

Greater Clark County Schools Transportation Policies for Special Services

Transportation is a related service provided to children with disabilities who need such service in order to benefit from their educational program. The decision to provide or modify that service is determined by the Case Conference Committee (unless a safety or life-threatening situation exists).

Meeting Your Driver

At the beginning of each school year and at any time your child experiences a bus change, the drivers will contact your home by phone prior to the first day of transportation. They will introduce themselves and give you an approximate arrival time each day. When they meet you personally, you will be given a flyer containing relevant and important information for your reference throughout the year. Included in the flyer will be the driver's name and bus number. You will want to keep this document handy for easy reference and retrieval. Drivers are not to be contacted at home for reporting absences. Please notify the transportation office.

We are extremely proud of our drivers. They have undergone extensive training in preparation to adequately supervise and transport your child to and from school. We know you will find them courteous, dedicated, and willing to work with you to insure a safe and pleasant journey for your child.

Address and Telephone Information

In no other department is it more important to have accurate and current address and telephone numbers. Nothing is more frustrating to the driver and your child if delivery is made to a wrong address; and, because of an inaccurate phone number, we are unable to find you. *If you do not have a telephone, please indicate to us the phone number where you work, a neighbor or a relative to insure immediate contact.* If you change your address, please let us know right away. Our success is based on the degree of cooperation we have with you. You will want to get in touch with three (3) separate offices when such changes occur. *First, call the School Special Needs Services (288-4840); secondly, call the Transportation Office (288-4882); and thirdly, call the school.* Until we are officially notified, pickups and deliveries may continue to and from the old address, causing problems and delays for everybody. In case of an emergency, you may arrange with us for a temporary pickup and delivery point; but we ask that the driver not have to travel farther than one (1) mile from the regular delivery or pickup point.

Routing Procedures

Once transportation eligibility is determined, the Transportation secretary will begin the process of establishing routing for your child. Working with School Special Needs Services personnel, the type of vehicle needed to transport your child will be determined. *These arrangements may take up to three (3) school days from the time we are notified, not necessarily when you call the School Special Needs Services.* When arrangements are completed, Transportation will inform the driver of the bus, your child's school, and you - the parent.

Student Illness

If your child cannot attend school due to an *extended* illness ten (10) days or more you should contact the Transportation Office. The office is open between 7:00 a.m. and 4 p.m. Please be sure to include your child's name, address, bus number, and assigned school. It is necessary to inform this office when you wish transportation to resume. Please follow the same procedure both times. The number to call is 288-4882.

A.M./Midday Student Preparation

Our routing schedules are very complex. It is imperative that your child be ready each morning ten (10) minutes before your bus is scheduled to arrive.

Each bus is required to wait only one (1) minute before proceeding on the route. If your child is not ready, you should signal the driver by opening your front door, flashing a porch light, or waving to him/her. This lets the driver know to wait *an extra minute* and will prevent hard feelings on the part of all. The drivers are instructed to call in a "NO SHOW" if no signs of activity are visible. The time is recorded and the driver goes on. We ask your close cooperation on this matter. As you would imagine, bad weather and heavy traffic can, and often does, delay the normal operation of any route. We ask your patience and understanding as we do our best to transport your child to and from school as safely as possible. If lengthy delays are caused, our office will contact you. Unless you hear from us, rest assured that your bus may be delayed, but it is on the way. In cold weather, you may wish to hold your child at your front door to keep him/her warm until the bus is sighted.

Pickups and Deliveries

In the past, Greater Clark County Schools has provided parents with the option of using a baby-sitter address as a pickup and/or delivery point. You may be interested to know that Greater Clark County Schools is one of the few school systems in the State of Indiana that provides this extra service. As you might imagine, it does cause some complications; and as a result, we are compelled to modify the procedure. A baby-sitter address shall be permitted only if it falls within a 1-mile radius of the student's home, 1-mile radius of the attending school, or an established route. We ask your cooperation in assisting us by insuring the shortest possible travel time your child spends on the bus.

Discipline - Suspension Procedure

Despite attempts to thwart behavior difficulties of students while riding the bus, circumstances sometimes present themselves that require special disciplinary attention. The State of Indiana does give the driver the right to suspend transportation to a student and deny him/her riding privileges. This does not mean that the child is suspended from school - only that transportation is not being offered for a period of up to five (5) school days. If and when a behavior problem arises on the bus, the driver will do two (2) things. First, he/she will notify the principal and teacher of the school your child attends. Secondly, a written violation slip will be sent to you to make you aware of the difficulty. If further measures are needed, the driver and/or the school will notify you in advance of an anticipated suspension. At any point, case conferences can be convened to discuss problems and look at alternatives.

No Adult Supervision at Home When Student is Delivered

On occasion drivers have delivered a child home from school and discovered no adult supervision at the home. It is our policy to instruct the driver to continue on his/her route and return to the home when it is convenient for the driver. If upon the second arrival the driver sees that the situation has not changed, some very serious things will happen. First, the driver will call our office and inform us of the situation. *We will then make two (2) calls: (1) to the school; (2) to the School Special Needs Services. The child will be returned to school or place designated by the School Special Needs Services.* It is the hope of all involved that an adult is present at all times when your child is delivered home from school.

Renewal of Medical Permits for Non-Special Education Students

The medical permits allow a child to be temporarily transported. This permit must be renewed each year. It should be noted that the final decision as to a child's eligibility for this service rests with the School Special Needs Services. The final decision is based on consultation with you - the parent, your child's attending physician, teacher, and supervisor. Only then does the Transportation Department become involved in establishing the necessary routing.

Scheduled Early Dismissals

During each school year, previously scheduled events such as teacher-parent conferences or teacher in-service meetings require a system-wide dismissal of all students. If you are aware of the normal travel time your child spends on the bus and aware of early dismissal times, you can figure out approximately what time he/she will be home on these special days.

Unexpected Early Dismissals

From time to time, weather conditions or unusual circumstances at school may warrant immediate dismissal of students before the scheduled day ends. If you suspect that this may happen or you hear a special announcement over a local radio station you can expect to see your child earlier than usual. Naturally, this will be a very busy time for the Transportation Department. Please resist the temptation to call our office to check on the progress of your child's bus. Obviously, if driving conditions are not the best, our drivers' major concern will be to operate the equipment as safely as possible. If a mechanical problem or heavy traffic causes extended delays, we will inform you by phone. Please make sure that we have accurate address and phone number information from you; emergency conditions are not the time to discover that we cannot get in touch with you quickly.

Unexpected School Delays

A variety of reasons may influence the normal beginning of your child's regular school day. Greater Clark County Schools will communicate such announcements through local radio stations. Our routing adjustments will be rather simple in such cases. If your child is normally picked up at 8:00 a.m. and schools are under a 1-hour delay, you may expect to see your bus at approximately 9:00 a.m. If a (2) two-hour delay was in effect, your pickup time would be 10:00 a.m.