



## Parents' Guide To Special Transportation

For transportation concerns, please call 919-805-3030 or use our online form at <http://www.wcpss.net/bus-support>

**Assigned School:**

\_\_\_\_\_

**Assigned Vendor:**

\_\_\_\_\_

**Bus number:**

\_\_\_\_\_

**AM pick up:**

\_\_\_\_\_

**PM Drop off:**

\_\_\_\_\_

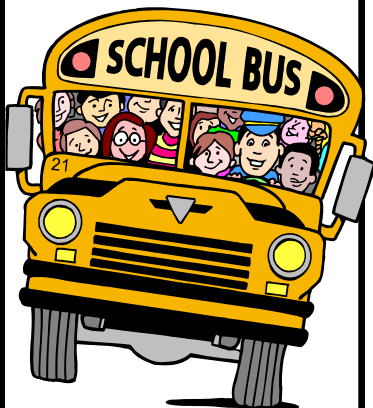
**Date Beginning:**

\_\_\_\_\_

**Notes:**

\_\_\_\_\_

**Please be sure your school has your current working phone number so transportation can contact you!**



## Getting Started

Welcome to WCPSS transportation! Our goal is to transport our students to school safely, and to provide your child with access to regular transportation to the fullest extent possible.

The following are some general points about starting special transportation with WCPSS:

- ❖ Your child's transportation will follow all WCPSS Board of Education policy.
- ❖ Your child will be assigned to a school bus unless their IEP accommodation cannot be met. We also contract with several vendors to provide transportation through a variety of vehicles.
- ❖ Once transportation is assigned for your child, someone from transportation or the assigned vendor will call you to answer questions, give you approximate pick up/drop off times, bus stop information, etc. This may

happen the night or the weekend before transportation starts. There is a 15-minute window both before and after your designated pick up time, so be prepared to leave a little earlier or later than specified.

- ❖ Students must be ready and come right out to the vehicle when it arrives for morning pick up. Vehicles can only wait 3 minutes for each child in order to stay on schedule.
- ❖ All preschoolers, kindergartners, and first graders must be released to a responsible person. Drop off time can vary for many reasons. Parents should use the school bell schedule as a guide for drop off time. If no one is at home, the student will be returned to school. Drivers cannot wait for parents to arrive home. If your child is old enough to be left alone at home, let your transportation provider and case manager know this.

## Did You Know?

- ◆ There is no seat belt or car seat requirement for any age child on a yellow school bus, however, most yellow buses have 4-8 built in car seats. These look like regular bus seats with 5 point harnesses. Contract vehicles (cars, SUVs) must follow the seat belt/car seat laws.
- ◆ All of our drivers and safety assistants are trained in how to handle emergencies, common medical issues, and bodily fluids.
- ◆ All of our employees have criminal background checks and random drug testing.

## Important Facts For Parents

- For students needing assistance, it is the parents responsibility to help your child from your residence to the vehicle, or from the vehicle to your residence.
- Principals may discipline any bus misconduct as if the violation had occurred on school grounds. Penalties for violating board policy or the Student Code of Conduct apply to bus behavior.
- Bus drivers are responsible for bus behavior, and making sure every child in the vehicle is secured properly.
- If you are grandfathered into a particular school, once you move from your current address, grandfathering no longer applies.
- If you move to a new base school area and your special education needs can be met at your new base school, transportation will no longer be provided to your school of origin.. You must transfer to your new base school to continue special transportation. Please contact the Office of Student Assignment for further details.
- If your child has medical or other transportation needs, please contact your child's teacher to request an IEP team meeting . The IEP team will meet to determine what is needed.

## Ride Times Board Policy 7125: School Bus Routing and Bus Stops

A. The following goals are established to keep student ride time to a minimum.

1. Less than forty-five (45) minutes one-way ride time should be expected for most students.
2. Goals for one-way ride times:

Base Elementary Students less than one hour

Base Secondary Students less than one hour

Magnet Students, Application students, students attending school not on their choice list, and students attending non-base schools - Forty-five (45) minutes in addition to the above times. ***In other words, a student could experience a total ride time of one hour and 45 minutes.***

## Transportation To After School Care Board Policy 7125

Exceptional Children: service to or from before or after school care providers for the duration of the school year may be provided when all of the following criteria are met:

Approval of a request to transport the student to a before or after school care provider will be for the school year, and not for one-time use;

Approval of transportation to daycare or after school care providers is for the current school year only.

Parents/Guardians must resubmit requests each year.

The provider must be located within a five (5) mile radius of the students assigned school or students home address.

Seating space must be available on the vehicle

If the provider is a day care or after school care center, staff must be present to load/unload students

Buses/vehicles cannot enter daycare or after school care center property, which is considered private property.

Requesting service: Parents/guardians may request service to before or after school care providers using Transportation Service Request Form on [www.WCPSS.net](http://www.WCPSS.net).

Each request will be considered according to the criteria listed above, and the parent/guardian will be notified of the decision in writing. A copy will be provided to the principal.

- If the request is denied, the parent may seek review of the decision in accordance with Policy 6520, Student Grievances.