

SCHOOLS – Refer to [Form 7-109 Transportation Inclusive Planning Tool](#)

For transportation, students with complex needs are usually those who are at a Response to Intervention (RTI) Level 6, have a safety plan, and/or have mobility issues. In order to provide for the safe transportation of students with complex needs, the following procedures must be followed:

1. The school-based inclusive education teams must include a transportation recommendation in the student's Individualized Program Plan (IPP) as early in the school year as possible. This should be revisited at each reporting period to determine if changes to the transportation recommendation 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 the bus driver.
3. Forms must be received, reviewed and approved prior to any transportation services being provided.

For students with complex needs currently enrolled and requiring transportation services:

4. Prior to June 15th, the school-based inclusive education team will review the current year IPP and complete the Inclusive Transportation Planning Tool (Form 7-109).
5. The school-based inclusive education team will submit their recommendations to the Director of Student Services and the Director of Transportation, prior to June 15th for final approval.
6. Upon final approval, the school-based inclusive education team will provide parents with information regarding the transportation arrangements.
7. The Transportation Department will arrange for transportation for the upcoming school year, and will convey applicable information to families prior to the first day of school.

For new students with complex needs requiring transportation services:

8. Prior to transportation services being arranged, the school-based inclusive education team or early education team will assess the student and complete the Inclusive Transportation Planning Tool (Form 7-109).
9. The school-based inclusive education team will submit their recommendations to the Director of Student Services and the Director of Transportation.
10. Upon final approval, the school-based inclusive education team will provide parents with information regarding the transportation arrangements.
11. The Transportation Department will arrange for transportation and convey applicable information to the families prior to the transportation start date.

Additional information:

12. Adjustments to the plan may be necessary from time to time. Any updated recommendations should follow the steps listed above.

13. Open communication between the school-based inclusive education team and the bus driver is imperative. Schools are encouraged to invite the bus driver to team meetings when topics could influence the student's behavior on the bus.

Reference

[AP 70-126 Parent Provided Transportation](#)
[Form 7-109 Transportation Inclusive Planning Tool](#)