

# CHAPTER 11: TRANSPORTATION STANDARDS

Revised 2/3/2017

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## PROCEDURES FOR THE TRANSPORTATION OF STUDENTS WITH DISABILITIES

### INTRODUCTION

#### **Procedures for Transportation of Students with Disabilities**

The purpose of establishing transportation procedures for students with disabilities is to ensure that transportation of students with disabilities is consistent with the requirements of the law and provide for the safe transportation of students with disabilities.

The Education District member districts provide free transportation services to any child with a disability who requires special transportation services because of a disabling condition or special program need. Whenever a child's disabling condition requires that the child cannot be safely transported on the regular school bus route or when the child is transported on a special route for the purpose of attending an approved special education program, the member districts will provide such transportation or contract with the parent to transport.

It is the practice of the Education District member districts to ensure that the length of time a child with a disability spends in transportation be appropriate to the physical, mental, and emotional well-being of the child.

The member districts reserve the right to determine the type of vehicle used to transport students with disabilities. The decision on the type of vehicle will be based on the disabling condition of the child and all vehicles used to transport students with disabilities will comply with MN Statutes.

Vehicles used to transport students with disabilities will be equipped with a two-way communication system or have a bus monitor or both, to provide the necessary assistance and supervision, unless these accommodations are not necessary or through mutual agreement between parents and the school district.

Specially adapted seats, supports and/or protective devices will be provided for all students who require these devices to ensure their safety in transportation. These devices will be selected by the school district in consultation with the student's parents and on the basis of the specific needs of the student with the disability.

District IEP teams will determine the need for supplementary aids and services for transportation to and from nonacademic and extracurricular activities to allow students with disabilities an equal opportunity to participate in these activities.

Each of the member districts have developed and approved comprehensive written policies governing student transportation safety, including transportation of nonpublic school students. These policies include all of the provisions of Minn. Stat. § 123B.91, subd. 1. Each of the member districts has designated school transportation safety directors to oversee and implement student transportation policies. The names of the designated transportation safety directors can be obtained in each member districts main office.

District special education teachers who case manage students with disabilities with health related and/or behavioral/emotional concerns, are required to complete a typewritten **Bus Emergency Card**, which will be kept in a locked place and will be made available to the bus driver and/or bus monitor assigned to the student/bus.

The Education District member districts will provide transportation to students with disabilities in accordance with all Minn. Statutes related to transportation of students with disabilities, including those

related to placement, nonpublic schools, Enrollment Options, ALCs, Charter Schools, State Academies, and Care & Treatment.

## DOCUMENTATION

- School District Policies for Transportation of Public School Students. Transportation of Nonpublic School Students, and Student Transportation Safety Policies (filed in each district)
- Financial Accounting for Student Transportation (filed in each district office)
- **Bus Emergency Health Information Card**
- **Special Transportation Checklist**
- **Transportation Contract with Parents**
- **Required Training for Bus Drivers Who Transport Student With Disabilities Checklist**
- **Example Flyer for Bus Driver Training**
- **Position Description for Drivers and Transportation Monitors** (See each districts position description file at individual district)
- **Example Request for Special Transportation**
- **Example Supplemental Transportation Information for Special Needs Students**
- **Parent Brochure on School Bus Ridership for Student in Special Education**
- **Notification of Intent to Offer Extended School Year Services**

**BUS HEALTH EMERGENCY/BEHAVIOR INFORMATION CARD**

Learner's Full Name	<b>Picture of Learner</b>  If available	
Address		
Case Manager		
Mode of Communication		Disability
Emergency Health Care Information		


<b>Behavioral Information</b>

Doctor	Phone #	
<b>Name</b>	<b>Day Phone</b>	<b>Evening Phone</b>
Parent(s)		
Emergency Contact		
Emergency Contact		

Home Directions

Day Care Directions

**SPECIAL TRANSPORTATION CHECKLIST**

## Special Transportation Checklist

While most students with disabilities receive the same transportation services as non-disabled children, it is the responsibility of the IEP team to determine whether the student's disability prevents the student from using the same transportation provided to non-disabled students. In developing recommendations for special transportation, IEP teams should consider the following relating to a student and his/her disability:

- \_\_\_ Mobility issues – Is the student non-ambulatory, wheelchair bound?
- \_\_\_ Communication – Is the student hard of hearing; nonverbal; has limited understanding of questions and directions; non-English speaking?
- \_\_\_ Physical – Does the student need assistive devices to maintain a sitting position; need assistance walking and going up and down stairs?
- \_\_\_ Health need – Does the student have seizures; fatigue that causes him/her to fall asleep on bus; require oxygen equipment?
- \_\_\_ Behavior – Does the student have significant behavioral issues; physically abusive to other students; attempts to get off the bus; is self-abusive?

Special Transportation **should not** be considered for any child who is capable of riding the regular school bus.

**TRANSPORTATION CONTRACT WITH ANOTHER MINNESOTA  
SCHOOL DISTRICT**

**Transportation Contract with another Minnesota School District**

Effective \_\_\_\_\_, the Goodhue County Education District (GCED) School Districts agrees to transport \_\_\_\_\_, a resident of the \_\_\_\_\_ School District to \_\_\_\_\_, from \_\_\_\_\_.

The \_\_\_\_\_ will charge a fee of \$\_\_\_\_\_ per mile. The \_\_\_\_\_ will provide an itemized bill at the end of the school year for all trips and corresponding costs.

The \_\_\_\_\_ School District agrees to indemnify the Goodhue County Education District and its employees in any and all claims arising or may arise against the Goodhue County Education District and its employees as a consequence of any act or omission direct or indirect on the part of the District or its employees while engaged in the performance of this agreement. The \_\_\_\_\_ School District agrees that it will defend, indemnify and hold harmless the Goodhue County Education District and its administration, Board of Education and employees against any and all liability, claims, losses, damages, punitive or otherwise, costs expenses, lawsuits and attorney’s fees which the district or its administration or employees may sustain, incur, or be required to pay during or after the term of this agreement arising out of or by reason of:

- 1) Any student suffering bodily or personal injury, death or property loss or damage while being transported in a vehicle owned, operated, leased or otherwise contracted for by the Goodhue County Education District.
- 2) Any other student also being transported causing injury to, or damage to, the person or property of the \_\_\_\_\_ School District student being transported by the Goodhue County Education District.
- 3) Any negligent or willful act or omission of the Goodhue County Education District or its employees which causes bodily or personal injury, death, property loss or damage to a \_\_\_\_\_ School District student while being transported in a Goodhue County Education District vehicle.

We the undersigned, agree to the terms and conditions of this contract.

\_\_\_\_\_  
GCED Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public School Representative

\_\_\_\_\_  
Date



**REQUIRED TRAINING FOR BUS DRIVERS WHO TRANSPORT STUDENTS WITH DISABILITIES**

Minnesota Department of Public Safety rules at Minn. R. 7470.1700, Subp. 3, require that each bus driver assigned to a vehicle transporting students with disabilities must:

- A. be instructed in basic first aid and procedures for the students under their care;
- B. within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities;
- C. assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and
- D. ensure that protective safety devices, as required in part 7470.1600, subpart 6, are in use and fastened properly.

The following VHS videocassettes are available from the MDE lending library:

Minnesota Association for Student Transportation Series:

- |  |   |
|--|---|
| _____ Introduction to the Special Needs Bus  | _____ Loading and Unloading the Special Bus   |
| _____ Wheelchair Management                  | _____ Emergency Evacuation of the Special Bus |
| _____ Transporting the Emotionally Disturbed | _____ Students with Hearing Disabilities      |
| _____ Students with Mental Disabilities      | _____ Students with Orthopedic Disabilities   |
| _____ Transporting the Physically Disabled   | _____ Students with ADD/ADHD Disabilities     |
| _____ Students with Visual Disabilities      |   |

School Bus Safety, Strategies Training Systems and MN Association for Student Transportation with cooperation from the Minnesota Department of Education and the Minnesota Department of Public Safety, 1995.

- |                  |                           |
|------------------|---------------------------|
| _____ Volume I   | Early Childhood Education |
| _____ Volume II  | Kindergarten              |
| _____ Volume III | Primary Grades (1-3)      |
| _____ Volume IV  | Intermediate Grades (4-6) |

\_\_\_\_\_ Trouble Spots, Seven Oaks Productions, Silver Spring, Maryland, 1991. 32 minutes. A three-part series on school bus safety in the loading and unloading areas plus silent positive safety rules segment.

Send order form to MDE Library, MN Department of Education, 1500 Highway 36 W, Roseville, MN 55113, 651/582-8719

Date Needed: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Return tapes to MDE Library, MN Department of Education, 1500 Highway 36 West, Roseville, MN 55113



**EXAMPLE FLYER FOR BUS DRIVER TRAINING****Bus Driver Training**

- 10:00 Introduction
- 10:10 View Video: Introduction to the Special Needs Bus  
- Discuss rationale/need for proper training
- 10:25 Discuss need for:  
- Emergency Procedure Cards  
- Confidentiality  
- Mandated Reporting  
- Knowledge of First Aid Procedures
- 10:40 View Video: Transporting the Emotionally Disabled
- 10:55 View Video: Preventing Problem Behavior on the Bus  
- Discussion on how to set limits with students
- 11:30 Break
- 11:40 Continue with viewing videocassettes and group discussion as per bus driver needs  
- **Board Room Videos Include:** Trouble on Board, Managing Crisis Situations, Students with ADD/ADHD  
- **Conference Room Videos Include:** Loading and Unloading the Special Bus, Wheelchair Management, Transporting the Mentally Disabled
- 12:40 Reconvene in Board Room or group discussion  
- Future training needs:  
- Videos available for checkout  
- Complete training evaluation

**EXAMPLE POSITION DESCRIPTION FOR BUS DRIVERS****Independent School District #000****Title:** District Driver**Date:****Dept./Building:** Transportation Department**New Position:**                      **Revision:** yes**Approval(s):** \_\_\_\_\_**Written by:****Immediate Supervisors Title:****A. Position Purpose/Basic Function:**

This position provides efficient, safe and on schedule transportation to I.S.D. # \_\_\_ students and staff.

**B. Accountabilities for specific jobs:**

85% Drives school vehicle and provides student management to ensure safe student transportation.  
 10% Bus inspection and general maintenance to ensure the bus is safe, clean and ready for the day.  
 5% Student reports, parent contacts and conferences to help resolve problems that occur on the bus.

**C. Authority/Decisions/Accountability:**

The Transportation Department goal is to provide safe, efficient and on schedule transportation to I.S.D. # \_\_\_ students and staff members. This position initiates bus referral/discipline reports, refers vehicle concerns to the mechanics, reports issues involving the Transportation Department to the Transportation Director. This person is responsible to uphold the school district policy and guidelines, and State and Federal regulations. This position reports to the Transportation Director, as do the positions of Secretary, Garage Mechanic Supervisor and Bus Monitor. There are no positions reporting to this position.

**D. Quantitative Data:****Number of Employees Supervised: Full-time:** 0 persons **Part-time:** 0 persons**Annual Payroll:** \_\_\_\_\_ **Annual Operating Budget:** \_\_\_\_\_**Other Relevant Statistics:** May have up to 90 passengers on a bus at any given time.**E. Contacts:**1. Within the district:

- Daily contact with students to maintain a positive, safe atmosphere in route vehicle.
- Daily contact with the Transportation Director to keep vehicles maintained, efficient, safe and on schedule.
- Contact with mechanics to assure that vehicle is in safe operating condition.
- Contact with principals and/or staff members to aid in student management.
- Contact with parents as necessary to aid in student management.

2. Outside the district:

- Sheriff/Police as necessary to provide information regarding traffic violations.

**F. Working Conditions:**

Exposure to dirt, dust, fuel, oils, extreme temperatures, inclement weather, passenger noise, student management issues and continuous traffic and safety concerns.

**G. Equipment Operation:**

Visual and general inspection of vehicle. Operation of general maintenance equipment including vacuums, power washers, brooms, fuel pumps, radio and video equipment or other equipment or tools needed to perform light maintenance of vehicle.

**H. Qualifications:**

High School graduate or equivalent preferred with a clean driving record for most recent three-year period. Valid Minnesota School Bus driver's license for bus drivers. Valid Minnesota driver's license for van drivers. Prior bus driving experience preferred. Knowledge of vehicle and driver safety. Demonstrated driving skills. Tactful and courteous oral and written communication ability is desirable. Ability to act appropriately in an emergency situation. Ability to drive despite noise, distractions and interruptions. Ability to drive in severe weather conditions. Ability to maintain a schedule.

**POSITION DESCRIPTION FOR BUS MONITORS****Goodhue County Education District #6051****Title:** District Bus Monitor      **Date:** August 20, 2008**Dept./Building:** Transportation Department**New Position:**      **Revision:** yes**Approval(s):** \_\_\_\_\_**Written by:**      **Immediate Supervisors Title:** Transportation Director**A. Position Purpose/Basic Function:**

This position provides efficient, safe and on schedule transportation to I.S.D. # \_\_\_ students and staff.

**E. Accountabilities for specific jobs:**

90% Student management to insure safe student transportation.

10% Student reports, parent contacts and conferences to help resolve problems that occur on the bus.

**F. Authority/Decisions/Accountability:**

The Transportation Department goal is to provide safe, efficient and on schedule transportation to I.S.D. # \_\_\_ students and staff members. This position initiates bus referral/discipline reports, refers vehicle concerns to the mechanics, reports issues involving the Transportation Department to the Transportation Director. This person is responsible to uphold the school district policy and guidelines, and State and Federal regulations. This position reports to the Transportation Director, as do the positions of Secretary, Garage Mechanic Supervisor and District Driver. There are no positions reporting to this position.

**G. Quantitative Data:**

**Number of Employees Supervised: Full-time:** 0 persons    **Part-time:** 0 persons

**Annual Payroll:** \_\_\_\_\_ **Annual Operating Budget:** \_\_\_\_\_

**Other Relevant Statistics:** May have up to 90 passengers on a bus at any given time.

**E. Contacts:**3. Within the district:

- Daily contact with students to maintain a positive, safe atmosphere in route vehicle.
- Daily contact with the Transportation Director to provide safe student transportation.
- Daily contact with District Driver to aid in student management.
- Contact with principals and/or staff members to aid in student management.
- Contact with parents as necessary to aid in student management.

4. Outside the district:

- Sheriff/Police as necessary to provide information regarding traffic violations.

**F. Working Conditions:**

Exposure to dirt, dust, fuel, oils, extreme temperatures, inclement weather, passenger noise, and student management issues.

**G. Equipment Operation:**

Operation of radio and video equipment or other equipment or tools needed to aid in student management.

**I. Qualifications:**

High School graduate or equivalent preferred. Prior student management experience preferred. Tactful and courteous oral and written communication ability is desirable. Ability to act appropriately in an emergency situation and the ability to perform duties despite noise, distractions and interruptions.

REQUEST FOR SPECIAL TRANSPORTATION

DATE \_\_\_\_\_
DATE SERVICE TO BEGIN \_\_\_\_\_

REQUEST FOR SPECIAL TRANSPORTATION

For School Year 20\_\_\_\_ - 20\_\_\_\_

- Student New to District
Change for Current District Student

Student Information

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Home Address: \_\_\_\_\_
(Street number & name) (Apt.#) (City) (State) (Zip)

Parent/Guardian Name: \_\_\_\_\_ Phone (H): ( )
Phone (C): ( )

Parent/Guardian Address: \_\_\_\_\_
(Street number & name) (Apt.#) (City) (State) (Zip)

Parent has been contacted to confirm address and phone number. (This is the case manager's responsibility).

Parent/Guardian Name: \_\_\_\_\_ Phone (H): ( )
Phone (C): ( )

Parent/Guardian Address: \_\_\_\_\_
(Street number & name) (Apt.#) (City) (State) (Zip)

Parent has been contacted to confirm address and phone number. (This is the case manager's responsibility).

Emergency Information

Emergency Contact Name: \_\_\_\_\_ Phone: ( )

Emergency Address: \_\_\_\_\_
(Street number & name) (Apt.#) (City) (State) (Zip)

School Information

Case Manager: \_\_\_\_\_ Disability \_\_\_\_\_ Attendance Times

Attending School: \_\_\_\_\_ Grade: \_\_\_\_\_ Start Finish

Childcare Information (if applicable)

Childcare Name & Address: \_\_\_\_\_
(Name of Childcare Facility) (Address) (Zip)

Childcare Phone: ( ) Contact Name: \_\_\_\_\_

Student has childcare which days? Monday Tuesday Wednesday Thursday Friday

Transportation Information

Kindergarten: Red Kindergarten Blue Kindergarten Everyday Preschool: AM Preschool PM Preschool Sound Pals

Student is transported which days? Monday Tuesday Wednesday Thursday Friday

Pick-up Location: \_\_\_\_\_ Drop-Off Location: \_\_\_\_\_

- Special Instructions: None needed, Eye to eye, Hand to hand, Wheelchair travels, Wheelchair remains, Special child seat, Medical alert/behavior alert, Seat Belt, Booster Seat, Car Seal, Special transportation field trip requirements, A court order is in place to restrict from picking up child, Other.

SUPPLEMENTAL TRANSPORTATION INFORMATION FOR SPECIAL NEED STUDENTS

SUPPLEMENTAL TRANSPORTATION INFORMATION FOR SPECIAL NEED STUDENTS

This form is to be used to share any information about special needs students that would be helpful/essential to the transporter. The information is considered confidential and cannot be shared with any individual not involved in educating or transporting the student.

Student Information

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

Case Manager: \_\_\_\_\_

Attending School: \_\_\_\_\_ Grade: \_\_\_\_\_

Mode of Communication: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Wheelchair Needed: [ ] YES [ ] NO [ ] Power [ ] Manual Case Manager Responsible: \_\_\_\_\_

Other Mobility and/or Assistive Devices Used: (List type) \_\_\_\_\_

Is there anything on the IEP specifically regarding special transportation? [ ] YES [ ] NO

Please indicate below on which type of vehicle the student could receive his/her special transportation. If only a van or mini bus is appropriate, please provide rationale below.

- Mini Bus [ ] YES [ ] NO [ ] YES [ ] NO
Van [ ] YES [ ] NO [ ] YES [ ] NO
Regular bus with lift [ ] YES [ ] NO [ ] YES [ ] NO
Any of the above [ ] YES [ ] NO [ ] YES [ ] NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any medical/physical conditions that the driver/monitor should be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the student require any assistance from the driver/monitor for the above listed conditions? [ ] YES [ ] NO

If "YES", what assistance will be needed? Will specific training be needed and, if so, who will provide the training?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other behavior/emotional characteristics the driver/monitor should be aware of, including any special instructions for interacting with the student:

\_\_\_\_\_  
\_\_\_\_\_

Principal Approval: \_\_\_\_\_

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

**SCHOOL BUS RIDERSHIP BROCHURE****How can a parent help to make the school bus safe?**

Talk with your student about the school bus safety rules and appropriate bus riding behavior. We expect all students to follow the bus safety rules to the best of their ability.

The School Bus Safety Rules are:

- Be on time
- Always sit down
- Buckle seat belt and face forward
- Speak quietly
- Follow the directions of driver and/or assistant
- No eating or drinking on bus
- No fighting

Following these rules is very important for the safety of your student and others who ride the bus to and from school.

If a student does not conduct appropriate behavior on the bus, the driver will write up an incident report which will be shared with the appropriate staff.

**Why must the parent complete an emergency information form?**

State Board of Education rules require that the bus driver have emergency and health information in the bus for each student. Parents must provide this information. The form should be filled out at the student's Individual Education Program (IEP) meeting by school staff and parents together. This form must be updated by parents or guardians if the student's needs or program changes during the school year. The information is required **before** the student can ride the bus.

**GENERAL INFORMATION****Sidewalks and driveways**

Clean sidewalks and driveways of snow and ice to make the movement of your student to and from the bus safer and easier. This is especially important if your student uses any type of mobility device.

**Ill students**

If your student becomes ill at school, or for some other reason cannot be transported by bus, you will be expected to transport your student to and from school.

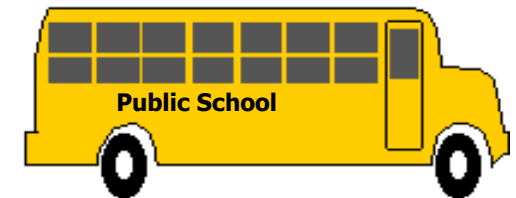
**Questions and concerns**

If parents have additional questions or concerns about special education transportation, they may call the District Office or contact the student's IEP manager. Concerns about buses or bus drivers should be directed to the District Office. Drivers receive training in all aspects of bus driving and student behavior management.

District Office Phone # 651-388-4441

Transportation Services Phone # 651-388-4441

# School Bus Ridership Information for Students Receiving Special Education



**Goodhue County Education District  
#6051**

*395 Guernsey Lane  
Red Wing, MN 55066*



## When will the bus route begin for my student?

Every effort is made to arrange transportation as quickly as possible. To ensure that everyone involved is notified (driver, parents, school), new bus requests will begin the first day of the following week; i.e., requests submitted Monday-Thursday will begin the following Monday. Requests on Friday will begin one week from Monday. When a student is assigned to a program one week or less before school starts in the fall, it may not be possible to arrange bussing by start of school. Parents may be asked to transport their student for a maximum of two weeks. Parents will receive a phone call with bus times. If you have not heard prior to the first day of school, please call directly at the [number listed on the back of the brochure](#).

## If we move to another address within the school district will my student ride the same bus?

An address change may require a bus change. Parents should call the \_\_\_\_\_ in advance to give the moving date, the new address and phone number. Bus drivers are not authorized to make any route changes. Bus route changes can take up to one week. It is the parents' responsibility to transport the student until the route change is effective.

## What if my student is picked up and dropped off at an address other than their home?

Bus routes can only allow for [one address](#) for the pick-up and [one address](#) for the drop-off. For the safety of your student, one day changes cannot be made. Parents are encouraged to keep the daycare address close to home. [Frequent changes and short notice changes will not be possible](#).

## Can the pick-up and drop-off time change from day to day?

Bus routes vary according to the needs of each student who rides the bus. Bus route times may also vary according to the attendance patterns of the students on the route. Some students may attend only one or two days of the week, and this will affect pick-up and drop-off times. Allow for a 5 minute leeway for pick-up and 15 minute leeway for drop-off times.

## If my student needs medications during the school day, can I send them to school with my student?

Medications should not be sent with a student on the bus, since they can easily become lost, misplaced or stolen. If your student needs medication during the school day, please contact the School Health Office to make arrangements to drop off the medication at school.

## School Bus Driver and Bus Assistant Responsibilities

### What are the school bus driver's responsibilities?

School bus drivers are professional drivers with special training and Commercial Driver's Licenses. They are responsible for the safe transportation of the students and to keep on schedule. The bus driver is responsible for insuring all child restraints are secured appropriately before the bus departs and to report any student concerns to the student's special education teacher.

On rare occasions a bus assistant may be needed. The bus assistant works with the driver to be sure the students are safe on the bus. They may assist in securing seat belts, wheelchair restraints, necessary supports, etc. The assistant may maintain discipline, see that students stay in their seats, and report problems to the school. They seek emergency medical help when needed. The bus assistant is employed by the school district.

## Can a bus driver or assistant come to the door to pick-up and drop-off a student?

Bus drivers and assistants can only work with students in the area in and around the bus. They cannot assist a student beyond the curb.

## Parent Responsibilities

### What are the parents' responsibilities at pick-up time?

Have your student fully clothed, toileted and ready for the bus 5 minutes before pick-up time. Tight routing does not allow time for buses to wait or blow the horn. Accompany your student to the bus. If your student will not be riding on any given day, call at least 1 hour before pick-up time so the bus driver can by-pass your stop. If a driver makes a stop for three days in a row and the student doesn't show up, the stop may be dropped from the route. That is why it is important to notify the bus company if your student will not be riding. Notify the district in advance if your address, phone number or daycare assignments change. If your student will be out of school and not riding the bus for more than 3 days, you should notify the district.

### If my student misses the bus, can it come back?

The driver cannot come back because of commitments at other bus stops and other schools. Transport your student to school as quickly as possible.

### What are the parents' responsibilities at drop-off time?

For students needing supervision, be ready to meet the bus 15 minutes before the designated time. Students in Early Childhood and Kindergarten must be met at the bus door by a parent or responsible person at the drop-off time. Since this is a safety issue, there are no exceptions allowed. The Emergency Card should address the level of independence for children grades 1 through 12.

**NOTIFICATION OF INTENT TO OFFER EXTENDED SCHOOL YEAR SERVICES**

TO: Superintendent  
ISD# \_\_\_\_\_

FROM: Cherie Johnson, Executive Director

DATE: March ,

RE: Notification of Intent to Offer Extended School Year Services

The Goodhue County Education District and its member districts: #253 Cannon Falls, #252 Goodhue, #2172 Kenyon-Wanamingo, #814 Lake City, #256 Red Wing, and #2805 Zumbrota-Mazeppa, are hereby notifying your district of its resident students for whom the Education District and/or its member districts (specified below) intends to provide extended school year (ESY) services.

The Education District or its member districts anticipate providing ESY services to the specified student(s). A state tuition bill will be generated for the appropriate share of the costs for services.

Should you have questions, please contact the following person(s).

Student Name			MARSS #	Primary Disability	Age	DOB	District #	Serving District	Program Name
Last	First	Middle Initial							