

TRANSPORTATION OF SPECIAL EDUCATION STUDENTS

When transporting young children with disabilities, vehicles should be equipped with appropriate equipment as required by their Individualized Education Programs (IEP).

If a vehicle arrives at the Clayton Ridge Community School District inappropriately equipped to transport students returning to their resident school district, the following procedure will be followed:

1. The students will not be placed on the vehicle.
2. The classroom teacher will contact the Superintendent or Principal to alert him to the situation.
3. The administrator will contact the resident school district, inform him/her of the situation, and make arrangements for appropriate transportation of the students returning to their resident school district.
4. The classroom teacher, Principal/Superintendent or designee will contact the parents to let them know their child will be late in arriving home or to the resident school district.

If an associate must stay to supervise students beyond the school day, the students' resident district will incur the cost.

When transporting students to sponsor program, students should remain in the school vehicle until an administrator, teacher, or associate or designee from the sponsor district comes to the vehicle to assist or escort the students to the building or classroom.

Transportation arrangements should be coordinated with the Clayton Ridge school schedule; students should not arrive at the school before classes are scheduled to begin.

All transportation personnel (regular and back-up) should receive inservice training about appropriate transportation procedures (e.g. restraints for young children, operation of wheelchair lifts, etc.) and should participate in meetings with parents and other support staff as appropriate when determining student needs for transportation. For information regarding inservice training and materials contact, Iowa Department of Education, Bureau of School Administration and Accreditation at (515) 281-4749.

(See also "Transporting Students with Disabilities: A Manual for Transportation Supervisors", State of Iowa Department of Education).

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