

# 2019-20 Transportation Guide for Parent of Children in **Special Programs**



SALEM-KEIZER SCHOOL DISTRICT 24J

TRN-W023

Revised June 2019



MICHAEL SHIELDS, Director  
Transportation Services  
P.O. Box 12024 • Salem, Oregon 97309-0024  
503-399-3100 • FAX: 503-399-3082

Christy Perry, Superintendent

Dear Parent/Guardian:

This guide has been designed to provide you with general information regarding transportation for students with special needs. We take pride in our drivers and their contributions to your students educational success. We hope this information is useful and will help us work together to ensure your student's safety and a successful bus ride.

Please read this carefully as it explains the expectations of the parent/guardian, some basic regulations our drivers follow, bus rider expectations, and route notification information.

Bus expectations should be discussed regularly with your student so that they are familiar with the rules necessary to ensure the safest and most successful bus ride.

If you have any questions or concerns, contact the Salem-Keizer School District Transportation Department at 503-399-3100 between the hours of 8:00am and 5:00pm, Monday through Friday.

Sincerely,

Michael Shields  
Director of Transportation

## Table of Contents

Request for Transportation (RFT) .....	1
Change of Student Contact Information .....	1
Change in Route, Pick-Up and/or Drop-Off Times .....	1
Student Pick-Up .....	1
Students Requiring Supervision/Drop-Off .....	1
Student Assistance .....	2
Securing Students on the Bus .....	2
Wheelchairs and Power Chairs.....	2
Inconsistent Riding .....	3
Providing Service to Siblings .....	3
Bus Stop Placement.....	3
Undeliverable Students .....	3
Medication on the School Bus.....	4
Illness.....	4
Soiled Clothing.....	4
Head Lice .....	4
Immunizations .....	4
Food and Drinks on the Bus.....	4
Balloons, Skateboards, and Scooters on the Bus .....	5
Inclement Weather .....	5
Student Identification .....	5
Emergency Student Removal from the Bus .....	5
Basic Overview of Bus Rules/Expectations .....	5

### Request for Transportation (RFT)

The teacher or case manager will complete a Request for Transportation. For the Salem-Keizer School District (SKSD), K-12 students, the RFTs will be forwarded to the Transportation Department for approval.

For Willamette ESD and Oregon Head Start Pre-School students, the RFTs will be forwarded to the Program Coordinator for approval, then the approved RFTs are forwarded to the SKSD Transportation Department. After the RFTs are processed by the Transportation Department and service is ready to begin, the bus driver (s) will call you with the route information.

### Change of Student Contact Information

The parent or guardian is responsible for notifying the school and teacher of any change in student contact information; such as change of address, phones numbers, and emergency contacts. The Teacher will then initiate the change with the Transportation Department through an updated RFT.

### Change in Route, Pick-Up and/or Drop-Off Times

Due to the special nature of the programs we serve, you may experience changes in route times. For example, new students are added to the route, other students may move or change programs. All of these changes may impact our service to your student. We appreciate your patience and understanding when these changes happen.

### Student Pick-Up

Due to time constraint and the distance the bus travels, students should be prepared to board the bus at least 5 minutes prior to their scheduled pick-up time. The student pick-up time may vary from the scheduled time due to traffic and other student needs. However, the bus should not be early to the stop. If your bus is 15 minutes late from the scheduled pick-up time, call the Transportation Department at 503-399-3100 and ask for Dispatch.

### Students Requiring Supervision/Drop-Off

Students requiring supervision as stated on the RFT will not be allowed to leave the bus until the designated receiving adult(s) is physically present at the bus stop. Please verify this information with your student's bus driver. Depending on bus rider attendance student deliver times may vary. Please be ready to receive your student following the school's dismissal time to the scheduled deliver time.

Traffic conditions may effect delivery schedules.

The phrase, "Supervision Required from Parent to Driver to Teacher" does not automatically imply front-door service. The parent/guardian is expected to meet the bus at the designated drop-off location. Supervision Required students will only be released to a person who is authorized to receive the student. Please be ready to show identification to the driver if necessary.

All students in pre-school and students with identified needs on a special programs route, must have a receiving adult at the bus stop.

### Student Assistance

The parent/guardian is responsible for assisting his/her student to and from the bus. The student who needs to be carried on or off the bus is to be placed on the bus in his/her assigned seat by the parent/guardian.

### Securing Students on the Bus

Securement equipment/devices are to be used by all students. Due to the sensitivity of securing small students in safety systems, it is requested that a parent, teacher, instructional assistant, or nurse be present during the securing process. Students who are 50 pounds and less will be transported in a safety securing system furnished by the Transportation Department. In order for us to transport, the parent must notify the school of the student's weight in pounds to allow us to provide the appropriate safety equipment/device. All these systems are approved by The Federal Motor Vehicle Safety Standards. The securing system used for each student will depend upon the bus assignment. Any request for changes must go through your student's 504 or IEP case manager. The drivers are not authorized to make these changes.

### Wheelchairs and Power Chairs

For the safety of your student, wheelchairs must be in good working order, free of structural defects, and manufactured for use on a school bus. The brakes must be in good working order. The wheels must be properly inflated and the wheelchair must have a positioning lap belt. Students may not be transported in any scooter or stroller on the bus.

Parents must provide information to the Transportation Department regarding special instructions for power chairs. Please provide the following information: weight, length and width of the power chair. Also, please provide any additional information of special attachments such as tables, computers, communication devices, etc. **The driver**

**will secure the wheelchair or power chair and may ask the parent to assist, if necessary.**

### Inconsistent Riding

When a student does not ride the bus for five (5) consecutive days, his/her transportation service may cease without notice unless prior arrangements have been made. The driver will call the parent, and if the driver is unable to reach the parent, the driver will then call the teacher or 504 or IEP case manager. Finally, the driver will inform the Routing Team to assess the situation regarding the student's transportation service. To resume transportation, the parent/guardian must contact the teacher/case manager. At that time, please verify your personal and emergency contact phone numbers and address.

### Providing Service to Siblings

Providing transportation service to siblings of students in Special Program is generally not allowed.

Written requests for sibling riders must receive joint approval from the Student Services Coordinator and the Director of the Transportation Department. Transportation service will not be provided to siblings on days the student with Special Education or 504 services does not ride the bus.

### Bus Stop Placement

The student's pick-up and drop-off address location will generally be on the nearest through street. Students living on dead-end streets, cul-de-sacs, apartment complexes, or in private housing developments will be picked up at the primary road or nearest intersection on a through, public street.

Students with mobility issues will be considered for pick-up at the front door on an individual basis. Streets not properly maintained or with foliage that could cause damage to the school bus or impair the driver's visibility, may prevent service and will be avoided until improvements are made.

### Undeliverable Students

When any student requires supervision and if there is no adult visible to the driver at the stop, the Dispatch office or driver will: 1) Call home 2) Call the alternative emergency phone numbers 3) At this time, if no one is available to receive the student, the student will be brought to the Transportation office and it will be the parent/guardian responsibility to pick up the student. 4) Transportation will call the

Department of Human Services (DHS) if no one can be reached by 4:30 p.m. or call the Juvenile Department after office hours.

When DHS comes to pick up the student, DHS will follow up with on issue at their own discretion with the parent/guardian.

#### Medication on the School Bus

The Transportation Department does not allow students to transport medications on the bus. Please make arrangements with your student's school in these cases and not with the bus driver. The medication(s) must not be placed in backpacks or lunchboxes unless listed in the Transportation medical protocol (TMP).

#### Illness

When a student becomes ill at school, the parent/guardian is responsible to transport the student from the school.

#### Soiled Clothing

Health issues restrict the transportation of students with soiled diapers or clothing by district staff.

#### Head Lice

When a student who rides a small bus has been diagnosed with head lice and is excluded from school, they may not ride the bus home at the end of the day. It is the parent/guardian's responsibility to transport the student home from school. After exclusion, the student may not ride the bus or attend school until the student has been rechecked by the school staff. During that time, it is the parent/guardian's responsibility to provide transportation home from the school. Prior to resuming transportation service, the school nurse or staff will check the student and notify the Transportation Department when to resume service.

#### Immunizations

When a student's immunizations are not up to date, the school suspends transportation service until completed. The school will notify the Transportation Department when to resume service.

#### Food and Drinks on the Bus

For your student's protection, food, snacks, candy, gum, and drinks, with the exception of water, may not be consumed on the bus. Due to the risk of choking and hygiene, students will be asked to put open food away. An exception will be made with a Transportation Medical Protocol.

### Balloons, Skateboards, and Scooters on the Bus

Balloons (inflated), are not generally allowed on the bus, due to safety issues in the event of an accident.

### Inclement Weather

In inclement weather, please tune in to a local TV or radio station or district web page [www.salkeiz.k12.or.us](http://www.salkeiz.k12.or.us) for school delays or closures. Please expect delays due to road conditions. Prior to inclement weather, please work with your driver on an alternate pick up and drop off location.

### Student Identification

When calling the Transportation Department, please supply the Dispatch office with the student's name, route number, name of the school the student attends and student ID (if known).

### Emergency Student Removal from the Bus

In the event that emergency removal is necessary due to violence, illness or for safety of the students or others, the student may be removed from the bus.

A review by the multi-disciplinary team will be conducted to determine the best course of intervention.

### Basic Overview of Bus Rules/Expectations

Please review these bus expectations with your students on a regular basis. This will assist the driver and your student to be successful on the bus.

- Always obey your bus driver.
- Be at your bus stop on time.
- Cross in front of the bus only with your driver's permission/signal.
- Keep body parts inside the bus.
- Stay seated during the route.
- Talk quietly and be courteous.
- Keep the bus clean and the aisles clear.
- Respect the property of others.
- No eating and drinking on the bus.
- Be nice to others.