

# **STUDENT SUPPORT SERVICES TRANSPORTATION INFORMATION FOR PARENTS**

## **KENAI PENINSULA BOROUGH SCHOOL DISTRICT TRANSPORTATION DEPARTMENT**

### **FIRST STUDENT (TRANSPORTATION CONTRACTOR)**

This information was compiled to acquaint you with the rules, policies, and best practices under which your child's school bus transportation is scheduled.

If you have any concerns about the safety or treatment of your child, please call the District Transportation Department or First Student at the numbers listed.

### **QUALIFYING FOR SERVICE**

Transportation is a related service and, if approved, will be included in your child's IEP. Once approved for transport, the case manager will contact the transportation department and busing will be set up. The Transportation Supervisor is the only person who can add your child to a bus route or change the pickup/ drop off location. It normally takes 3-5 working days to add a new student and/or change schedules or pickup / drop off locations.

### **PICK UP AND DROP OFF**

- To maintain continuity for everyone on the route, your child will be picked up at the same address every day and will be dropped off at the same location every day. Morning and afternoon locations can be different but must be consistent day to day.
- Transport is for home to school and school to home or licensed day cares only. We do not transport to private therapy, doctor or dental appointments, parents' offices, etc.
- Pickup and drop off locations are determined by multiple factors including ride times, access, road conditions, bus size, bus turnaround location, general District transportation guidelines, etc. Every attempt is made to keep the pickup and drop off locations as close as possible to the child's home. In winter conditions alternate, locations may be identified for the safety of all students on board.

## **JOINT OR SHARED CUSTODY**

- One parent resides in the attendance area, and one does not - the parent in the attendance area will receive busing, the parent outside the attendance area must provide transport.
- Both parents live outside the attendance area - unless otherwise approved by Student Support Services each parent must provide transport.
- Both parents live in the attendance area - parents must decide between them what the pickup and drop off locations will be. It may be either parents' home or they can agree on a common, neutral point (daycare, family member in attendance area, friends' house) that meets District criteria.

## **SPECIAL EQUIPMENT**

- Standard, forward facing car seats or booster seats, when needed, are provided. Parent provided car seats must be preapproved by First Student's safety department. Buses normally use a 'star seat' with a harness.

## **WHEELCHAIRS**

- Any wheelchair must be transport certified or inspected by First Student's safety department to ensure its suitability for bus transport. We cannot transport a damaged or malfunctioning chair.
- Electric wheelchair batteries must be spill-proof and the chair capable of being manually operated and the brake set for loading and unloading.

## **MEDICAL NEEDS, MEDICATION, AND INFORMATION**

- At the beginning of the school year, a Medical Needs and/or Equipment information sheet needs to be completed by parents or guardians. Any information pertinent to safely and successfully transporting your child is greatly appreciated, i.e., sensitivity to noise, vision impaired, items or tips that may de-escalate or assist with behaviors, etc.
- Medications cannot be transported on the bus unless pre-approved by the District. If your child requires oxygen during transport, please let us know in advance so we can insure proper securement of the canisters on the bus.

## **PRE-K TRANSPORT**

- Preschoolers are typically moved out of the car seat or star seat when they are over 40 lbs.
- In special circumstances, District staff can assist young students onto the bus to support establishing the routine of riding the bus.

## **SIBLING AND COMPANION TRANSPORT**

- No sibling or companion transport will be allowed the first two weeks of school.
- If space is available, siblings or companions within the same household who also attend the same school may be approved on a case-by-case basis to ride with the special needs student to model desired behavior and support the student emotionally or physically.
- Sibling or companion transport must be pre-approved by District Transportation and Director and is subject to change at any time, space available on the bus and must be renewed annually.
- If the special needs student is not riding the bus, the sibling or companion will not be transported. Parents will need to arrange alternate transportation for the sibling or companion.

## **GENERAL GUIDELINES**

- If a change in busing schedules results in your child's pick up or drop off times changing by more than five (5) minutes, you will be notified by phone and your driver at least 24 hours in advance. Please remember to keep your contact information current in PowerSchool.
- All students must be brought to and met at the bus by a parent, guardian, sibling 12 years or older, or other arrangements which must have been pre-approved by the District Transportation Supervisor. If there is no one to meet the bus and no arrangements on file, your child will be kept on board until we can contact you. During the colder months, please make sure your child has a warm coat or blanket for the bus.
- Due to liability issues, parents should not attempt to board the buses.

## **CONTACT INFORMATION:**

District Transportation Department	907-714-8834
First Student – Soldotna	907.714.8834
First Student – Homer	907.235.0124
First Student - Seward	907.224.3559