

## General Information

It is sometimes necessary to arrange special transportation for students. In doing so, we strive to guarantee that each student receive the proper care and consideration for his/her safety and well-being on the bus. To make sure that such care is provided, it is necessary for all individuals to work together— students, parents and caregivers, school, bus driver and assistants, Student Support Services and the Transportation Department. Procedures and policies described in this brochure are for students riding the special services buses. District policies regarding student conduct while riding the bus may be found on the District website under policy #709R.

**Do all special education students ride on special buses?** Special transportation is provided for students who need it because of their disability or the location of their program. Otherwise, they will ride the regular school bus or walk to school. Curb-to-curb service is arranged by the transportation department for students who need it. Each transportation service situation is examined individually by the IEP (Individualized Education Plan) team. The IEP team makes the decision as to the type of transportation needed. School bus safety standards are always followed.

### When will my student's bus ride start?

A request for special transportation form must be completed and received by the transportation department prior to any bus service being routed. A member of your student's Special Services Team will complete the form. Once the completed form is received by the transportation department, every effort will be made to route your student as quickly as possible. Because of all the people that need to be notified (driver, bus assistant, parents and school) it may take up to ten working days to arrange the ride. If it is ten working days or less before school starts in the fall, a bus route may not be arranged by the start of school. In this case a parent/caregiver may be asked to provide transportation for a maximum of ten school days.

**Can my student be picked up and/or dropped off at an alternate address?** Students may be picked up or delivered to another location, such as a babysitter's home or child-care center. The Alternate Site Request must be consistent every (school) day, with one bus stop location for pick up and one bus stop location for drop off. The alternate address must be in the general area of the student's home and within the school district boundaries. The Alternate Site form is available from the office of your student's school, on the Transportation page of the District website, or by calling the Transportation Office.



**Notify transportation in advance any time your student will not be riding the bus either morning or afternoon by calling transportation at least one hour prior to your scheduled time.  
(763) 552-6287**

### Factors to Consider When Determining Whether or Not a Student Needs Special Transportation

While most students with disabilities receive the same transportation services as non-disabled children, it is the responsibility of the IEP team to determine whether the student's disability prevents the student from using the same transportation provided to non-disabled students. In developing recommendations for special transportation, IEP teams should consider the following relating to a student and his/her disability.

- Mobility issues:** Is the student non-ambulatory, wheelchair bound?
- Communication:** Is the student hard of hearing; nonverbal; has limited understanding of questions and directions; non-English speaking?
- Physical:** Does the student need assistive devices to maintain a sitting position; need assistance walking and going up and down stairs?
- Health Needs:** Does the student have seizures; fatigue that causes him/her to fall asleep on bus, require oxygen equipment?
- Behavior:** Does the student have significant behavioral issues; physically abusive to other students, attempts to get off the bus, is self-abusive?

Special transportation **should not** be considered for any child who is capable of riding the regular school bus.

### District Phone Numbers

Education Services Center	Cambridge Primary
(763) 689-6188	(763) 691-6500
Isanti Primary	Cambridge Intermediate
(763) 691-8778	(763) 691-6600
Isanti Intermediate/SFAS	Cambridge Middle
(763) 552-8800	(763) 552-6300
Isanti Middle/MNC	Cambridge-Isanti
(763) 691-8600	High School
C-I Early Childhood	(763) 689-6066
Isanti Site	C-I Early Childhood
(763) 691-8778	Cambridge Site
	(763) 691-6691



# Special Transportation Guidelines

*Information for parents/caregivers with students requiring special transportation services*

## Transportation

635 18th Ave SW | Cambridge, MN  
(763) 552-6287 | [www.c-ischools.org](http://www.c-ischools.org)

## Parent/Caregiver Responsibilities

Notify your school of attendance immediately if there are any changes to your student's information.

All students must be properly dressed for the weather and ready to board the bus at least **5 minutes prior** to his/her scheduled pickup time. Buses will not wait at a stop later than the scheduled pickup time; neither will a bus leave a stop prior to the scheduled pickup time. Tight routing of the Special Services buses does not allow time for the buses to wait, telephone or blow their horns. You will need to transport your student to school if your student misses the bus at the scheduled pick-up time.



Parents/Caregivers are encouraged to notify the transportation department if the student is taken to school after the a.m. pickup. This alerts the driver to take the student home in the p.m.

Have your student's belongings properly labeled.

Know the bus# and name of the school your student attends.

If your student becomes ill at school, or for some other reason cannot be transported by bus, you will be expected to transport your student to/from school.

If it is required that an adult is available at the assigned bus stop and is not there, every effort will be made to contact the parent, guardian, or emergency contact. If necessary, the student will be returned to their school of attendance, and will need to be picked up from there.

You can keep your student safe on the bus by working with him/her on acceptable behavior. All students are expected to follow the bus rules.

Keep sidewalks & driveways clear of snow and ice to make the movement of your student to and from the bus safer and easier.

Work with the driver and the school when safety concerns arise. Immediately report problems with bus service to the transportation department.



Notify the transportation department any time your student will not be riding the bus. Three consecutive days without notice, may result in the transportation department contacting the parent/caregiver for more information.

## Special Accommodations

- **Hand to Hand:** An adult (not the driver) must be present to help the student to and from the bus.
- **Eye to Eye:** An adult must be visible for the student to be released from the bus.
- **Restraint Devices:** If your student is in a car seat or star seat, an adult (not the driver) must buckle or unbuckle them from the seat. If your student's bus is equipped with seat belts, it is required by law that the students use them.
- **Wheelchairs:** It is the driver's responsibility to secure the wheelchair and operate the wheelchair lift.

*Wheelchairs must be properly maintained by the parent and suitable for bus transportation. If a wheelchair does not meet safety standards, it cannot be transported. It is best if you have wheelchair that has been designed and tested for use as a seat in motor vehicles often referred to as a WC19 wheelchair.*

*If a WC19 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.*



## School Bus Driver/Assistant Responsibilities

School bus drivers are professional drivers with special training and a Commercial Driver's License. They work for the School District. They are responsible for the safe transportation of the students and to keep on schedule.

The school bus assistant works with the driver to make sure all students are safe on the bus.



The driver will make a daily attempt to pickup the student at his/her scheduled time. After that attempt is made, the driver will not return to pickup the student that day. The driver has commitments to other students and other schools.

Assist in the loading and unloading of your student, if necessary.

Ensure that seat belts, child restraints and wheelchairs are secure.

Maintain discipline and see that students remain in their seats and report any problems to the school.

Report all discipline problems immediately via a Student Conduct Report. The report will be submitted to the proper school authority for investigation and appropriate consequences. Depending on severity,

consequences could include suspension of bus riding privileges.

Bus assistants work with students in the area in and around the bus. They cannot assist a student beyond the curb.

## Transportation Department Responsibilities

Schedule and assign students to special services transportation buses. All student schedules and changes are posted in Family Access. Please go to the District's website at [c-ischools.org](http://c-ischools.org) and click on the Family Access link to log in. Bus schedules are posted under the student information link within your account.

Use the information from the Request for Special Transportation Form when transporting your student.

Provide the specialized bus equipment when transporting your student.

Serve as a liaison between parent/caregiver, school and bus driver when misunderstandings arise. Process any concerns you may have.

Assist in providing in-service training for drivers and assistants.

## Student Support Services Responsibilities

Provide advance information of new students to be transported as early as possible. An advance notice of ten days is required to revise existing routes and assign new students to proper bus schedules.

Provide medical information to the transportation department to be given to drivers and assistants being transported on the Special Needs bus.

Assist the building principal or designee with disciplinary problems affecting the safety of students on the Special Needs buses.

Assist the transportation department in conducting in-service training programs for the bus drivers and assistants serving special needs students.

*If your student is riding a special services bus, the parent/guardian needs to understand that each route is of a customized nature, according to the building/program to which it is assigned. Pick up and Drop off times may vary due to student's needs.*