

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-A006

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| Procedure Title: INDIVIDUAL STUDENT TRANSPORTATION PLAN AND SPECIALIZED TRANSPORTATION | | Approved: June 24, 2013 |
| | | Modified: March 20, 2014 |
| <p>Related Forms:</p> <p>Consortium</p> <ul style="list-style-type: none"> TCF-A006 Individual Student Transportation Plan <p>Bruce-Grey Catholic District School Board</p> <ul style="list-style-type: none"> Individualized Emergency Response Plan (AP7-9, Appendix A) Request for Assistance of Medication Request for Performance of Physical Procedures <p>Bluewater District School Board</p> <ul style="list-style-type: none"> AF6802 Medication Assistance – Request For AF6803 Medication Log AF6804 Physical Assistance – Request For AF6805 Medical Problem (Critical) – Request for Assistance and Medical Emergency Written Plan AF6806 Student Care Plan – Physical Assistance AF6813 Student Health and Safety Information | <p>Related Policies & Procedures:</p> <p>Bruce Grey Catholic District School Board</p> <ul style="list-style-type: none"> BP 7-9 Health Service and Medication BP 6-31 School Preparation for Anaphylaxis AP 6-31 Responding to Students at risk of Anaphylaxis AP 7-9 Responding to Health Needs of Students <p>Bluewater District School Board</p> <ul style="list-style-type: none"> BP/AP6802-D Medical and/or Physical Assistance – Provision of within the Schools AP6804 Anaphylaxis AP6807 Medical Emergency – Written Plan <p>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</p> | |

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| <p>Intent: To identify the situations requiring an Individual Student Transportation Plan (ISTP) and the roles and responsibilities of the stakeholders involved in the creation and communication of the ISTP.</p> |
| <p>Stakeholders: Bus operators, consortium, parents, schools, students</p> |
| <p>Statement:</p> <p>The Student Transportation Services Consortium Grey Bruce (Consortium) is committed to ensuring that students with special needs have access to home-to-school transportation services in a similar way as these services are available to all other students. The Consortium is committed to meeting the special needs of students in the provision of student transportation services.</p> <p>It is the policy of the Consortium that safe and accessible student transportation services are provided for students with disabilities or other conditions, in a manner that meets their unique needs and ensures their safety. Where appropriate and practical, integrated school transportation services will be provided.</p> <p>The provision of specialized student transportation services will include the development of an ISTP in the form of TCF-A006 for each student who has a condition that may affect their safe transportation to and from school. The plan will be developed by the member board's Special Education Services and/or the School Principal in collaboration with the Consortium and in consultation with the student's parents or guardians.</p> <p>Students eligible for home-to-school busing that require an ISTP include;</p> <ul style="list-style-type: none"> students identified with a disability as defined by the AODA. Section 75 of the AODA Transportation Standard requires school boards to identify students with disabilities and develop an ISTP for each student. students that have a written emergency plan. For the safety of the student while being transported, it is important that medical information is shared with the bus driver. The ISTP, along with a copy of the medical form, will formalize this communication process. <p>Students not otherwise eligible for transportation may be granted transportation with a completed ISTP. The ISTP will be used as the application document where special transportation consideration is being requested. These conditions may include:</p> <ul style="list-style-type: none"> students identified with a disability as defined by the AODA. Section 75 of the AODA Transportation Standard requires school boards to identify students with disabilities and develop an ISTP for each student. students in special education programs, including students who are in regular classrooms students in educational programs in care, treatment and correctional facilities students who require transportation for safety reasons (either their safety or the safety of others) students who have physical limitations that may prevent them from walking to school. students of parents or guardians that have physical limitations that prevent the parent from accompanying their child to school where the child is walk eligible and in junior kindergarten to grade four. <p>Procedure:</p> <p>The ISTP is a plan that provides details of the arrangements that meet the special transportation needs of an individual student. It is to be reviewed annually for students identified as having any special transportation needs. Current ISTPs only are to be retained. If replaced with a revised ISTP, old versions are to be shredded.</p> <p>In cases of physical limitation the expectation is a student's or parent's condition will be supported by a licensed Physiotherapist for muscular-skeletal conditions, or a Doctor / Nurse Practitioner for any conditions. The practitioner's note should specify the limitations, specifically:</p> |

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- the distance the individual can walk
- road grade they can walk
- the duration for which the limitation needs to be accommodated

This information will assist the school with the evaluation and approval of requests. Parental medical information will not be maintained by the Boards or the Consortium after the school has seen the supporting practitioner's note.

Attendants may be required to ride a school bus where circumstances around an individual student warrant adult supervision. Attendants are not intended to address general misconduct by students on a bus. The attendant provides safety to the vehicle by allowing the bus driver to focus on their driving and not having to simultaneously deal with a specific student's needs. Procedure TCP-C011 describes the process for having an attendant added to a bus.

AODA

The Superintendent responsible for Special Education, or his/her designate, will, in consultation with parents or guardians, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to June 15 proceeding the start of the school year to allow for the planning of transportation for September start-up.

Following consultation with parents/guardians, the Superintendent responsible for Special Education, or his/her designate, will work with the Consortium Manager, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

- School board staff meets with parent/guardian to determine the needs of the student
- If school board staff determines an ISTP is required for the student, school board staff completes the student's personal information and Section A on consortium form TCF-A006 then provides a copy to the Consortium
- The school board staff will consult with parents, school staff, students and consortium staff during the development of the ISTP.
- The Consortium will then arrange transportation for the student based on the student's ISTP
- The consortium staff will then complete Section B on consortium form TCF-A006
- The consortium staff will consult with the parents/guardians and bus company/driver providing the completed details of the student's ISTP.
- The bus company staff will provide the details of the ISTP to the bus driver
- The student's ISTP will be reviewed and updated on an annual basis by the school board staff. The procedural requirements and communication chain will be as above on all revised ISTPs.

Written Medical Plans

It is important that when a student has a Written Medical Plan that this plan be communicated to all staff members (teaching and non-teaching), including bus companies and bus drivers. Annually, the School Principal, or his/her designate, will identify students with Written Medical Plans and prepare an ISTP for each student; such identification will, wherever possible, be made prior to June 15 proceeding the start of the school year to allow for the planning of transportation for September start-up.

Other Special Considerations for Transportation

Transportation may be offered, where practical, to assist students and/or families that are confronted with a condition that warrants special transportation consideration. An ISTP, completed by the School Principal or designate, is required for consideration.

Short term specialized transportation may be considered due to a physical injury sustained by the student. Short term accommodations, as with longer term or permanent conditions, must be supported by a licensed Physiotherapist, Doctor, or Nurse Practitioner as noted previously in this procedure.