

## Dear Parents:

The Admission, Review and Dismissal (ARD) committee has determined, with you as the parents, that your child requires special needs bus service. This service is provided as a related service under Title 34 CFR 300.16. Your child's eligibility for special needs bus service was outlined for you in the ARD committee. The school building special education campus coordinator can further explain your child's transportation service. Please contact your campus coordinator if there are any further questions about special needs bus service.

## As Parents you should:

1. Attend your child's ARD committee meetings and the Annual Reviews. State your child's special needs special handling during bus service so these issues can be considered by the ARD committee. The ARD committee, through the special education campus coordinator, will notify the Transportation Department in a timely manner to schedule your child's bus service.

2. Please notify Special Needs Routing Office (397-0870) when your child will not ride the bus for several days each time your child will miss his or her AM or PM run.

3. Please notify your school principal or special education campus coordinator before you change ADDRESS, PHONE NUMBER or make other CHILD CARE arrangements for special needs pick-up or drop-off bus service.

NOTE: When special needs bus service changes are received by the Special Needs Routing Office they are usually implemented WITHIN THREE (3) FULL SCHOOL DAYS AFTER NOTIFICATION FROM YOUR SCHOOL. Pick up or drop off times changes will be provided you when they occur. Be advised that routes service times may change throughout the year on the special needs bus.

4. CHOOSE A day care, childcare or alternate pickup or drop off SITE WITHIN YOUR HOME SCHOOL'S ATTENDANCE AREA to avoid a lengthy bus ride for your child. Pick-up or drop-off sites convenient to or at your worksite are not authorized. Multiple pickup or drop-off sites are subject to ARD committee approval.

## Parental Responsibility At Pickup Time:

1. Your child must be fully clothed, toileted and ready at the bus stop five (5) to ten (10) minutes before bus pick-up time. The special needs bus will wait at the curb for two (2) minutes before leaving if your child is not approaching and boarding. In fairness to other students who are ready on time for bus service, the bus cannot wait for students who are not ready and outside for the bus ride. Have a responsible person ready at home at pickup time.

2. Take your child to the curb where the Bus Assistant can greet your student outside the bus before boarding. Report any Assistant who does not regularly greet your child outside the bus to the Station Manager.

3. FAILURE TO RIDE FOR THREE (3) CONSECUTIVE DAYS will terminate bus service until the Special Needs Routing Coordinator (397-0870) can discuss how to reinstate your child's bus service.

## Parent's Responsibilities At Drop-Off:

1. Be at home at least five (5) minutes before the scheduled drop-off time for your child.

2. Be at the curb so that the Driver Team can transfer the child's custody and responsibility to you.

3. Complete a RELEASE AUTHORIZATION FORM that shows those authorized to accept your child from the school bus team. NO OTHER PERSON WILL BE ACCEPTED TO RECEIVE YOUR CHILD WITHOUT YOUR RELEASE AUTHORIZATION.

4. WHEN NO ONE MEETS YOUR CHILD the Driver will continue the route until all others have been delivered. Then the bus will return to your home to attempt a second delivery. If no authorized person is at home, notice is left informing you that your child has been taken to the NISD Police Office (5619 Grissom Road-397-5600). NISD Police will transfer your child to the Child Protective Services if you cannot be reached. Your bus WILL NOT DROP OFF YOUR CHILD AT A WORKSITE. Only the home, or another caregiver in the attendance area are safe places where your student will be taken. Drop-offs at day care centers or preschools require you to arrange to have a responsible person at that facility ready to accept your

child. The Bus Assistant will drop off or pick up your child in the Day Care Center lobby where other parents bring their children.

## Your Child's Bus Behavior:

All students must carefully follow special needs bus rules for their own safety and the safety of all others on the bus. Each child should be taught these Basic Special Needs Bus Safety Rules:

- Be on time for bus service.
- Fasten your seat belt and keep it on.
- Remain seated when the bus is moving.
- No eating or drinking.
- No fighting or loud arguments.
- Be quiet.
- Listen to ALL instructions from the Driver Team.

## How are student bus discipline problems handled?

1. Bus behavior problems are reported immediately to the campus administrator by the special needs Driver Team using the BUS SAFETY REPORT form.

2. Each campus's STUDENT PARENT HANDBOOK describes how Bus Safety Reports are handled regarding your child's bus behavior. The principal or designee determines student disciplinary action. Options may include: DETENTION, SUSPENSION FROM SCHOOL OR SUSPENSION OF BUS RIDING PRIVILEGES. Conferences will be held with you to discuss or review student bus behavioral issues and consequences. A student Behavior Improvement Plan may be written from this conference.

3. The Special Education Transportation Coordinator (397-0876) may recommend to the ARD committee to TERMINATE BUS SERVICE or to offer a PRIVATE CONTRACT in place of providing your child with school district transportation.

## The Driver Team's Responsibilities:

As a Driver Team member the special needs Driver and Bus Assistant share certain responsibilities and duties to ensure safe bus service for all assigned students. Driver Team duties include:

1. Providing safe and orderly student transportation on an assigned route between home and school, between schools, on field trips and during other extra-curricular activities.
2. Maintaining all safety precautions as your child boards, rides, or departs the special needs bus.
3. Communicating in a professional and courteous manner with you, all school personnel, and with your child regarding their bus behavior and their transportation needs.
4. Assigning permanent seating for all student passengers.
5. Helping your child secure his or her seat belt.
6. Monitoring your child and other passengers throughout the bus route while addressing individual special handling needs.
7. Meeting in conference with you and other special education personnel at the school when your student's disruptive or unsafe bus behavior persists.

**Should there be any concerns with your Driver Team's performance please contact your Station Manager (Culebra Station-397-0275, Rhodes Center-397-0900; South Station-397-0250; or North Station-397-0850).**

## Frequently Asked Questions (FAQs):

**FAQ#1=Why does transportation take up to three (3) days to begin service for my child?**

As students are added or dropped from the route during the school year, pickup and drop-off times must also change for your child. New times are called in to you by the Driver as given by the Special Needs Routers (397-0870). As a parent you are required to adjust to those pickup and drop-off time changes

throughout the school year. Special needs service changes originate from FAXES or E-MAILS generated by each Special Education Campus Coordinator. IT TAKES UP TO THREE (3) DAYS TO BEGIN STUDENT START-UPS OR TO IMPLEMENT BUS ROUTE CHANGES. If there are any concerns about changes in your child's transportation service times, please call the special education campus coordinator at your school.

**FAQ#2=Why must my child be on the special needs bus so long?**

Special needs buses deliver students curb-to-curb. Each special needs bus goes to multiple locations that are spread out over a large geographic area. Regular bus routes serve students only in specific attendance areas and go between home and their respective schools. Our goal is to have no student ride longer than 45 minutes on the special needs bus each way. However, there are certain situations that may cause routes to be extended such as: (A) Your bus service requests outside the neighborhood school attendance area; (B) Your requesting transport to caregivers, daycare centers or preschools located beyond your neighborhood school attendance area; or (C) Moving students in heavy traffic throughout the district.

## Transportation Department Contacts:

Rafael Salazar, Director	397-0900
Charles Rentschler, Assistant Director	397-0900
Dr. Ray Turner, Special Education Transportation Coordinator	397-0876
Paul Spencer, Special Needs Router	397-0870
Ron Mack, Rhodes Center Station Manager	397-0900
Mary Carter, South Station Manager	397-0250
Tom Brown, North Station Manager	397-0850
Donel Arnic, Culebra Station Manager	397-0275
Don Weaver, Training & Safety Specialist	397-0868
Northside Police Station (24 hour Hotline)	397-5600



# Northside Independent School District Parental Requirements For Students Receiving Special Needs Transportation As A Related Service