

SECTION VI: TRANSPORTING STUDENTS WITH SPECIAL NEEDS

A. DRIVER RESPONSIBILITIES

In addition to responsibilities discussed in section IA, drivers transporting students with special needs should:

1. If possible, run routes and establish bus stops in locations that do not require backing the bus. If backing is required, back the bus only when the student is on board and with adult assistance at hand.
2. In the school bus, maintain a current route description, stop locations & times, student rosters, seating charts, student records with emergency contact information and other pertinent information.
3. Supervise and assist in the loading and unloading of students as specified on the students' bus application using the step-well, wheelchair lift or ramp.
4. In cases of school bus equipment failure, make every effort to provide alternative transportation for the students assigned to your bus. Following the standard breakdown procedures as discussed in [Section IV.G.3](#) and after exhausting all other options and with the prior approval of the Transportation Supervisor (or designee), notify parents as early as possible whenever the bus is inoperable and a replacement bus or substitute driver or a "buddy" driver (if applicable) cannot be secured.

Because of the requirement to have student supervision at the AM and PM bus stop, parents should be notified well in advance of a change in times and/or stop locations.

5. Become acquainted with each student's special needs and adjust your job performance accordingly.
6. Provide parents with a current telephone number where the driver can be reached in times of emergency.
7. Arrange bus stops to accommodate the students' special needs by providing "Curb-to-Curb" service and a right side pick-up whenever practical. When required by the student's disability, service will be located as close to the house as is practical. In cases such as dead end streets, the closest stop safe for the bus shall be used. Buses may not back down streets, roads or onto private property without prior authorization from the Transportation Supervisor (or designee).
8. In an emergency, drivers shall determine if a bus evacuation is required and instruct the bus attendant accordingly. When an evacuation is ordered, the driver shall direct and assist students to the steps, wheelchair lift or other emergency exit in a manner that will ensure the safe evacuation of all students from the bus.
9. Ensure that required protective safety devices are in use and are fastened properly as specified on the student's Special Needs Bus Application. (The driver shall provide all services and care when an

attendant is not available.) If a child matures or develops beyond the need of the specified safety device, the driver shall report this to the school or Transportation Department.

10. In the absence of a bus attendant, the driver must ensure that required protective devices specified on the student's transportation form (wheel chair tie-downs, safety vests, youth seats with seat belts, etc.) are in use and are fastened properly.
11. Maintain on the bus, the Tangipahoa Parish School System Special Needs Bus Application and Confidential Medical Information Bus Form for each passenger. Data should include but not limited to, the following:
 - a. Student's name, address and telephone number(s);
 - b. Nature of Student's special needs;
 - c. Emergency health care information, including the student's current medication;
 - d. Name and telephone number of student's physician, parent(s), guardian(s), custodian(s) or designee(s) who can be contacted in case of an emergency;
 - e. Provisions for the student's welfare when and if the parent or designee is unable to meet the bus at the designated bus stop. The driver is responsible for the child's welfare and should continue to make every effort to contact the parents or guardian, the school Principal and the Transportation Department as soon as the student is undeliverable. In the event that a child is undeliverable on multiple occasions, a meeting shall be held by the school's administrator or Transportation Department with the parent or guardian and the bus driver so that a safe and reliable alternative can be found. As a last resort, bus service may be suspended to ensure the safety of the student.
 - f. Student's photograph (if applicable);
 - g. Any other information deemed necessary by the Transportation Department

NOTE: Updating this information is a cooperative effort involving students, parents, teachers, administrators and drivers. The information must remain confidential for each student's protection. When the driver becomes aware of a change in any information, the driver shall contact the school office with the new information. The school will contact the home to verify the changes, and complete a new Special Needs Bus Application and Confidential Medical Information Bus Form based on the new information.

12. The driver is ultimately responsible for the safety of all passengers aboard his/her bus. This responsibility can not be delegated and requires that the driver and the bus attendant complete their assigned tasks in a safe and proper manner. In the absence of a bus attendant, the driver will assume the attendants' duties as well as his/her own responsibilities.

ⁱ Revised Date July 1, 2008.
