

# PARENT/GUARDIAN TRANSPORTATION HANDBOOK EXCEPTIONAL STUDENT EDUCATION



## *DCPS Transportation*

904-858-6200 Option 2

*DCPSTransportation@duvalschools.org*

[www.Duvalschools.org/Domain/4424](http://www.Duvalschools.org/Domain/4424)

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Parents and Guardians,

The Duval County Public School (DCPS) Transportation Department is pleased to provide school bus transportation for your student to and from school and other school-sponsored activities. We sincerely appreciate the opportunity to serve your student by providing quality public school transportation. Providing this service is a tremendous endeavor and we need your assistance in helping to create a safe and enjoyable riding experience for your student.

DCPS must have a strong partnership with parents and guardians in order for student transportation to be truly successful. Working together, recognizing and understanding each other's responsibilities will help the district and families keep the transportation system running smoothly. It is our hope that the information in this handbook will contribute to a clearer understanding of the transportation services provided for special needs students. Please take time to read this handbook and keep it as a reference guide throughout the year.

Should you have questions or concerns about the transportation services provided for your student, please contact the Transportation Office at 904-858-6200 option 2.  
Let's have a safe school year!

Kind regards,

DCPS Transportation Department

## **CONTENTS**

	<b>Page</b>
<b>Student Route Information</b>	<b>4</b>
<b>General Procedures</b>	<b>5-6</b>
<b>Eligibility for Special Needs Transportation</b>	<b>7</b>
<b>Assignment of Students With Special Needs to Bus Routes</b>	<b>7</b>
<b>Bus Stops and Routes</b>	<b>8</b>
<b>Undeliverable Student Policy</b>	<b>9</b>
<b>Sibling Riders</b>	<b>10</b>
<b>School Bus Code – Responsibilities of Transported Students</b>	<b>11</b>
<b>School Bus Vandalism</b>	<b>11</b>
<b>Large Objects on the School Bus</b>	<b>12</b>
<b>Disciplinary Actions</b>	<b>12</b>
<b>Florida Administrative Code (FAC)</b>	<b>12</b>
<b>Operator and Monitor Responsibilities</b>	<b>13-14</b>
<b>In-service / Recertification Training</b>	<b>14</b>
<b>Emergency / Safety Equipment</b>	<b>15</b>
<b>Emergency Evacuation</b>	<b>15</b>
<b>Guidelines for Safe Transportation of Students in Wheelchairs</b>	<b>15-16</b>
<b>Child Safety Restraint Systems</b>	<b>17</b>
<b>Medically Complex / Technology Dependent Students</b>	<b>17-18</b>
<b>Reminders</b>	<b>18</b>
<b>Emergency Information Form</b>	<b>19</b>
<b>Kindergarten (KG) Dismissal</b>	<b>20</b>

## KEEPING TRACK OF YOUR CHILDS ROUTE INFORMATION

Please keep the following information readily available when contacting the Contractor, the school or Transportation



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Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

School: \_\_\_\_\_

Route Number: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Bus Operator's Name: \_\_\_\_\_

Bus Monitor's Name: \_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_

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ESE Transportation Department: 858-6200 Option 2  
Duval County Public School website: [www.duvalschools.org](http://www.duvalschools.org)

## GENERAL PROCEDURES

- Parents may submit all **requests for special transportation service** for eligible students through the ESE Placement Office by clicking the following link [Click Here to update your child's home or pick-up/drop-off address](#), by submitting an email to [ese\\_placement@duvalschools.org](mailto:ese_placement@duvalschools.org) or by calling 904-348-7760 option 1. Request will not be accepted by the Transportation Department.
- Parents may submit all **address changes**, including pick-up and drop-off, through the ESE Placement Office by clicking the following link [Click Here to update your child's home or pick-up/drop-off address](#), by submitting an email to [ese\\_placement@duvalschools.org](mailto:ese_placement@duvalschools.org) or by calling 904-348-7760 option 1. Whenever possible, notify the Placement Office of the address change at least one week in advance. Any call to the Transportation Office concerning an address change will be referred to the ESE Placement office.
- Parents must complete an ***Emergency Information Form***, found on page 19 of the handbook, including emergency phone numbers and alternate drop-off locations, and give it to the bus operator/monitor. The contractor shall review the alternate drop-off location to determine if it is within the area the route serves. If there is a question about the location, the Transportation Department shall make the determination as to whether or not it is reasonable.
- For safety reasons, the student shall be picked up at the curb line or other point designated by the Transportation Department. Operators are to avoid situations that require the bus to back up whenever possible.
- Transportation service shall be provided over all-weather roads that are open to the public and maintained at public expense.
- No student shall be discharged from the bus at any stop other than the pre-assigned stop.

- Problems concerning bus service (late/early pick-up, drop-off, missed buses) and any other bus issues should be conveyed to the bus contractor first, and should be brought to the attention of the Transportation Department in the event the issue is not resolved.
- Individual transportation needs shall be addressed at the student's IEP meeting and designated on the plan.
- The student shall be ready to board the bus at the designated pick-up point at least ten minutes prior to the scheduled pick-up time in the morning and the parent / guardian shall be ready to receive the student 10 minutes before the scheduled drop off time.
- All discipline referrals or incident reports shall be reported to the school (principal or designee) in writing and discipline/corrective action will be issued by a school official.
- School bus operators are required to run their route as provided by DCPS Transportation. A lengthy absence should be reported to the bus operator, monitor or contractor so they know when the student will be returning. If there has been no change in pick-up / drop-off, service may resume without calling the Placement Office.
- Generally, to ensure the safety of all riders, parents are not permitted to board the school bus. In rare, case-by-case instances, a parent may be asked to board the school bus to assist with their child's car seat, safety vest, booster seat, or other assistive device.

## **ASSIGNMENT OF STUDENTS WITH SPECIAL NEEDS TO BUS ROUTES**

All requests for special transportation service for eligible students will come from the ESE Placement Office. The Placement Office will forward a Transportation Request (Slip) to the ESE Transportation Department, any time that a student is authorized for placement in an ESE program, has a change of address, a change of pick-up or drop-off time, or enrolls/ transfers to a new school. The parents must contact the ESE Placement first, the **Transportation Department does not assign students to schools.**

The student's pickup and drop off address and the student's exceptionality is used by the Transportation Department to determine the type of route the student is assigned.

If the student is eligible for assignment to a special needs route, the Transportation Department assigns the student to a route and forwards the route information to the bus contractor. The contractor notifies the parent/guardian of the expected pick-up and drop-off time and location.

## **ELIGIBILITY FOR SPECIAL NEEDS TRANSPORTATION**

### **SPECIAL NEEDS BUS**

If a Special Education Student is attending their NEIGHBORHOOD school—they will follow the same transportation guidelines as general education students. The exception to this rule would be if the student qualifies for special transportation, per their Individualized Education Plan (IEP). All Special Needs students that qualify for special transportation **MUST** have submitted an ESE Transportation Request to the ESE Placement Office.

#### **Low incidence self-contained programs**

Students enrolled in low incidence self-contained programs are eligible for special transportation based on age, program placement, school assignment, and/or individual student's needs. **Students assigned to buses for low incidence self-contained programs must be met by a parent, guardian, or authorized person to receive the student.**

- A letter must be submitted to the school, the school bus operator, and the school bus monitor, if a parent or guardian chooses to allow their child to be dropped off without an authorized person to meet them. The Contractor will keep a copy of the letter in Dispatch. If the student is allowed to be dropped off without someone to meet them, the bus staff **MUST** ensure the student crosses the threshold of the resident. **If the door is not visible from the bus, the parent's letter cannot be honored.**

### **NON-SPECIAL NEEDS BUS - Behavior Support Self-Contained**

#### **Attending a school other than their attendance area school**

Unless the IEP specifies differently, students assigned to behavior supports self-contained programs at a school other than their attendance area school will be provided transportation.

- Students assigned to this program and who are in grades 1 and higher do not have to be met by a parent.
- Parents of kindergarten students must submit a completed Kindergarten Dismissal Information

Form to their child's school.

- Kindergarten Dismissal Information Form gives instructions as to whether the child can walk home by themselves, with an older sibling or if a specific adult will pick them up.
- Please make **ONLY one choice**, make sure your selection is clear
- The student must not be allowed to ride the bus home if he/she does not have a form on file.
- All school bus operators are instructed to transport **ONLY** those kindergarten students for whom they have a copy of the form.

#### **Attending an attendance area school**

##### **More than 1.5 miles from the home:**

Unless the IEP specifies differently, students assigned to behavior supports self-contained programs or other special needs programs at their attendance area school, living **more than 1.5 miles** from the school, will be assigned a **non-special needs bus**.

- Students who are in grades 1 and higher do not have to be met by a parent.
- Parents of kindergarten students must submit a completed Kindergarten Dismissal Information Form to their child's school.
  - Kindergarten Dismissal Information Form gives instructions as to whether the child can walk home by themselves, with an older sibling or if a specific adult will pick them up.
  - Please make **ONLY one choice**, make sure your selection is clear
  - The student must not be allowed to ride the bus home if he/she does not have a form on file.
  - All school bus operators are instructed to transport **ONLY** those kindergarten students for whom they have a copy of the form.

##### **Less than 1.5 miles from the home:**

Unless the IEP specifies differently, students assigned to behavior supports self-contained programs or other special needs programs at their attendance area school, **living less than 1.5 miles** from the school **are not eligible for bus transportation and will be considered a walker or car rider.**

### **BUS STOPS AND ROUTES**

The bus time or route may change when students are added or removed from a route. The bus contractor will notify the parent of any changes affecting the pick-up or drop-off times. The bus operator is required to carry a copy of the route, seating chart, emergency forms and written evacuation plan on the bus at all times. It is the responsibility of the parent to comply with the route that has been established. Evaluation of student needs is an ongoing process. Please be aware that routes change frequently to accommodate the changing needs of students. The pickup and drop off times may change frequently. Depending on the needs of the ESE students either a bus stop or a door to door stop will be assigned.



### **UNDELIVERABLE STUDENT POLICY**

Arrangements must be made for an authorized person to receive the student. (An authorized person shall be designated on the ***Emergency Form*** to be completed by parent/guardian and kept on the bus. The form is provided with the parent handbook and can also be obtained from the bus operator. If an authorized person is not home:

1. The bus operator will notify Dispatch to **call the school** and make them aware that there is no one to receive the student and the bus may have to return the undeliverable student to the school.
2. Dispatch will call the parent to advise them of:
  - The estimated return time for the second attempt to drop off the student
  - The expectations to be at the designated location to retrieve their student
3. The bus operator will complete the remainder of the route.
4. The bus operator will attempt to deliver the student a second time.
  - If the second attempt fails:
    - The bus operator will notify Dispatch.
    - Dispatch will call the school and notify them that the parent is still not present to pick up the student and the student has to be returned to the school.
5. If the parent request that the student be dropped off at the alternate drop off location provided and approved on the Emergency Form:
  - The student will be delivered to the alternate drop-off location.
  - If no authorized person is there to receive the student. The student will be returned to the school.

**If there is no one at the school to accept the student, Dispatch will notify Duval County School Police or Jacksonville Sheriff Office.**

**NOTE:** THIS PROCEDURE IS FOR EMERGENCIES ONLY. PARENTS/GUARDIANS ARE EXPECTED TO BE AT THE SITE WHEN THE BUS ARRIVES. REPEATED DIFFICULTIES IN DELIVERY OF A STUDENT WILL BE REFERRED TO THE SCHOOL. THE SECOND TIME A STUDENT IS UNDELIVERABLE WITHIN 45 CALENDAR DAYS OF THE LAST INCIDENT, TRANSPORTATION MAY BE INTERRUPTED UNTIL THE TRANSPORTATION DEPARTMENT AND SCHOOL OFFICIALS HAVE BEEN ABLE TO MEET WITH THE PARENT AND IMPLIMENT A PLAN OF ACTION.

### **SIBLING (COURTESY) RIDE REQUEST**

As we plan for all students to return for instruction each school year, please note that:

- At the end of each school year, all sibling riders are removed from all routes.
- Parents must self-transport sibling riders for the first two weeks of each new school year.
- Sibling ridership is a courtesy. Siblings can have their ridership discontinued based on the needs of students participating in the ESE program or if behavior becomes a concern.
- In order for siblings to ride with an ESE student they must attend the same school as the ESE student.
- If the ESE student is not riding, then the courtesy rider becomes ineligible to ride. However, if the ESE student leaves school early or is home sick, the sibling may still receive a ride.
- No approval of courtesy rides for:
  - High School
  - Pride
  - Behavior Support

#### **Sibling Ride Request**

- All Sibling Riders must apply for ridership on an ESE bus by submitting a Sibling Ride Request to the ESE Placement Office.
  - Request will only be accepted through the Placement Office.
  - After ensuring that the form is completed correctly, the Placement Office will forward the request to the ESE Transportation Department.
    - Each request will be processed in the order that it was received.
  - Families will receive notification from the ESE Transportation Department when the request has been processed.
    - Families should expect no more than two weeks for the evaluation of the ridership application.

*If an ESE student transfers to a new school or has a change of address, the parent must submit a new request for both the ESE student and the sibling rider.*

### **SCHOOL BUS CODE - RESPONSIBILITIES OF TRANSPORTED STUDENTS**

Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. Parents are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. Students being transported shall have the following responsibilities:

#### **Safety Rules**

- Be respectful to the bus operator, monitor, and all other passengers
- Enter the bus orderly, take assigned seat quickly, buckle seatbelt, and wear it during the entire trip
- Face forward and remain in your seat until you get off at your stop
- Talk quietly
- Keep all parts of the body and objects inside the bus window at all times
- Keep hands, legs, and belongings to yourself
- Eating, drinking and smoking is not allowed (unless it is a planned intervention for a student(s))
- Follow directions given by the bus operator or monitor at all times

#### **Safety Procedures and Responsibilities of Students Being Transported**

- Arrive at the bus stop (or be prepared for the bus to arrive) 10 minutes prior to the scheduled pick-up time
- Take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive
- Wait until the bus comes to a stop before attempting to get on or off
- Enter or leave the bus only at the front door (unless in a wheelchair) after it has come to a stop except in case of an emergency as directed by the bus operator or bus monitor
- Leave the bus only with the consent of the bus operator
- Be silent when approaching or crossing railroad tracks
- Keep the aisle and step wells clear at all times
- Do not tamper with door handles, windows and other safety equipment at any time

### **SCHOOL BUS VANDALISM / CRIMINAL MISCHIEF**

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated and shall be handled according to the *Code of Student Conduct*. Vandalism or criminal mischief shall include, but not be limited to cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or damaging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. **Parents / guardians shall be responsible to the owner of the vehicle for restitution for any damages. If restitution is not received for bus damages, the student's riding privilege may be revoked.**

### **LARGE OBJECTS ON THE SCHOOL BUS**

Oversized objects, including, but not limited to, large band instruments or cases, school projects or athletic equipment which cannot be held in the seat, are prohibited, unless prior approval is obtained from the bus operator and the school administration.

### **STUDENTS WITH DISABILITIES (IEP/SECTION 504 PLANS)**

Disciplinary action(s), as outlined in the *Code of Student Conduct* must comply with the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding student with disabilities refer to the *Discipline Guidelines for Students with Disabilities* on the Exceptional Education and Student Services website.

### **FLORIDA ADMINISTRATIVE CODE (FAC)**

**The following excerpt from 6A-3.0121 FAC references the responsibility of the school district and parents or guardians for students who are transported at public expense:**

- The school district shall determine safety measures to be used in the
  - transportation of students, such as the designation of routes, bus turning areas, and student stop locations, and the method of securement or positioning of students with special needs
- The district shall provide school bus operators and attendants instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus
- The district shall inform parents, guardians, and students at least annually
- The operator or attendant of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus
- In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency which threatens the safety of such student or students
- To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's Individual Educational Plan
- The school bus operator and school bus monitor shall be provided training related to students; however, the school bus operator and school bus monitor shall not give medicine and shall limit his or her assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Education Plan

#### Parents and Guardians

- Parent must ensure the student gets on the bus with the safety vest properly worn. The driver and monitor will not place the safety device on the student.
- To ensure the safe travel of students to and from school and home when students are not under the custody and control of the district, including to and from home and the assigned bus stop.
- To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements
- To ensure students are aware of and follow the district's adopted code of student conduct while the students are at school bus stops and to provide the necessary supervision during times when the bus is not present.
- To ensure that, when the physical disability of a student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's Individual Education Plan

#### **OPERATOR AND MONITOR RESPONSIBILITIES**

All special needs buses have a bus monitor riding with the operator. Annually, all operators and monitors assigned to an ESE route are required to attend training to gain knowledge and understanding of students with special transportation needs. Subjects covered may include but are not limited to federal, state and local laws, policies and guidelines relating to transporting students with disabilities, first aid, behavior management, communication skills, confidentiality, safety considerations and characteristics of these students. Operators and bus monitors will work as a team to:

- Load, unload and secure students in wheelchairs, and child safety restraint systems (CSRS) such as car seats, safety vests, booster seats, etc.
- In cases when it is prearranged for a student to wear the safety vest home/at school, the parent, guardian, or school staff member may assist with the child's securement to the bus seat if required or necessary. In general, the seat attachment for the safety vest should remain on the bus.
- Manage seating/create seating chart
- Manage behavior
- Report behavior issues promptly via the school bus referral process
- Plan and execute emergency procedures

- Plan and execute evacuation procedures
- Communicate effectively and establish positive relationships with students and parents
- Supervise usage of assistive devices such as crutches, walkers, wheelchairs, car seats, seatbelts and restraining devices
- Keep all student information confidential
- Keep the proper forms current (copy of the route, seating chart, emergency forms, emergency evacuation plan, bus operator and bus monitor certification documentation). All shall be kept on the bus at all times.
- Be thoroughly familiar with the bus route in the event back-up service is needed
- Maintain a clean bus
- Check bus thoroughly for sleeping students after each trip prior to beginning the next trip
- To only allow authorized persons to ride the bus and to operate any part of the bus or bus lift.
- Deliver students to the permanent or alternate address assigned and approved by the DCPS Transportation Department
- Never accept money from students.
- Wait for tardy students no longer than 2 minutes and refrain from blowing the horn at the pick-up or drop-off site unless approved by the DCPS Transportation Department.
- Only transport wheelchairs or medical equipment on a bus that is adapted for this purpose.
- Never leave the bus or bring the child to the lift, roll the child away from the lift, or escort a student to their front door or daycare unless special arrangements have been approved by the DCPS Transportation Department.
- Not permit students to take glass containers on the bus or other items forbidden by district policies and procedures.
- To follow the route provided by the DCPS Transportation Department unless prior approval was given.
- Only allow official service animals previously approved by the DCPS Transportation staff to board the bus. The bus staff and all riders will be familiarized with the service animal prior to authorization.
- Not to assume responsibility other than the safe transportation of students.

### **EMERGENCY / SAFETY EQUIPMENT**

All buses are equipped with:

- Two-way radio
- Seat belt / restraint cutter on lift buses for emergency use during evacuations
- Disposal kit for body fluids
- First aid kit
- Evac-Aid blanket
- Fire extinguisher
- GPS
- Surveillance cameras

### **EMERGENCY EVACUATION**

- Emergency evacuation drills shall be conducted in compliance with state and local policy (during the first six weeks of each semester).
- Each operator and monitor shall develop and maintain a written emergency evacuation plan to be on the school bus at all times. This plan shall be signed off by a school official at the time of each scheduled drill and submitted to the Transportation Department.

### **GUIDELINES FOR SAFE TRANSPORTATION OF STUDENTS IN WHEELCHAIRS**

When traveling in a motor vehicle, it is generally safest for wheelchair users to transfer to a vehicle seat and use the vehicle seatbelt system or child safety seat that complies with federal safety standards. If transferring is not feasible parents should work with transportation professionals and school staff to ensure safety for students traveling on a school bus while seated in a wheelchair. If the transportation professionals / school staff feel your child's safety is compromised by a wheelchair that is in need of repair, or is not safe to transport, you may be asked to provide transportation until problems with the chair are corrected.

#### **Things to know:**

#### **Wheelchair and Occupant Securement - Florida School Bus Specifications**

- Wheelchairs must be forward-facing
- Each wheelchair space must be 50" by 30"
- Occupant securement straps: black or dark color
- Wheelchair securement straps: gray, beige, or a lighter color
- Wheelchair securement system shall have 4-point tie downs

- Wheelchair straps must be retractor type, interchangeable, and meet FMVSS 207
- Occupant securement system must meet FMVSS 209, 210, and 222.

### Start With the Right Equipment

- It is best if you have a wheelchair that has been designed and tested for use as a seat in motor vehicles, often referred to as a transit wheelchair (Wheelchairs that meet the design and performance requirements of this standard will be labeled to show they comply with FL DoE statue) in the WC19 classification in accordance with 34CFR 300.34.
- Most importantly, a WC19 classification style wheelchair has four, crash-tested securement points where tie down straps and hooks can be easily attached (these points are clearly marked with a hook symbol).
- If a WC19 classification wheelchair is not available, the next best choice is a wheelchair with an accessible metal frame where tie down straps and hooks can be attached at frame junctions.

### The Wheelchair Tie down and Occupant Restraint System (WTORS)

- It is important to use a complete WTORS to secure the wheelchair and provide the wheelchair occupant with a properly designed and tested seatbelt system.
- The most common type of wheelchair tie down uses 4 straps to secure the wheelchair to the vehicle.
- To protect the rider during a crash or sudden braking, and to minimize the likelihood of injury caused by contact with the vehicle, a seatbelt system with both pelvic and upper torso belts must also be used.

### Securing the Wheelchair and Positioning the Rider

- The school bus operator/school bus monitor have been trained to properly secure the wheelchair and provide protection for the wheelchair rider.
- The bus operator and monitor work as a team to operate the lift, bring the student on / off the bus, properly secure the wheelchair, and protect the rider with the appropriate occupant restraint system.
- If at any time you have questions or concerns about your child's wheelchair securement, contact the therapist at the school or the Transportation Department.
- The recommendations of the school transportation professional, treating therapist / physicians should be followed regarding the need for: wheelchair size, chest harness system, neck collar, arm rests, head rest, trunk and positioning pads.



### **CHILD SAFETY RESTRAINT SYSTEMS (CSRS)**

- It is the Duval County Public Schools Transportation Department policy to use child safety restraint systems (CSRS) while transporting pre-school age students to and from home and school on school buses. The CSRS will be provided by the bus contractor.
- Each child should be transported in a CSRS suitable for the child's weight, height and age that meets applicable Federal Motor Vehicle Safety Standards. Types of CSRS used in our school district are car seats, safety vests and booster seats. On school buses only booster seats with built in harness can be used. Belt positioning booster seats cannot be used with only a lap belt; they require a lap/shoulder belt.
- Car seats shall be installed in the first 3 rows of the school bus.
- CSRSs are not placed in school bus seats adjacent to emergency exits.
- The entire seat behind the child in a safety vest is unoccupied or has restrained occupants.
- If other students share seats with the CSRSs, the CSRSs are placed in window seating positions.
- **Parents of pre-school age students should tell the contactor staff that a car seat is needed at the time you are called with your pickup and drop off time – prior to initial transportation.**
- In the event the IEP team decides that a safety vest is required, the information must be indicated on the student's IEP and the team must notify the Transportation Department of the requirement.

### **MEDICALLY COMPLEX OR FRAGILE / TECHNOLOGY DEPENDENT STUDENTS**

- Transportation strategies for the medically complex student will be established on an individual basis. Basic guidelines will involve transportation staff, exceptional education personnel, school-based personnel, medical personnel, the parent or guardian, or any other member of the school team deemed necessary for the safe transportation of the child. Individualized transportation plans including the equipment needed enroute to and from school, personnel required to accompany the student in transit and additional training in emergency procedures for the student shall be developed on an individual basis and must be reflected on a written plan.
- If the school bus operator/school bus monitor require specialized training in the use of medical equipment or assistive devices, training will be coordinated by selected school personnel and Transportation personnel prior to the beginning of transportation service. Training shall be documented.
- For oxygen dependent students, prior to initial transportation, personnel at the school, transportation professionals, and a Transportation Department should be informed as to the specific needs, care and handling of the student and oxygen tank that will be transported. A written emergency plan must be in place in the event of a medical emergency or equipment

failure.

- All portable equipment and special accessory items (crutches, walkers, canes, oxygen tanks, ventilators, etc.) must be secured on the bus.

#### REMINDERS.....

- To ensure there is no interruption of bus service, please submit all **address changes**, including pick-up and drop-off, through the ESE Placement Office by clicking the following link [Click Here to update your child's home or pick-up/drop-off address](#), by submitting an email to [ese\\_placement@duvalschools.org](mailto:ese_placement@duvalschools.org) or by calling 904-348-7760 option 1 at least one week in advance of the requested change of address.
- Always know the student's route number, contractor, and the contractor's phone number. **Please record this information on page 4 of this handbook.**
- **Fill out the Emergency Information Form** that is given to you by the operator or monitor. This is crucial information for emergency personnel! It is also on page 19 of this handbook.
- Have your child ready. If the bus is delayed at your stop, it will cause the route to be run off schedule, thereby making all the other students late. The bus will wait two minutes and then proceed with the route.
- A special needs route is subject to change on a daily basis as students are added and deleted from the route. Please understand that your pick-up / drop-off time will most likely change frequently.
- Remember, the student's safety is the most important consideration. Please be reminded that school transportation shall not be provided for students with special transportation needs when parents of such students fail to assume their responsibilities for appropriate supervision at the bus stop. (6A-3.0121 Rules of the State Department of Education).
- Please don't hesitate to contact the ESE Transportation Department should you have any questions or concerns. Our numbers are on the cover page.

## **EMERGENCY INFORMATION FORM FOR STUDENTS WITH SPECIAL NEEDS**

**Per the Quality Improvement Officer for the Jacksonville Fire and Rescue Department, the Emergency Information Form speaks for you and your child when vital demographic and medical information is required to provide the best possible care for your child. It is equally as important to keep this form current. When contacts and phone numbers change, this form should be updated.**

DATE: \_\_\_\_\_ SCHOOL \_\_\_\_\_ ROUTE# \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ PARENT/GUARDIAN: \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ EMER. PHONE \_\_\_\_\_

NAME OF WORKPLACE \_\_\_\_\_

WORKPLACE ADDRESS \_\_\_\_\_

**OTHER PERSON(S) AUTHORIZED TO RECEIVE CHILD:** (MUST SHOW PHOTO ID):

1. \_\_\_\_\_ PHONE# \_\_\_\_\_

2. \_\_\_\_\_ PHONE# \_\_\_\_\_

**ALTERNATE DROP-OFF LOCATION:** (ONLY FOR EMERGENCIES WHEN AUTHORIZED PERSON IS NOT PRESENT AT REGULAR STOP)

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONCERNS WITH HANDLING OR SEATING: \_\_\_\_\_

MEDICAL EQUIPMENT OR ASSISTIVE DEVICES: \_\_\_\_\_

BEHAVIOR CONCERNS: \_\_\_\_\_

COMMUNICATION CONCERNS: (i.e. signing, gestures, lip reading, etc.) \_\_\_\_\_

MEDICATION(S) (if applicable): \_\_\_\_\_

MEDICAL CONDITION(S) (if applicable): \_\_\_\_\_

FAMILY DOCTOR \_\_\_\_\_ PHONE \_\_\_\_\_

PREFERRED HOSPITAL \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

***PLEASE GIVE THIS FORM TO THE SCHOOL BUS OPERATOR OR SCHOOL BUS MONITOR***

