WHO QUALIFIES FOR TRANSPORTATION

The Individuals with Disabilities Education Improvement Act (IDEIA) requires transportation be provided as a related service to students with disabilities who cannot otherwise access a free appropriate public education (FAPE).

Most students with disabilities use the same transportation services available to all students who live in a particular location. Transportation may be required when the student’s program assignment is not in his or her attendance center or neighborhood school, or when the student is physically, mentally or emotionally incapable of getting to school safely.

For students identified for special education services, the Individualized Education Program (IEP) team, of which you are a member, will determine if your child requires transportation.

Some students with disabilities who are not enrolled in a special education program are provided transportation under Section 504 of the Rehabilitation Act. If a medical extension is required, parents need to contact Nursing Services at 720-423-3861.

Once a need for transportation is established and the request is approved, it will take three to five days for the Transportation Services to make the necessary arrangements for the bus. Student Services will notify the parent/guardian of the scheduled pick-up and drop-off times.

Bus stop placement is determined using the following criteria:

- The general education bus stop will be considered first, next the nearest corner, and finally, the safest curb-to-curb assignment based on the individual needs of the student resulting from his/her disability and abilities.

- The student’s home address, established through legal guardianship, will be identified as the pick-up and drop-off location.

- Alternate pick-up / drop-off locations will be considered ONLY when the stop is located within the transportation zone of the assigned school. If an alternate location (i.e. daycare) is approved the stop is then established as the “home” address and will be scheduled as the pick-up or drop-off location. Only one pick-up or drop-off location will be accepted.

- Stops not utilized for more than five consecutive days will be deleted unless prior notification has been provided to your child’s teacher or the Division of Student Services.

TRANSPORTATION INFORMATION FORM 1066

The Department of Transportation must receive complete, accurate information regarding your student’s needs to ensure safe transportation service.

At the IEP meeting the Transportation Information Form for Students with Disabilities will be completed. Health Care or Behavior Intervention Plans must be attached to the Transportation Plan if it is determined necessary to safely transport. Information provided in the form enables the driver, paraprofessional, or paramedic to take appropriate action in an emergency situation.

The Transportation Information Form is required before transportation service begins.

In accordance with the Family Education Rights and Privacy Act (FERPA) all personal information regarding students is strictly confidential.

EQUIPMENT

Students using mobility seating equipment (wheelchairs, scooters, etc) must have the device equipped with a buckle-type belt and/or student safety vest in good repair and properly fitted. Velcro lap-belts are not acceptable for securing your child in the mobility aid. Wheel locks must be in working order. Head rests, wedges, and any other adaptive devices prescribed for support or positioning purposes must be in good condition and secured.

Some mobility aid/seating equipment is not intended by the manufacturer to be occupied while traveling in a moving vehicle. If transportation personnel determine it is safer to transport your child in a bus seat, the student will be transferred from the device to a regular bus seat for the ride to and from school and/or home.

Child Safety Restraint Systems – There may be a need to secure your child using additional assistive equipment such as safety vests/crotch straps, Besi seats, integrated seats. Transportation staff will determine which assistive equipment provides the most appropriate securement for your child.

Students using safety vest will keep the vest with them at school and home. Safety vests must be placed on the student prior to pick-up. At the end of the school year return the vest to the driver for cleaning and storage at the Transportation Department. Parent/guardian(s) are responsible for maintaining the safety vest. A $100 charge will be billed to the parent/guardian for lost or damaged safety vest.

PARENT/GUARDIAN RESPONSIBILITIES

The following information is provided to assist you with preparing your child to receive transportation services.

- Have your child ready to board the bus 5 minutes before the scheduled pick-up time. The driver will not “honk” the horn or knock on your door.

- Have all necessary supplies, materials, etc., in a pouch, packet or backpack labeled with your child’s name.

- Medications: all medications must be brought to the school by the parent. In the event medications are to be transported by bus the parent must notify the school and transportation prior to transport. Medication is to be placed in a plastic bag with the student’s name clearly marked and given to the driver. School staff or nurse must meet the bus to receive the medication.

- Due to the danger of choking while riding the bus, students are not permitted to eat or drink while being transported. Please have your child finish his/her breakfast prior to boarding and to save any lunch leftovers until they arrive home. Exceptions to this rule are made for students who have a medical condition requiring regularly scheduled intake of food or liquid. This information must be noted on the Health Care Plan and submitted with the student’s Transportation Information Form.

- Encourage your child to practice proper bus behavior and obey the department’s safe riding rules.

- Do not leave unattended designation - All students who receive curb-to-curb service or are required to have hand-to-hand transfers must be met by an adult at all times. Curb-to-curb: The driver will not release a student unless s/he can see the parent/guardian at the door and is sure someone is home. Hand-to-hand transfer: the parent/guardian must come to the bus to receive the child.

If behavior problems occur on the bus, drivers are instructed to work with his/her supervisor, the parents and teachers to resolve the problem. Communication between the parent, driver, paraprofessional, transportation supervisor and teacher is essential in teaching the student how to ride the bus safely.

- If the student’s behavioral issues persist and it is determined a behavior plan is required the school staff will be asked to develop a Behavior Intervention Plan in collaboration with the parent(s), student (if appropriate), school staff, and appropriate transportation staff.

REPORTING CHILD ABSENCE

Please notify transportation at 720-423-4624 if your child will not attend school at least thirty minutes prior to your child’s pick-up time. When calling, give your child’s name, address, school, bus number, and scheduled pick-up time. Also, identify yourself and provide a phone number for verification. A bus stop will be deleted if a student does not ride the bus for five (5) consecutive days or more and prior notification has not been given. Parents must call the Division of Student Services to reinstate the bus stop. NOTE: For extended absences please notify your child’s school.
NO ONE HOME PROCEDURE
It is the responsibility of the parent, guardian or person designated by the parent, to meet the bus at the scheduled drop off time each afternoon to take responsibility of the student.

Please make certain the school and transportation has your current emergency numbers by completing an Emergency Information Form.

The driver is not permitted to leave the student unattended at home in the afternoon unless an appropriate request has been filed in the Departments of Student Services and Transportation and is reflected on the student’s IEP.

Failure of the parent or guardian to have a responsible person meet the bus will be handled in the following manner:

- The driver will radio the transportation office to report no one is home to receive the student.
- The dispatcher will attempt to contact the home by telephone and check to see if an alternative address has been designated on the Emergency Information Form.
- The dispatcher will instruct the driver to return the student to school or continue on the route. If possible the bus will return to the stop after they have completed the route.
- If a return trip to the stop is possible, the driver will wait 5 minutes before returning the student to the transportation office or school.
- If a return to the stop is not possible, arrangements will be made for the student to be brought to the transportation office or returned to school.
- The dispatcher will continue trying to reach a parent or other individual designated in the student information system, Infinite Campus, as the Emergency Contact person / or on the Transportation Information Form.
- Once the student has been returned to school or to transportation it is the parent/guardian’s responsibility to pick-up their child at that location.

- If the parent or guardian cannot be reached within one hour after the scheduled drop-off time, the Denver Department of Human Services and/or local police will be contacted. NOTE: Denver Department of Human Services will be notified immediately after the third occurrence. Transportation will be suspended until the parent/guardian provides written documentation assuring that a responsible adult will be available to meet their child on a regular basis.

REPORTING INFORMATION CHANGES
To report changes regarding your child’s information such as a new address, phone number, etc. please notify your child’s teacher. During the summer months, contact the Division of Student Services please give five full school days notice for changes in your child’s pick-up or drop-off location to allow time to make scheduling adjustments.

Drivers are not permitted to change or modify a bus route. The Routing Manager must approve all changes. Until such changes can be made, the parent or guardian may be responsible for transporting the student if necessary. Mileage reimbursement may be available during this time.

TRAINING
Drivers and paraprofessionals who transport students with disabilities receive additional training to assist them in performing their duties safely. This training includes information about the law, general awareness, confidentiality requirements, emergency evacuation procedures, medical needs, equipment operation, health concerns and more.

EMERGENCY EVACUATION PROCEDURES
Driver and paraprofessionals develop seating charts and written emergency evacuation plans. Drills are conducted twice a year and use both front and rear doors.

All children participate in the drills, although some non-ambulatory students remain in their mobility aids (wheelchairs) and are evacuated via the bus lift.

In a real emergency, students may be removed from their chairs and carried out the exit.

Emergency evacuation plans are also developed for summer extended school year routes, although actual drills are not conducted.

IMPORTANT NAMES AND NUMBERS
Transportation Operations Office
2909 W. 7th Avenue
Denver, CO 80204

Transportation Dispatch 5:30 a.m. - 7:00 p.m.
Telephone (720) 423-4624
Fax (720) 423-4615

After hours & Emergencies call Safety and Security
720-423-3911

If you have questions or concerns relating to your child’s transportation please contact:

- Hilltop Terminal Manager
  (720) 423-4663
- Northeast Terminal Manager
  (720) 424-1863

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The Denver Public Schools’ Section 504 and Americans with Disabilities Act compliance officer is the Executive Director

Division of Student Services
Denver Public Schools
1860 Lincoln
Denver, CO 80203
Phone: (720) 423-3477
TTY/TDD (720) 423-3741

The Denver Public Schools does not and shall not discriminate on the basis of disability in the educational program and activities of the district. It shall be the continuing policy of the district to insure fair and equitable opportunities without regard to disability for all students.

Transportation Services is committed to provide the highest level of service and support for students with disabilities.

Our goal is to ensure a safe and pleasant trip to and from school for all students. This will enhance the positive learning environment for each student on a daily basis.

This guide will acquaint you, the parent, with procedures that are important to you. Shared understanding of roles and responsibilities between parents and school district employees will enhance the quality of service we are able to provide to all students.

Denver Public Schools
TRANSPORTATION SERVICES

PARENT GUIDE