



701.23AP Transportation of Students with Diverse Learning and/or Physical Needs

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LEGAL REFERENCE:

- Education Act
- School Transportation Regulation 96/19

CROSS REFERENCE:

- [701.22AP Designated Means of Student Transportation: Parent/Agent Provided](#)
- [701.23AP Exhibit 1 - Letter of Instruction to Parents/Guardians](#)
- [701.23AP Exhibit 2 - Transportation of Students with Diverse Learning and/or Physical Needs Application Form \(ECS, Grades 1-12\)](#)
- [701.23AP Exhibit 3 - The *Inclusive Planning Tool* - *SETT Framework* - *Riding the School Bus*](#)
- [701.23AP Exhibit 4 - Sample Social Story: I Can Ride the Bus Home from School](#)

PROCEDURES:

In order to provide for the safe transportation of children/students with diverse learning and/or physical needs, the following procedures are to be followed:

1. School Learning Teams must include a transportation recommendation in the child/student's Individualized Program Plan (IPP), in the transition section, as early in the school year as possible and revisited at each reporting period to determine if changes to the transportation recommendation(s) are required.

2. If the school bus needs to be physically altered in any way (i.e. car seat, restraint system, wheelchair lift, walker storage etc.) the Director of Transportation must be consulted. Sufficient time for these changes to occur must be allowed, clearly planned for, and this information conveyed to the parents and bus contractor/bus driver.
3. Forms must be received, reviewed and approved prior to any transportation services being provided.
4. For children/students with diverse learning and/or physical needs currently enrolled and require transportation services:
 - 4.1 The Inclusive Learning Teachers at each school will distribute the Transportation of Students with Diverse Learning and/or Physical Needs Application Form (ECS, Grades 1-12) (Exhibit 2) and the corresponding Letter of Instruction to Parents/Guardians (Exhibit 1) by May 1st.
 - 4.2 Parents must return the Transportation form to the school site Inclusive Learning Teacher by May 31st.
 - 4.3 The Inclusive Learning Team at each school will review the Transportation form once returned from the parent. They will complete the school transportation recommendation section of the Transportation form. They must ensure the school transportation recommendation, that is indicated on the Transportation form, aligns with the transportation recommendation indicated in the Transition section of the IPP.
 - 4.4 The Inclusive Learning Teacher will then submit the completed form to the Director of Inclusive Learning by June 15th (or as soon as possible for registrations after that date).
 - 4.5 The Director of Inclusive Learning will then complete the Department of Inclusive Learning section of the Transportation form with the applicable coding and approval and then forward to the Director of Transportation. The Director of Transportation will then review the form and assign a bus and/or parent/agent provided contract for each student.
 - 4.6 Forms must be received, reviewed and approved prior to any transportation services being provided
5. For new children/students with diverse learning and/or physical needs that require transportation services:
 - 5.1 The Inclusive Learning Teachers at each school will distribute the Transportation of Students with Diverse Learning and/or Physical Needs Application Form (ECS, Grades 1-12) (Exhibit 2) and the corresponding Letter of Instruction to Parents/Guardians (Exhibit 1) at the time of registration.
 - 5.2 Parents must return the Transportation form to the school site Inclusive Learning Teacher as soon as possible following registration.
 - 5.3 The Inclusive Learning Team at each school will review the Transportation form once returned from the parent. They will complete the school transportation recommendation section of the Transportation form. They must ensure the school transportation recommendation, that is indicated on the Transportation form, aligns with the transportation recommendation indicated in the Transition section of the IPP.
 - 5.4 The Inclusive Learning Teacher will then submit the completed form to the Director of Inclusive Learning as soon as possible following registration.

- 5.5 The Director of Inclusive Learning will then complete the Department of Inclusive Learning section of the Transportation form with the applicable coding and approval and then forward to the Director of Transportation. The Director of Transportation will then review the form and assign a bus and/or parent/agent provided contract for each student.
- 5.6 Forms must be received, reviewed and approved prior to any transportation services being provided.
6. If discrepancies occur between the parent/guardian's request on the Transportation application form and the school's recommendation/information from the IPP, then a further conversation needs to occur amongst the school's learning team and parent/guardian at the school level, to strive to reach consensus. If this cannot be done, then the Director of Inclusive Learning may be consulted.
 7. The discussion and the corresponding decision in regards to the safe transportation of students with diverse learning needs and/or physical needs will take into consideration the current year IPP recommendation, the information gathered in *The Inclusive Planning Tool - SETT Framework - Riding the School Bus Exhibit 3*, as well as the following considerations for determining the type of transportation service provided:
 - a. Severity of a medical condition (e.g. allergies, anaphylaxis reactions, seizures, etc.)
 - b. Severity of social, emotional, and/or behavioral status
 - c. Requirement of a full-time aide at the school during structured and unstructured time
 - d. The distance the child/student resides from their designated school
 - e. Length of time a child/student would spend on the bus
 - f. Ability of the student to follow pandemic/COVID-19 safety protocols (i.e. wear masks, remain in seat, keep hands to themselves, etc.)
 8. In order to be considered for parent/agent provided transportation, the severity of a child's disability must prevent them from riding a regular bus.
 9. The final decision in regard to the type of transportation services to be provided will be made by the Director of Transportation in consultation with the Principal and the Director of Inclusive Learning.
 10. If parent/guardian does not agree with the decision the appropriate BTPS Student Appeal procedures may be followed.
 11. The Director of Transportation will arrange for the transportation of the student as per the decision and notify parents of the details. Parent/Agent provided contracts will be issued as per [Administrative Procedure 701.22 Designated Means of Student Transportation](#).