

## SECTION VI: TRANSPORTING STUDENTS WITH SPECIAL NEEDS

### K. UNDELIVERABLE LIFT BUS PASSENGER

Lift Bus drivers and schools shall take the following measures in regard to Lift Bus passengers that are not met by a responsible individual. These procedures are required by Bulletin 1886 and are the practical application of the Bulletin at the school level. (See Bulletin 1886 for additional information)

1. If a student is not met at the bus stop, the driver may go on to the next stop and return to the stop of the undeliverable student later in the route. This procedure is to be followed only when the next stop is not more than a few minutes away and a safe place for the bus to turnaround is available in the immediate area.
2. As a first response, the driver shall pull the bus to a safe location and secure the bus, then use the emergency contact numbers listed on the Special Needs Bus Application in an attempt to reach the home or another listed contact. The driver shall not release the child to an individual whose name is not on the list. Alternately, parents may be requested for additional names or locations to be kept on file. Non-custodial individuals must show proper identification before the student is released to that individual.
3. If the child is still undeliverable, the driver will keep the child on the bus and continue on the route after notifying the student's Principal (or designee) that the student will be brought back to school. The driver will call a Transportation Department supervisor using the emergency cell phone numbers which are listed on the Emergency Procedures Card when the school can not be reached. The Principal (or designee) will attempt to reach a responsible individual using information from school records and ask that person to come to the school to pick up the child. The driver will continue the attempt to reach the home via cell phone if available and make arrangements to return the child to the parent or a designated individual at the agreed upon location\*. The Principal (or designee) will obtain the Lift Bus Driver's cell phone number in order to notify the bus in the event a responsible individual becomes available to take charge of the child.

\*Individuals are to be discouraged from trying to "catch" the bus. The driver must direct the parent to a location where both the parent and child can safely approach the bus.

4. If the last passenger is released from the bus before contact is made for the undeliverable student, the Lift Bus driver will return the child to the school's care. The Principal (or designee) will remain with the student until the parent/guardian or other responsible individual is able to pick up the child.
5. As a measure of last resort, when the driver can not reach the school or a school administrator, local law enforcement may be contacted to report that the child has been abandoned and ask for assistance. The Transportation Coordinator will be updated.

6. The driver may request to be compensated for any additional mileage incurred due to the incident by submitting a letter to the Transportation Department. The letter should include the student's name, date of the incident, the time the student was returned to school. The school's administrator shall sign the driver's letter and verify the occurrence. The Principal (or designee) will also note the time that the student was picked up by the parent/guardian.

7. Administrative Procedures:

a. On the day following the incident, the Principal (or designee) will attempt to reach the individual responsible for the child and review their responsibilities under Bulletin 1886 (p. 2, 10a) emphasizing that the student may lose transportation service if the problem continues. The incident will be documented by the school and placed with the student's records. The school should take this opportunity to review emergency contact names and phone numbers with the parent/guardian.

b. If a second incident occurs, the Principal will notify the TPSB's Child Welfare Department for assistance. The Child Welfare Department shall meet with the parent /guardian to explain that they must meet the bus faithfully or face the possible loss of transportation services. The safety of the student is the primary concern.

c. If a third incident should occur, Transportation services will be suspended until a conference is held to ensure the safety of the student. The parent/guardian, the Principal and the Child Welfare Officer will work to coordinate a safe and dependable stop location for the student. If the parent/guardian can not make reasonable assurances to the school system, the case should be considered for referral to the Office of Child Services. Services may be resumed when dependable arrangements are made.

d. During this process, the driver will be notified by The Principal (or designee) via letter or memorandum when transportation services have been suspended and when they are to resume. All meetings and correspondence between school officials, the home, the bus driver and the Transportation Department shall be documented by the school and placed with the student's records.

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<sup>i</sup> Revised Date July 1, 2008.