

**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-4 Regulations for Transporting Students with Disabilities Requiring Special Transportation**

**Last Reviewed: 6-28-10**

**Next Review: 7-01-12**

To assist with the efficient and safe transportation of special needs students in the Preston County school system the following guidelines shall be implemented:

- ❖ Students with disabilities' Individualized Education Program (hereinafter IEP) shall specify the bus modifications and support required for transporting the student when appropriate.
- ❖ When transportation of a student with disabilities necessitates a transfer while en route, appropriate supervision at the point of transfer remains the responsibility of the county school system.
- ❖ Vehicle requirements for use in transporting students with disabilities shall be guided by *SBP 4334 - Minimum Requirements for Design and Equipment of School Buses for West Virginia*.
- ❖ The county school system may terminate bus transportation service if the parent persistently fails to meet the bus at a designated stop. For these situations, due process procedures shall be made available to the parents and students.
- ❖ The school bus operator and/or the bus aide, when appropriate, shall:
  - Assist and supervise students with disabilities.
  - Complete first aid training. School bus operators and school bus aides transporting students with disabilities shall be trained on Section 1 of the "West Virginia School Bus Operators Training Manual."
- ❖ The special education director or designee shall provide the following information to the transportation director or designee:
  - Student's name and address.
  - Parent's name, address, home and work telephone numbers.
  - Emergency health care information and/or health care plan.
- ❖ When the IEP requires that medicine is to be provided to a student with disabilities while being transported, the procedures shall be in accordance with the Administration of Medication Policy.
  - Aides shall receive training by the school nurse in medication administration or in the delivery of other basic or specialized health care procedures as specified in *SBP 2422.7- Standards for Basic and Specialized Health Care Procedures*.
- ❖ Parents/guardians of students with disabilities shall assist in the transportation of their child by:
  - Providing documentation on the special care needed.
  - Bringing the student to the bus stop and providing the necessary supervision.

- Picking up the student at the designated time at the designated bus stop.
- Contacting the school bus operator if the child is to be absent.
- ❖ The transportation system shall implement SBP 4373 in conjunction with SBP 2419 - *Regulations for the Education of Exceptional Students*.

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Adopted: June 28, 2010  
Amended/Revised: