

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.3
ADMINISTRATIVE REGULATION
Transportation – Students with Special Needs**

Transportation is provided for students who are accessed by Student Services as unable to make their own way to and from school due to their physical or mental disabilities. This service is provided on a door-to-door basis depending on accessibility. The Manager of Transportation will determine the suitability of each stop.

All special needs transportation requests **must** be approved by Student Services. Once approved, Student Services will submit a request form to Transportation indicating Regular or Courtesy service and any special instructions and supporting documentation as required.

REGULAR RIDERS

1. Students with special needs that are designated in low incidence categories and attending neighbourhood schools may be bussed door to door if resources are available. Parents who live in close proximity to the school will be asked to be responsible for their child's transportation.
2. Students who are cross boundary by District arrangement may be provided transportation. Permission should be sought as follows:
 - a. A request should be made to Student Services.
 - b. Student Services will determine the eligibility for Special Needs bussing.
 - c. Transportation will determine if bussing can be provided.
3. **Transportation Assistance allowance** is available to parents and/or guardians of regular riders if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 20¢ per kilometer to a maximum of \$10 per day plus 30¢ for each additional child, per family, per trip.

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, September 7, 2012, May 25, 2016

COURTESY RIDERS

1. Students with special needs who are not designated in a low incidence category but who have needs that prevent them from walking safely to their neighbourhood school may be considered for courtesy transportation as follows:
 - a. The principal of the child's school makes the request to Student Services.
 - b. Student Services will consult with Transportation as to whether temporary bussing can be accommodated.
2. Students with special needs that are designated in low incidence categories who move from one catchment to another during the school year may be transported to their original school for the remainder of the year, depending on their individual program requirements. Request for this service should be made by the parents to Student Services.
3. Parents choosing to register their children in a school, other than their catchment area school, are responsible for transportation.

RESPITE CARE

Students with special needs that are designated in low incidence categories who receive respite or day care may be bussed if no disruption of schedule or no additional cost is incurred in doing so.

PARENT RESPONSIBILITY

1. Parents must escort the student to and from the bus and assist the driver as required. An adult approved by the parents or an older sibling may escort the student providing they are capable of caring for the student.
2. For the safety of all concerned (fellow passengers, the driver, other motorists and the bus) parents are requested to teach their children (where possible) to behave on the bus as they would in the classroom. Stay seated, keep your hands to yourself, no loud noise and follow all instructions from the driver.

STUDENTS REQUIRING A CHILD SAFETY RESTRAINT

1. Restraint harnesses are provided by the School District for students who need to be restrained because of safety issues related to their special needs. The vest provides support by helping hold the wearer upright and has been safety tested to meet Federal Motor Vehicle Safety Standards.

2. Once it has been determined that a student must wear a vest, this decision can only be changed after an assessment has been made by the School Principal who will then notify the parents and the Manager of Transportation. The School Principal will consult with Student Services in this assessment.
3. The E-Z-ON universal harness (model # 103Z) is currently used and comes in two parts, **a zippered vest** for the child and the **seat mount**, which is secured to the seat of the school bus.
4. The vests come in four sizes for children based on waist measurements; 22" extra small (XS), 25" small (S), 28" small medium (SM) and 32" medium (M).
5. Vests are the property of the School District and must be returned clean at the end of each school year and will be re-issued in September. Cost of a restraint harness is \$400.00 per set.

RESPONSIBILITIES

1. **Transportation Department:**
 - a. Consult with the parents, Student Services and the school.
 - b. Inform parents of their responsibilities.
2. **Student Services Department:**
 - a. Identify eligible students with special needs requiring bussing.
 - b. Submit a completed Bussing Request form along with supporting documentation to Transportation.
3. **Parent/Guardian:**
 - a. Register their child for bus service each year.
 - b. Maintain the vest and dress their child as per the following instructions:
 - Place the vest on your child with the parachute emblem to the front and do up the zipper, choose the zipper position that fits the child snugly.
 - Open the Velcro closure on the Sherpa fleece shoulder pads.
 - Adjust the strap by moving the plastic slide bar down and pulling down or loosening the metal adjuster until the shoulder strap fits snugly **over** the shoulder.
 - Reposition plastic slide bar in its lowest position.
 - Reposition the Sherpa fleece shoulder pads.

- Attach the crotch straps (if fitted) by snapping the plastic buckles together and tighten or loosen as required. The straps should be snug and comfortable while the child is sitting.
 - Double check for comfort and security.
- c. **Washing instructions** (keep the vest clean):
- Wash in **cold water** either hand or machine wash using a mild detergent. If machine washing, wash on **delicate cycle** and **drip dry**.
 - Do not use bleach or dry cleaning fluids.
4. **Driver's responsibility:** Inspect the vest and harness for deterioration, installing the seat mount and securing the student to the seat mount.
5. **Education Assistants:** Ensure the student is dressed as per instructions for use and that the student is ready to board the school bus.