

minutes early or 10 minutes late when dropping a student off at home, Dean Transportation will call the parents as well as the school buildings to inform of late arrival. Districts providing ESY services will need to coordinate start and end dates and times with Dean Transportation to maximize efficiency.

HOME DROP-OFFS AND PICK-UPS

Drop-Off and Pick-Up Definitions

All home pick-ups and drop-offs must occur in the student's resident district. We will transport only to homes or childcare settings. IEP Teams should limit the types of drop-offs and pick-ups to those defined below:

- **Corner to Corner** – Drop-off and pick-up is at the nearest corner.
- **Curb to Curb** – Drop-off and pick-up is at the end of the student's driveway.
- **Other (Door to Door)** – Drop-off and pick-up is to the student's door. In such cases, assistance will be requested from the parent or guardian. This should only be used when required because of student needs and safety issues.

Home Drop-Off / Pick-Up Window

- If a bus will be more than 10 minutes late when picking up a student from home, Dean Management/Transportation will call the parents and the building the student attends.
- **Wait Time:** For Regions I, II & III, once the bus arrives at the home, it will wait no more than 3 minutes for a student. For Region IV (Grand Rapids), there is a requirement that the student or parent must be visible to the bus driver 5 minutes prior to scheduled pick-up time. When bus pulls up, if no one is visible, the bus will proceed.
- If a bus will be more than 10 minutes early or 10 minutes late when dropping a student off at home, Dean Management/Transportation will call the parents.
- Dean Management will contact the school building if a bus will be more than 10 minutes late in drop off or pick up at school.

Multiple Drop-Offs and Pick-ups (This item was approved by Superintendents on 6/9/06.)

A multiple drop-off is an arrangement whereby students are consistently dropped off at one location one or more days of the week and are dropped off at a different location on the remaining days of the week. For example, a student might be dropped off at the mother's house on Monday, Tuesday and Wednesday and then dropped off at the father's house on Thursday and Friday.

The provision of multiple drop-offs will be a regional decision. Currently, Regions I, II, and III allow multiple pick-ups and drop-offs. The Grand Rapids Public Schools (GRPS) limits families to one pick-up and one drop-off address each. The following guidelines are recommended for regions choosing to allow multiple drop-offs:

No more than 2 consistent pick-up and 2 consistent drop-off locations will be allowed.

As with any other change, a one-week notice should be given for the request of a multiple pick-up and/or drop-off arrangement.

All pick-up and drop-off locations must be within a **single resident district**.

Adults Required for Student Drop Off

Unless specific permission is granted to do otherwise, an adult must be in the home to receive the student from the bus.

Parent Absent with Permission

Dean will drop off older students when the parents are not home if the parents have previously completed and signed Dean's "Home Alone" form. A home alone drop-off must also be approved by the school district and Dean Management/Transportation.

If Dean is unable to obtain a signed form from a parent, Dean will contact the attending district and solicit help with obtaining the form.

Undeliverable Students

At the start of each school year, each attending school will provide three emergency staff phone numbers to call for assistance in supporting undeliverable students. The numbers given must be answerable after school hours until 6:00 pm.

If a parent is absent without a signed "Home Alone" form thus making a student undeliverable, the bus driver will notify dispatch to contact the building immediately and will also attempt to deliver the student after completion of the route. The bus driver will also try to drop off the student at the emergency locations provided by the parent when applicable. Immediate notification of the building staff will allow the staff to assist in contacting the family.

If the child is still not deliverable, the bus driver will notify the dispatcher who will call the school emergency numbers. The identified staff from the district will determine how to handle the situation, including when it is appropriate to involve the police.

RIDE TIME

Kent ISD in collaboration with Dean Transportation will ensure that every effort will be taken to keep ridership to no more than ninety minutes per trip. However, there may be situations where this is not feasible due to the distance between a given home and local, regional, or center program. Additionally, Dean will prioritize keeping the ride time of 60 continuous minutes if and when possible for the transportation of preschool children.

BUS SAFETY AND DISCIPLINE

The need for a bus aide, and/or specialized devices, such as safety vests, harnesses, car seats, etc., is an IEP team decision, however collaboration with the Road Supervisor/Dean Supervisor is encouraged for coordination purposes.

If a bus discipline report is warranted, Dean Transportation will send a discipline slip to the school. In return, the school administrator should send the Dean Transportation supervisor a copy, complete with a description of the disciplinary action taken if/as needed. If there is repeated discipline on the bus, the district will need to develop a Functional Behavior Assessment (FBA) and Positive Behavior Support Plan (PBSP) to identify the function of the behavior and plan to support ridership. District staff will need to collaborate with the driver to support the implementation and monitoring needed in support of the student and ongoing IEP decision making.

Additionally, if transportation is included in the child's IEP, a bus suspension must be treated as a suspension under 34 CFR §300.530 and all of the discipline procedures applicable to children with disabilities would apply. An LEA is not required to provide alternative transportation to a child with a disability who has been suspended from transportation for 10 school days or less unless the LEA provides alternative transportation to children without disabilities who have been similarly suspended from bus service. 34 CFR §300.530(d)(3). If a child with a disability is suspended from transportation for more than 10 school days in the same school year, and transportation is included in the child's IEP, during any subsequent suspensions the LEA must provide services to the child to the extent required in 34 CFR §300.530(d).

Kent ISD employs video cameras on all of the Region I, II, III and IV special education buses. Viewing of the recordings from these cameras is governed by the Kent ISD Bus Video Policy (June 2011).

Student Loading

It is not the practice of Kent ISD and/or Dean Transportation to accept students onto the bus who need to be forcibly placed onto the bus either by parents or by school staff. This practice is consistent with our corporal punishment policy and our driver's CPI training which states that physical management should be avoided when navigating student behavior.

In the event of student behavior during boarding, the driver will wait briefly in hopes that the student is able to board the bus without physical management. If the student does not deescalate to the point of boarding the bus without physical management, then dispatch will be called and an alternate transport arranged. For repeated situations, the district will need to develop a Functional Behavior Assessment (FBA) and Positive Behavior Support Plan (PBSP) to identify the function in support of ridership. If a student continues to escalate during the boarding or riding process (even after repeated attempts to revise the PBSP), alternative transport may need to be arranged. District staff will need to collaborate with the driver to support the implementation and monitoring needed in support of the student and ongoing IEP decision making.

Identification of Additional Support Needed

If the IEP team identifies the need for additional support through a nurse (RN/LPN) or paraprofessional for medical, health or safety reasons, it is recommended that the team work with district administration, Kent ISD, and/or Dean to determine the most cost effective and efficient options in support of the student and district.

Identified Medical Need - If the center program nursing staff recommends a nurse (RN/LPN) through an acuity rating scale OR if an MD/DO recommends a nurse (RN/LPN) at the local level, the Kent ISD Nurse Coordinator will work with the resident district director to support the recommendation and appropriate staff needed (RN/LPN/Respiratory Therapist, Medical Assistant, aide/aided bus etc.) in preparation for the IEP.

Behavioral Need – If Dean or the resident/operating district staff identify a need for an aided bus in support of positive behavior, the resident/operating district will work with Dean and the IEP team to first develop a FBA/PBSP, see bus safety and discipline section, and support next steps if an aided bus.

While Dean is responsible for hiring aides, it is the districts responsibility to hire a nurse or related health care personnel. The Kent ISD Nurse Coordinator will assist the resident district in coordinating county efforts for busing/aided efficiencies and in finding and/or assisting the district in hiring the most appropriate personnel if needed. Additionally, it is recommended that districts consider the cost savings and district efficiencies in hiring a nurse verses contracting with an agency.

(See Resources for Contracted Agencies)

ALTERNATIVE TRANSPORTATION OPTIONS AND EMERGENCIES

If Ambucab or van transportation is determined to be needed by the IEP team, the special education director or supervisor from the local district will coordinate with the appropriate supervisor from Dean Transportation.

(See Resources for Alternative Transportation Options)

Bus Emergency Notification

If a bus emergency occurs, the school administrator or his/her designee will be contacted. Teachers will not be contacted unless they are designated by the school administrator to receive transportation calls.

Sharing Medical Information

Medical information about students may be shared with employees of Dean Transportation on an as-needed basis. If needed, school nurses can develop health care plans for bus personnel to implement.

TRANSPORT TO COMMUNITY-BASED, VOCATIONAL TRAINING, & WORK SITES

Community-Based Instruction and Field Trips

If Community-Based Instruction (CBI) is a special education provision listed on the student's IEP, students may be transported on a bus designated for students with an IEP and can be reported on the SE-4094 for reimbursement. CBI is part of a student's instructional day, so it is limited to transportation to and from sites where the student is receiving instruction. Just like all other special education transportation, the need for transportation to and from CBI sites needs to be recorded on individual students' IEPs.

Transportation to and from field trip locations involving both special education and general education students, can only be counted under general education transportation. Therefore, if a district needs to contract with an outside agency to secure a bus with a lift specifically for a student with a disability, general education students are allowed to also ride on the same bus as long as the cost is covered through general funds. If a field trip consists only of special education students, the cost is allowable on the Special Education Cost Report (SE-4096), but not the Special Education Transportation Cost Report. For record-keeping purposes, the administrator who is scheduling transportation should specify whether the transportation is for a field trip or CBI.

Kent Transition Center (KTC) Worksites

In most cases, KTC worksites do not need a staff person visible when students are dropped off. In rare cases where a staff person does need to be visible, it will be important to note this accommodation on the KTC referral form. As with all transportation additions and changes requests should be made via MiPSE Kent Transportation.

Unpaid Job Training Sites

Home pickups for unpaid job training sites will be provided only when necessary. In such cases, the local transportation designee will negotiate with the employer to ensure that the starting time aligns with the availability of transportation.

The provision of transportation to job sites will follow the local school calendar and local weather emergency policies. Therefore, if a snow day is declared in a local district, but not declared for KTC, there will be no KTC transportation from that local district. Additionally, if there is a morning weather delay in a local district, all morning transportation to job sites will be cancelled. Naturally, if a center program or worksite is cancelled due to weather, there will be no transportation to that setting that day.

Paid Job Sites (This item was approved by Superintendents on 6/9/06.)

Students on paid job sites will be responsible for providing their own transportation, except for unusual circumstances that are specified on the IEP.

Rapid Bus Tickets

Rapid bus tickets should be provided by the local district for students attending non-paid worksites or using public transportation for other reasons. If a student is attending a paid worksite, the student will be responsible for paying for the tickets. The student may also seek payment assistance from the Michigan Rehabilitation Services agency.

SCHOOLS OF CHOICE

Per the Students with Disabilities and the Kent ISD Collaborative Schools of Choice Plan, the enrolling district is responsible for transportation if the IEP team determines that specialized transportation is required as a result of a behavioral, developmental, medical, or physical need. In most cases, Dean Transportation will attempt to find an existing route for ridership. If a route cannot be established, Dean Transportation will work with the district in finding alternative transportation for these students.

For students enrolled under Section 6 or a 105 agreement, parents are generally responsible. If a resident district is seeking a special education placement in another district under a cooperative agreement in order to meet the student's unique educational needs, the resident district is responsible for special education transportation and a written agreement should specify the responsible party.

RESOURCES

Contracted Agencies/Nurse on Bus Options

- Community Caregivers: Tracy Treece ttreece@hcaccg.com
- Spectrum Health Neuro Rehab: Deboer, Cynthia L. (Cindy) cynthia.deboer@spectrumhealth.org
- Health Bar: Nathan Baar n.baar@healthbar.com
- Maxim Health Staffing: <https://www.maximhealthcare.com/locations/grand-rapids-mi>
- Interim Medical Staffing of West Michigan: <https://www.interimhealthcare.com/westmichigan/our-services/healthcare-staffing/>
- Kent ISD Nurses (potentially): he/she would need to set up a separate employee contract with your district and turn in any bus hours directly to you for payment.
- Hire a district nurse—include in job description the duties of riding bus, but could also support other district needs in regards to student health conditions, district trainings, etc.

Alternative Transportation Options

- Reliable Medical Transport: Richard Flowers - 616-635-2981
- Metro Cab: 616-827-6500
- LifeEMS Ambucab is an option we have used in the past, but not since we started using Reliable Transport. Based upon cost we should consider this vendor if you have a sincere medical need.
- Gas cards for families willing and able to self-transport.