



Brooklyn Parent Center
Brooklyn Center for Independence of the
Disabled, Inc. (BCID)

Transportation for Students with Special Needs



**Department of
Education**

Dennis M. Walcott, Chancellor

A Child's Place for Children with Special Needs
Brooklyn Public Library
August 2011

Agenda

1. What to expect before September
2. Student Information is Key
3. Process to Establish Door to Door Transportation
4. Service Guidelines
5. Reporting Service Issues
6. Working with the Bus Vendor
7. Address and Other Changes
8. The Team on the Bus
9. Transportation for Students in Temporary Housing
10. What Happens if a Parent is Not at Home
11. Discipline Issues on the Bus

Questions

What to Expect Before September

Parents should receive a letter with route information by August 29

Student information

Name and address

Medical Accommodations

School Information

School name and address

Route Information

Route Number

Vendor name and contact information

Type of vehicle

Sequence

Contact card to complete and give to bus driver

Contact your school and OPT if you do not receive this letter

Key Student Information

This information is critical for OPT to provide service

Student Name and Address

- Home address is pick-up location

- Parent may request alternate PM location through OPT

Contact information

- Phone number and emergency contact information

- Complete card for driver and update

 - Identify adults authorized to receive student

School Assigned, session times, and extended day indicator

- Student receives transportation according to school schedule for extended day sessions

 - Students with Mandated (M) or Voluntary (V) codes routed for extended day schedule

 - Students with Not Applicable (NA) code routed for regular school schedule

The SE Transportation Process

Door to Door Transportation has two distinct components

Is student mandated to receive specialized transportation?

Based on one of these three criteria:

1. Chronic medical or orthopedic disability
2. Severe emotional disability, documented aggressive behavior that requires support on the bus
3. Severe cognitive impairment requires management and support on the bus

If not mandated, student receives GE transportation

Does student require additional accommodations?

Parent and physician complete Request for Medical Accommodation and HIPPA form

1. Outlines how and why student condition requires accommodation
Ex: Limited Travel Time, Ride with Para
2. Reviewed and approved by DOH physician, data update made by CFN Transportation liaison

Service Guidelines

Service questions?

Call OPT Customer Service (718) 392-8855

Agent will provide reference number for follow-up

In the Morning

Parent and student wait outside residence—bus does not honk or wait longer than 1½ minutes

Call OPT Customer Service if bus does not arrive or is late

Travel time may be up to 90 minutes within boro, 115 minutes across boro

Parent may call OPT to report child rides too long on bus: router will review and may update route

OPT relies on school staff to report late arrival

AM: Bus may arrive at school between 30 and 5 minutes before school starts

PM: Students ready at dismissal time: bus must leave school within 30 minutes after school ends

Working with the Bus Vendor

Contact the bus company

1. To confirm pick-up time

OPT identifies sequence: bus team informs parent of regular pickup time

2. If student will not use bus for more than three days

Contact vendor one day in advance to resume service

3. To update Emergency Contact information

Driver has additional copies of contact card

4. Sign permission slip only if you choose to allow bus team to drop off student unattended

Address and Information Changes

Contact for parents is Pupil Accounting Secretary at school

Address update (include apartment number to receive OPT letters)

Telephone update for emergencies

(Provide new contact card for bus team)

Address change at school is step one

School contacts CFN liaison to update address for OPT action

Route changes: seven days to take effect

Current route in effect until change

1. Letters sent to parent
2. Vendor receives route update
3. Schools see changes on Ridership data

Why does a route change?

Address change

Transfer or School Change

Medical Accommodation Change

Vendor reports Problem Route

OPT will document route to confirm

1. Route is starting on time
2. Driver is following sequence

Changes made based on
documentation

Remember that changes involving the student IEP and medical accommodations are managed with the School Assessment Team at the school

Bus Driver and Attendant

Bus staff mandated to attend NY State Training Program

1. Safe Bus Operation
2. Basic First Aid and CPR
3. Working with Students with Special Needs

Refresher training each year is mandated

Schools may schedule additional training with bus teams to address specific student needs

Attendant may assist student on and off bus, help secure students using wheelchairs

Attendants may not dispense medication or offer treatment

Students in Temporary Housing

McKinney-Vento legislation mandates transportation be provided to students in temporary housing to their current school for the balance of the school year

1. Shelter staff completes Shelter variance form (available on OPT web site)
2. Submits form to OPT
3. OPT establishes new door to door bus route

Student picked up at shelter or temporary residence, taken to school, returned to shelter at end of day

Parent Not at Home

1. Student remains on bus: Bus continues route
2. Driver alerts dispatcher: Conference call with vendor, OPT, and school to locate parent
3. Bus returns to home address after route completed: Driver advised to call 911 if parent still not home

Drivers may only return student to school if school has provided permission and has staff available each day to supervise students

Discipline Issues on the Bus

Bus team discusses issue with teacher/principal first

- May identify a strategy to minimize behavior or trigger

- Provide bus team with better understanding of why the behavior is occurring and how to manage it better

- Vendor contracts allow for training at school level

Bus team documents misbehavior and reports to principal if behavior continues

- Principal responsible to address and resolve these issues

- Additional work with bus team

- Seating chart

Bus teams authorized to contact police for dangerous situations

- OPT may identify different route if all options have been exhausted