

PROCEDURE for REQUESTING TRANSPORTATION

AM/PM REGULAR BUS SERVICE – AFTER SCHOOL ACTIVITIES – SPECIAL NEEDS AND WHEEL CHAIR INSPECTIONS

AM/PM REGULAR BUS SERVICE:

For regular bus service, a student should consistently use the stop that is closest to their home. Students (new) may board the bus in the AM without a bus pass (we do not leave students at stops in the AM). In the PM – with new students and students who are changing bus stops – students need to have their schools approval in the form of a “stop change request”. New students will need to have that request on them with their name, address, bus number and stop address the first time they ride in the PM to show the driver. Students who are changing their stops must have a parent note or call to school and school approval in order to change. The same student information needs to be on the form as the new student. The school then needs to notify Transportation that there is a new student or a student stop change by e-mailing or faxing the approved “stop change” form to us. This same procedure applies to any one time change in PM for students (i.e. going home with a friend).

AFTER SCHOOL ACTIVITIES:

Only students in approved after school activities are allowed to ride the activity bus. *Before the activities begin,* Transportation will need to have **all student names, addresses and afterschool activity they are participating in.** Scheduling can take up to 72 hours before transportation begins. Only those students who are already bus riders will be allowed transportation on the activity bus, there is no provision for walkers. Transportation will create a student roster with names, addresses, stop addresses and drop off times and only those students whose names are on the roster will be permitted on the bus. **A bus pass will be issued to all qualified student riders. If a student does not have a pass, they are not considered a bus rider and will have to make other arrangements to get home.** *As a reminder – riding the activity bus is a privilege that can be revoked permanently if a student’s behavior proves to be disruptive or dangerous.* Transportation will need to be notified as soon as possible for any student who will need to ride the activity bus on a one time basis – provided a stop for them already exists. To avoid disruption of the route schedule we cannot create a stop for a last minute student and their parent will need to be called for transportation home. Any students who are not pre-arranged or who miss the activity bus will have to be a self or parent transport – we won’t send the activity bus back for them as they are on tight schedules.

SPECIAL EQUIPMENT INSPECTIONS:

There are certain requirements for transporting students who are using mobility devices (wheel chairs, scooters). The equipment must be in good working order for it to be used as a seat in a school bus. Inspecting this equipment ensures that it meets Federal guidelines for safety so each time a new mobility device is obtained by a student and we are required to transport said device, it must undergo a safety inspection by the Transportation department’s driver trainer or Director. If a mobility device fails to pass the safety inspection, we cannot transport however, if the student can transfer on their own to a bus seat, we can load the student in the device, the student can then transfer into a seat and we will transport the device as cargo. If there are any problems with the devices stability or brakes, we cannot use the device to board a student and other transportation means need to be arranged.

SPECIAL NEEDS STUDENTS

The transportation page of an IEP must accompany any request for special needs transportation. The information must include whether or not a student has to be met by an adult at school or home. If a student who is designated must be met (MBM) is not met at their stop by an adult, transportation will return them to school where parent will need to pick them up.

Please call the transportation office if you have any questions at 206-901-8050.
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