



# **SPECIAL NEEDS STUDENT TRANSPORTATION PROCEDURE (TRN-P002)**

Clarksville-Montgomery County School System

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## **1.0 SCOPE:**

- 1.1 This procedure outlines the process for requesting and obtaining transportation for Special Needs Students.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## **2.0 RESPONSIBILITY:**

- 2.1 Route Specialist

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

## **4.0 DEFINITIONS:**

- 4.1 Special Needs Student: For this procedure a Special Needs Student is a student identified as disabled under the Individuals with Disabilities Education Act (I.D.E.A.) who must have special transportation to access his/her educational program.
- 4.2 IEP (Individualized Education Plan) Team: A group composed of student's parents/guardians and appropriate professionals who determine eligibility, placement and services for a child identified under I.D.E.A. Composition of the team varies for each child.

## **5.0 PROCEDURE:**

- 5.1 Special Needs Student enrolls in school.
- 5.2 IEP Team determines the need for special transportation, coordinates with Route Specialist and completes Transportation Request Form (ref. [SPE-F001](#)).
- 5.3 Transportation Request Form is forwarded to the Route Specialist.
- 5.4 Route Specialist determines appropriate transportation requirement for student in accordance with type of disability, program, residence, time constraints and availability of services.
- 5.5 Driver is notified of requirement.
- 5.6 Driver inspects student's home site to determine accessibility to students for safe entrance and exit of school bus.
- 5.7 Driver reports conditions to transportation staff. If not accessible parent is informed of needed corrections and will be responsible to transport student to a stop assigned by Transportation Staff until corrections are verified. Transportation staff will notify parents of start date and approximate pick-up and drop-off times after verification of corrections
- 5.8 Driver and aide are provided with computerized route map, run information and current student roster.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Transportation Request Form ([SPE-F001](#))



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6.2 Computerized route map with run information

6.3 Computerized roster of students

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Special Needs Transportation Request Form	Notebooks, by Bus Number, in office	Until student exits the system	Shredded	Secured Building

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
3/11/03		Initial Release
4/23/03	A	Clarify 4.2, change form to Transportation Request Form in 5.3, change Special Needs Route Specialist to Route Specialist throughout procedure, clarify 5.7 and eliminate 5.7.1, 5.7.2 & 5.7.3, revise flowchart
11/13/06	B	Revise according to Special Ed changes, update flowchart

## 9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

# Special Needs Student Transportation Flowchart

