Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Third Time:** The third time your child becomes undeliverable, within 90 calendar days of the second incident, transportation services will be **suspended for three school days** and the information will be turned over to the Office of Youth and Family Services.

(Parent/Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Van/bus#: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Normas Sobre el Transporte de Estudiantes con Necesidades**

**Especiales Que No son**

**Recibidos por Un Adulto o Que No Pueden Entrar su Casa al Final del**

**Día Escolar**

**Normas**

**Definición:** Un estudiante que no se puede transportar significa un estudiante que no se encuentra con la persona asignada para recogerlo en su parada de autobús usual, dentro de un plazo de cinco minutos.

**Ejemplos:** Los padres o tutor no están presentes para recibir al estudiante y el departamento de transporte no ha recibido la autorización para permitir que el estudiante se quede solo. Se le ha dado autorización al departamento de transporte para que deje al estudiante solo sin que el padre/madre o tutor estén presentes, pero el estudiante no puede entrar a su casa porque la puerta está cerrada o porque el estudiante no tiene la llave.

**Procedimiento:** Si no se puede dejar solo al estudiante o éste no puede entrar a su casa, se le pedirá al conductor del autobús escolar que mantenga al estudiante en el autobús y que prosiga con la ruta que ha sido programada. El sistema de envío de autovan/bus/buses escolares notificará a la escuela sobre la situación inmediatamente.

Haremos lo posible por

comunicarnos con los padres o el tutor, o con la persona que usted haya designado para ser llamada en caso de emergencia, para que uno de ellos reciba al estudiante. Cuando acabe la ruta programada, el conductor del autobús regresará a la escuela con el estudiante para que espere a que sus padres o tutor lo recojan, o para seguir las instrucciones del sistema de envío de autovan/bus/buses.

Si el servicio de transporte escolar se suspende para el estudiante, los padres o el tutor tendrán la responsabilidad de llevar al estudiante a la escuela y de recogerlo al final del día escolar, durante el periodo de suspensión.

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**Aceptación y Reconocimiento de las Consecuencias**

**Primera vez** La primera vez que no se pueda dejar a un estudiante en su casa, los padres o tutor recibirán una copia de este documento por parte del conductor del autobús escolar y serán informados de las consecuencias si el mismo incidente ocurre nuevamente. El conductor del autobús guardará la copia firmada de este formulario.

Firma de unos de los padres/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Segunda vez** Si el mismo incidente ocurre nuevamente dentro de un periodo de 90 días, los servicios de transporte para dicho estudiante serán suspendidos por tres días escolares.

Firma de unos de los padres/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Tercera vez** Si el incidente ocurre por tercera vez dentro de un periodo de 90 días desde que ocurrió el segundo incidente, los servicios de transporte serán suspendidos por cinco días escolares y se enviará la información al Departamento de Servicios para Familias y Niños (conocido en inglés como *Office of Family and Youth Services – OYFS*)

Firma de unos de los padres/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Van/bus# \_\_\_\_\_ Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attendance**

Notify the van/bus driver when your child is unable to attend school by calling the contact information.

If the van/bus driver has not been contacted after the third day (3 consecutive days) van/bus service will be discontinued. You must contact the Special Education Office @ 570-348-3438 for service to be reinstated. Please allow up to three (3) working days for van/bus service to resume.

## **Early Release Days/ Inclement Weather**

Arrangements are made to receive your child on early dismissal days. For inclement weather resulting in school closings, notification will be broadcast via local television stations, radio stations and the District's website.

## **Items That Can Be Transported**

Books, book bags and other school-related items should be of a size that is manageable by the student without taking up seating space on the van/bus. All such items should be labeled with proper identification. Do not allow your child to take expensive items or large sums of money to school. The van/bus or school is not responsible for personal belongings.

## **Items That Cannot Be Transported**

Items which may cause injury will not be permitted on the van/bus. Such items include breakable or sharp objects, large items, weapons, matches, or insects. Food, drinks or special items for your child's class will not be transported.

## **Ridership**

Parents/Guardians are required to submit to your child's school current phone numbers (home, work and emergency contact) immediately upon changes. This enables Transportation to notify you in case of emergency. Only students assigned to the van/bus may ride. Drivers are not permitted to transport student's brothers, sisters, or friends to and from school.

## **A.M. Pick-Up**

The van/bus driver is not allowed to wait past the scheduled pick-up time for your child. Van/bus drivers/monitors are not permitted to make calls from their cell phone or leave their vehicle to announce their arrival. If the child is enrolled in a day care, the parent must inform the day care of this procedure to ensure that all children are picked up at their assigned time.

## **P.M. Drop-Off**

Van/bus drivers are not permitted to leave a student unattended. Special Needs Transportation policy states a van/bus driver will not drop off a student at any location other than the student's designated stop, unless in extreme emergency situations (i.e. parent/guardian involved in accident, in hospital, or death in family). Emergency arrangements must be made through Special Education Office at 570-348-3438.

## **STUDENT PICK-UP AND DROP-OFF PROCEDURES**

**Aggressive or unsafe student behavior:** If a student's behavior becomes aggressive or unsafe prior to the van/bus arrival or during the loading process, the parent/guardian should prepare an alternate method of transportation. The van/bus company is responsible for the safety of all students, therefore, students displaying aggressive behavior will not be transported. If a student becomes disruptive during the route to home, the van/bus driver will contact the Principal and return the student to their school. The parent is expected to pick up their child at school.

**Van/bus Stops:** The location of individual van/bus stops must be determined by safety factors, available space for van/bus turn around, and the student's exceptionalities. Van/bus may be unable to come into some apartment complexes, driveways, or dead-end streets.



**Pick up and drop off locations:** Your student's pick-up and drop-off location may be different; however, the location must be in the same general proximity of the student's home address or to the same pick-up and drop-off address must be used each day of the week. Approved requests will be implemented within five (5) working days. Parent/Guardian is responsible for transporting the student to and from a temporary address.

**Van/bus arrival time:** Your van/bus schedule may change throughout the year as new students are added or dropped from the van/bus route. Your van/bus driver will notify you if the pick-up or delivery time changes. Please be prepared to adjust your schedule if it becomes necessary. After an initial adjustment period, schedules should be consistent within fifteen (15) minutes. Bad weather and traffic may cause your van/bus to be late. If the van/bus is more than fifteen (15) minutes late, contact dispatch at 570-341-3504 or 570-342-2260.



**Medical Information:** It is imperative that you provide complete medical and student information for your child's own safety (i.e. behavior, medical, and seizure plans). It is necessary to complete the medical information at your child's school each year because of changes that may occur. Please list all medications and be sure to notify your child's teacher when medications change. All information will be kept confidential and collected from the van/bus managers by SSD Transportation at the end of the school year.

**Medications:** Parent/guardian should give all medications directly to school personnel, not the van/bus driver, or on the child's person or in their bookbag. Medicines must be checked in from the parent to the school nurse in person.

**Medical Equipment:** If your child has medical equipment which requires special training for proper use by school staff and must be transported with the student, it is essential that you inform Special Needs Transportation before service begins.



**Sick Child At School:** When your child becomes ill at school and is unable to remain in the classroom the parent/guardian must pick up the child, as this will prevent further spreading of germs to others on the van/bus.

**Communicable Diseases:** A child who has a communicable disease (including head lice) may be denied transportation until there is certification from their doctor or the Department of Health that proper precautions have been instituted to prevent the disease from spreading to other occupants of the van/bus. Parents must tell Transportation when their child contracts a communicable disease.

**Personal Hygiene:** For those children still in the process of being toilet trained or who must wear special undergarments please be sure to toilet the child prior to van/bus arrival time. For students who soil their undergarments, the parents (if at home) or school personnel (if at school) will be responsible for changing clothing before they place the child on the van/bus.

### **Change of Address Procedure**

In order to provide the safest environment for your student, we will no longer accept “pickup and drop off change of address” over the telephone. The parent/guardian must go to the school and have the teacher or administrative personnel complete a new Special Needs Transportation Request form. The form should be downloaded to Transportation by the school within 24 hours. You must have a picture ID to present to the school in order to make this change. Allow up to 5 working days for the change to go into effect. Parents must provide their own transportation until then.

### **Modified Day**

Once the IEP team determines that a student’s school day needs to be shortened due to medical reasons, the hours that transportation will be available are between 10:30 to 1:00.

### **CELLULAR PHONE USAGE**

The law prohibits the use of cell phones while students are on board. This shall include all cell phones, including hands free devices and cellular two way radios.

The school van/bus driver shall not use or operate a cellular telephone while the van/bus is in motion.

### **TEXTING**

No person shall operate a motor vehicle on any public road or highway of this state while using a wireless telecommunications device to write, send, or read any text based communication, including but not limited to a text message, instant message, electronic mail, or internet data.

If you need to contact your driver please ask them to call you once they have completed all routes for the day. Also, if your child is not riding the van/bus, please call into the van/bus company and they will inform the driver.

**HELPFUL INFORMATION**

**1. TO REPORT YOUR CHILD'S ABSENCE**

**2. WHEN YOUR VAN/BUS IS LATE BEYOND FIFTEEN MINUTES IN ARRIVING OR YOUR CHILD HAS NOT ARRIVED**



**DRIVERS NAME:**

**VAN/BUS NUMBER:**

**DRIVERS CONTACT INFORMATION:**

To better service your needs, all questions and concerns should first be referred to the Principal.

If the problem cannot be resolved at this level, then the Director of Transportation will assist followed by the Executive Director of Student Services.

The following is a list of the contact phone numbers.

Red Top	570-341-3504	Van Company
DeNaples	570-342-2260	Bus Company
Kathy Bevilacqua	570-335-0311	Director of Transportation
Gina Colarossi	570-348-3438	Executive Director of Student Services

## **SPECIAL NEEDS SCHOOL VAN/BUS SAFETY RULES**

Students will follow the directions of the driver.

Students should be prepared for the school day ten (10) minutes prior to the van/bus arrival time.

Students will be seated immediately when boarding the van/bus/bus.

Students will remain seated while the van/bus is in motion or temporarily delayed on the roadside.

Student will keep arms and legs out of the aisle away from other passengers.

Students will not throw objects out van/bus window. Inappropriate gestures or remarks to the van/bus driver, van/bus monitor, passing motorists or pedestrians will not be permitted.

Students will not exit the van/bus between pick-up and drop-off locations.

Students will not eat, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the van/bus/bus.

Students will not carry animals, glass objects, hazardous materials, or weapons onto the van/bus/bus. Students may carry objects that can be held in their laps.

Students will refrain from using loud voices, profanity and / or obscene gestures, and respect the rights and safety of others.

Students will not extend hands, legs, arms, or head out the van/bus window at any time.

Students will be totally silent at railroad crossings

Students will not operate or tamper with the van/bus service door, two-way, or any van/bus emergency equipment.

Students will help keep their van/bus clean and in good, safe condition.

## **REGLAMENTOS DE SEGURIDAD A SEGUIR EN EL AUTOBÚS ESCOLAR PARA ALUMNOS DE EDUCACIÓN ESPECIAL**

Los estudiantes seguirán las instrucciones del conductor del autobús.

Los estudiantes llegarán a la parada preparados para el día escolar y cinco (10) minutos antes de que llegue el autobús.

Al entrar al autobús, los estudiantes irán directamente al asiento asignado.

Los alumnos se quedarán sentados mientras el autobús está en camino o mientras se encuentre estacionado en la calle temporalmente.

Los estudiantes mantendrán sus brazos y piernas alejados de los pasillos y de otros pasajeros.

Los estudiantes no tirarán objetos fuera de la ventana del autobús.

No se permitirán gestos, ademanes o comentarios inapropiados dirigidos al conductor del autobús, al monitor del autobús, a los motoristas que pasen, o a peatones.

Los alumnos no se bajarán del autobús en otra parada que no sea la parada asignada para recogerlos y dejarlos.

Los estudiantes no comerán, ni masticarán goma de mascar o chicle en el autobús, ni traerán tabaco, licor, drogas o cualquier otra sustancia regulada al autobús.

Los estudiantes no cargarán animales, objetos de cristal o vidrio, materiales peligrosos, o armas en el autobús. Los alumnos solamente pueden llevar objetos que se puedan cargar sobre sus piernas.

Los alumnos no alzarán la voz, ni utilizarán palabras indecentes y/o gestos o ademanes obscenos, y respetarán los derechos y seguridad de otros.

En ningún momento, los alumnos deben extender las manos, piernas, brazos o cabeza fuera de la ventana del autobús.

Los alumnos guardarán el silencio completamente cuando el autobús pase por un cruce de ferrocarril.

Los estudiantes no deben operar ni interferir con la puerta de servicio del autobús, el radio emisor y receptor, o cualquier otro equipo de emergencia del autobús.

Para permitir que se les deje en la parada del autobús sin que una persona esté presente para recibirlos, los alumnos deben tener en sus expedientes, un formulario de verificación firmado.

Los alumnos mantendrán su autobús limpio, seguro y en buena condición.



