

# PARENT INFORMATION

## FOR STUDENTS WHO RIDE SPECIAL TRANSPORTATION SCHOOL BUSES

### 1. SPECIAL SCHOOL BUS ROUTE INFORMATION

#### *DO ALL SPECIAL EDUCATION STUDENTS RIDE ON SPECIAL BUSES?*

- **Curb to curb transportation** will be provided for students who need it because of their disability or the location of their program as indicated on their IEP.
- Half the students receiving Special Education services ride the regular school bus or walk to school.

#### *WHEN WILL YOUR CHILD'S BUS RIDE START?*

- Bus changes start every **Wednesday**.
- It takes several days to arrange the new school bus stop.
- When a student is assigned to a program just before school starts, a bus ride may not be ready by the start of school.
- **Parents are responsible** to transport their child until the bus is assigned.

#### *WHAT IF YOU MOVE?*

- An address change will require a **bus change**.
- **Call your School's Office** in advance to give them the new address and phone number and date.
- If you move into a new School District the students' needs will be assessed by the new home District.

#### *WHAT IF A STUDENT IS PICKED UP OR DROPPED OFF AT DAYCARE?*

- Bus routes can be arranged for several addresses for pick-up and drop-off.
- One day changes cannot be made.
- Keep the day-care address close to home or to school.

#### *DO PICK UP & DROP OFF TIMES CHANGE?*

- **Be ready and watching** for the school bus **5 minutes before**.
- Allow for a 5 to 10 minute leeway both morning and afternoon.
- The school bus waits **up to 2 minutes**.

#### *WHAT IF YOUR CHILD BEGINS TO USE ASSISTIVE EQUIPMENT?*

- Contact the School Office
- A bus change may be necessary

### 2. SCHOOL BUS DRIVER AND BUS AIDE DUTIES

#### *WHAT ARE THE SCHOOL BUS DRIVER'S RESPONSIBILITIES?*

- School Bus Drivers are responsible for driving the bus safely, transporting the students and staying on time.
- Drivers do not blow the horn.
- If there is no Bus Aide, the Driver performs the Aides' duties.

#### *WHAT ARE THE SCHOOL BUS AIDES' RESPONSIBILITIES?*

- The school Bus Aide teams with the Driver to be sure all the students are safe on the bus.
- They secure seat belts, wheelchairs, car seats, etc.
- The Aide maintains discipline, sees that students stay in their seats, and reports problems.
- They seek emergency medical help if needed.

#### *CAN A BUS AIDE COME TO THE DOOR OF THE HOUSE?*

- The Bus Aide works inside and around the bus.
- They cannot assist a student beyond the curb.

### 3. PARENT RESPONSIBILITIES

#### *WHAT ARE THE PARENTS' RESPONSIBILITIES?*

- Have your child **ready & watching 5 minutes before pick-up time**.
- Bring your child to the curb.
- Call the Dispatch Office to restart the bus if your child has not ridden for more than **3 days**.
- Notify the School Office in advance of your address, phone number, or day-care change.

#### *IF YOUR CHILD MISSES THE BUS, CAN IT COME BACK?*

- The Bus Driver can not come back.
- Transport your child to school.

#### *WHAT'S THE PARENTS' RESPONSIBILITY AT DROP-OFF TIME?*

- **Parent must be home 10 minutes before drop off.**
- **Meet the bus** so that the Driver can make **Custodial Transfer of your child to you or another responsible person.**
- Students who are not met will be taken to **Transition Plus School** until their parent is located.
- The police may be called to take your child to St. Joseph's Home for Children.
- Repeated parent neglect will be reported to School's Principal Office.

#### *HOW CAN A PARENT HELP TO MAKE THE SCHOOL BUS SAFE?*

- Teach your child the school bus safety rules and appropriate bus riding behavior.



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### 4. STUDENT BEHAVIOR

#### WHAT BEHAVIOR IS EXPECTED BY A STUDENT WHILE RIDING?

- All students are expected to follow the School Bus Safety Rules.

#### SPECIAL BUS RULES

1. BE ON TIME
2. SIT DOWN
3. BUCKLE SEAT BELT
4. BE QUIET
5. LISTEN TO DRIVER & AIDE
6. NO EATING OR DRINKING
7. NO FIGHTING

#### HOW WILL DISCIPLINE PROBLEMS BE HANDLED?

- Bus behavior problems are reported to the school on **Conduct Reports** by the Bus Driver or the Aide.
- The Principal's Office decides what disciplinary action will be taken, **including suspension**, to enforce safe behavior on the bus.

#### WHAT IF A STUDENT DOES NOT FOLLOW THE BUS SAFETY RULES?

- Students who can not or will not follow the Special Bus Rules will be **suspended or some action taken with them to ensure safety on the bus for themselves and all riders.**

### 5. GENERAL INFORMATION

#### SIDEWALKS

- Clean sidewalks of snow and ice to make the movement of your child to and from the bus safer and easier.

#### ILL STUDENTS

- If your child becomes ill at school, soils themselves, or for any other reason cannot be transported by bus, you will be expected to transport your child to or from school.

#### QUESTIONS AND CONCERNS

- If parents have additional questions or concerns about Special Transportation, they may also call the School Office, Transportation Dept. or Special Education Dept.

#### CONTACT LIST

Minneapolis School Info	612-668-0000
Transportation Dispatch	612-668-2300
Transition Plus in the Wilder Bldg. at 3322 Elliot Ave. So.	612-668-4100

