

## THE DRIVER TEAM RESPONSIBILITY

As a team member on a Special Needs Bus, the Bus Driver and Bus Assistant share certain responsibilities when transporting your child. Some of these responsibilities include:

- Operate the school bus in accordance with all federal and state laws and obey all North East ISD Transportation Department policies and procedures.
- Provide safe and orderly student transportation on an assigned route between home and school, between schools, on field trips and extra-curricular activities.
- Maintain open communication with all parties involved with the education of your child by maintaining positive and professional relationships.
- Monitor your child's well-being while in the care of the North East ISD Transportation Department as your child boards, rides and departs the bus.
- Attend parent conferences with you and other Special Education personnel at your child's school when unusual situations occur, and when unsafe or disruptive behavior persists.
- North East ISD Transportation Department  
[www.neisd.net/trans/index.htm](http://www.neisd.net/trans/index.htm)

## SCHOOL BUS RELATED WEB LINKS

- School Bus Info  
[www.schoolbusinfo.org](http://www.schoolbusinfo.org)
- Texas Association of Pupil Transportation  
[www.tapt.com](http://www.tapt.com)
- National Association of Pupil Transportation  
[www.napt.org](http://www.napt.org)
- National Highway Traffic Safety Administration  
[www.nhtsa.org](http://www.nhtsa.org)
- School Transportation News  
[www.stnonline.com](http://www.stnonline.com)
- School Transportation News - Special Needs  
[www.stnonline.com/stn/schoolbusoperations/specialneeds/index.htm](http://www.stnonline.com/stn/schoolbusoperations/specialneeds/index.htm)
- School Bus Fleet  
[www.schoolbusfleet.com](http://www.schoolbusfleet.com)
- White Buffalo Press—Posted by Dr. Ray Turner  
[www.whitebuffalopress.com/parents.htm](http://www.whitebuffalopress.com/parents.htm)

Related Web Links are provided as sources of information only. Their listing does not represent an endorsement or warrant by the North East ISD of all information contained within.

## SCHOOL BUS FACTS

- In the United States, about 24,700,000 children ride school buses twice each day to and from school. When you multiply the daily ridership times the number of school days school buses provide the United States with an estimated 10 billion student rides annually. In Texas, 1,408,000 students ride buses twice each day.
- There are more than 460,000 yellow school buses on U.S. roads. In Texas, there are 35,000 yellow school buses on the road.
- According to the National Safety Council, school buses are the safest form of ground transportation - they are about 40 times safer than the family car!
- America spends an average of \$442 per regular ed student and \$4418 per special ed student for transportation annually.
- More than 96% of all injuries that children receive in school bus accidents each year are considered minor (bruises, scrapes, bumps, etc.). Less than 4% of the injuries are considered serious (broken bones, etc.).

Above information was provided by *School Transportation News®*, *School Bus Info®*, and the National Highway Traffic Safety Administration

### TRANSPORTATION DEPARTMENT STAFF

SPECIAL NEEDS ASST. SUPERVISOR	657-8815
SPECIAL NEEDS SUPERVISOR	657-8815
OPERATIONS MANAGER	657-8814
SPECIAL NEEDS FAX NUMBER	657-8863

# NORTH EAST INDEPENDENT SCHOOL DISTRICT



**FOR STUDENTS  
RECEIVING  
SPECIAL NEEDS  
TRANSPORTATION AS  
A RELATED SERVICE**

Dear Parents,

The ARD committee at your child's school has determined that your child is eligible for and will benefit from Special Needs Transportation. This is a related service under Title 34 CFR 300.16.

This pamphlet contains useful information that will help to make sure your experience with North East ISD Special Needs Transportation is a positive one. We look forward to working with you and your child this school year. If you have any further questions or concerns, please do not hesitate to contact the Special Needs Transportation Office at (210) 657-8815.

### **ROUTING GUIDELINES**

- All changes in pick-up or drop-off locations must be coordinated with your child's campus. The school will complete and fax a new Special Needs Transportation Request Form to the Transportation Office for processing. An updated form is required for ANY change to take place.
- Due to the impact on the other students assigned to the route, ALL changes may take up to THREE SCHOOL DAYS for implementation.
- All pick-up and drop-off locations should be as close to the child's home address or campus as possible - this will help to limit excessive ride times.

### **PICK-UP TIME RESPONSIBILITIES**

- Please call the Special Needs Transportation Office as soon as possible at 657-8815 if your child will not be riding the bus. The office opens at 5:30 a.m. Failure to ride for three (3) consecutive days without notifying the driver will result in suspension of bus service. You must contact the Special Needs office at the above number to reinstate bus service.
- Please have your child fully clothed, toileted, and ready at the bus stop five (5) minutes before the assigned pick-up time. If your child is not approaching the bus, it must leave and continue on the route. The bus will not wait for students not prepared to board the bus.
- The bus driver team will accept responsibility for your child at the curb when the assistant greets your child at the door of the bus.

### **DROP-OFF RESPONSIBILITIES**

- Insure that an accurate *Supervision Waiver Form* is on file with the bus driver team - these are the instructions that will be followed when dropping off your student.
- It is important that the Transportation Department has accurate and up-to-date contact information (phone numbers and alternate contacts) in case we are unable to drop your student and need to get in contact with you.
- Have an eligible person available to receive your student five (5) minutes prior to the assigned drop-off time.
- Meet the bus at the curb so that custody of your child may be transferred. If your child is to be dropped at a daycare, please tell the attendants there to meet the bus.
- If we are not able to drop your child off in accordance with the instructions on the *Supervision Waiver Form*, the driver will continue on the route. Another attempt will be made to drop your child off after all other students have been delivered. If the bus driver team is still not able to deliver your child, he/she will be taken to the North East ISD Police Department located at 10333 Broadway. Detailed information will be left on your door should this unfortunate situation occur. The North East ISD Transportation Department will transfer custody of your child to Child Protective Services if no parent can be reached in a reasonable amount of time.

### **BUS DISCIPLINE CONCERNS**

- The standard procedure for handling bus discipline issues is for the bus driver or bus assistant to complete a discipline referral form and submit it to the school's Principal. The Administrator will in turn work with the Supervisor at Special Needs Transportation to insure that discipline is handled consistently with the child's IEP and BIP.
- School Bus Discipline issues for students attending alternative campuses will also be handled by the administration at the student's campus.



### **GENERAL SERVICE INFORMATION**

- Students receiving Special Needs Transportation generally have longer bus rides than students riding regular transportation. Regular bus service uses common neighborhood bus stops and does not provide curb-to-curb service to each student. Each Special Needs bus route goes to multiple locations that are often spread out over a much larger geographic area as compared to a regular bus route. Our goal, however, is to not have any student on a bus route for more than 60 minutes - however shorter ride times are ideal.
- It takes UP TO THREE SCHOOL DAYS for Special Needs bus service to begin once the request is received in the Special Needs Transportation Office. This allows time for the student to be assigned to the most appropriate bus route, other parents on the existing route to be notified of the schedule changes, and gives the driver a chance to find the address and make contact with you regarding the schedule and any special circumstances.
- Climate Controlled buses are only provided to students that have a documented medical need. A prescription stating the medical necessity of a climate control requirement from your child's primary physician is required. Please contact the Special Needs Transportation Office to have a blank form faxed to your doctor. Each request will be reviewed by the Director of Health Services. This prescription must be re-submitted annually.
- When a Child Safety Restraint System (Car Seat) is utilized for a student weighing less than 40 pounds, only car seats provided by the district will be used. Students weighing more than 40 pounds and lacking the upper body control to be safely supported by the bus seat and a lap belt may utilize a Safety Vest for added support. Please contact the Special Needs Office at 657-8815 for further information concerning this option.