

## Transportation as a Related Service

### Who Qualifies

- Transportation as a Related Service is an IEP team decision
- Transportation is provided in the Least Restrictive Environment (LRE) whenever possible.
  - If your student lives within the walk area, he/she will be scheduled to walk.
  - If your student lives in the regular bussing area he/she will be scheduled at the regular bus stop.
- If your student is unable to utilize transportation in the Least Restrictive Environment, an ITP needs to be submitted and include the reasons that special bussing is necessary.



*Special bussing does not necessarily mean a smaller bus.*

## Parent Responsibilities/Expectations

### Morning Pick Up



- Have your student and all necessary items for the day ready 15 minutes prior to the scheduled pick up time. This will ensure that your student is at the designated stop 5 minutes before to the scheduled stop time.
- If your student is not ready at the scheduled time, the bus will not wait and it will be your responsibility to transport your student to school.
- Notify transportation if your student will not ride. If your student does not ride for 3 consecutive days without notification, the stop will be cancelled. You will be required to contact transportation to request reinstatement of the stop.



### Afternoon Drop Off

- Be prepared for your student to be dropped off anytime after their school dismissal time. Transportation schedules can vary depending on ridership.
- If your student must be met and a responsible person is not at the stop when the bus arrives:
  - The bus driver will continue on route;
  - Transportation will attempt to contact a responsible person as listed in Emergency Contacts at the school.
  - Once contact is made with a responsible party, arrangements will be made for your student to be picked up at a location determined by Transportation;
  - If a responsible person cannot be reached on the students behalf within 45 minutes after the scheduled stop time, Transportation will contact the Department of Human Services. After 2 occurrences the parent/guardian will be required to meet with the IEP team regarding Transportation.



## Equipment & Supplies

- Transportation will be provided for your student and equipment/supplies needed for the day.
- If your student requires transportation in a wheelchair or other mobility device, it will need to be approved by transportation for safety.
- If *your student obtains new equipment you will need to contact transportation for approval*
- If your student requires the use of a safety vest or seatbelt while being transported it must be indicated on the ITP.
- Additional Equipment must be approved by the director of Transportation or his/her designee.



## Contact Information

### Who to contact:

- When my student will not be riding the bus -  
**Transportation Dispatch: 490-3232**
- To have my student's equipment approved -  
**Transportation Training: 490-3578**
- To request a change in my student's transportation -  
**Your student's special education teacher/case manager to request an ITP**
- To update your contact information, such as phone numbers or emergency contacts -  
**The registrar at your student's school**



POUDRE SCHOOL DISTRICT

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