



Desoto County Schools Special Transportation

Page 1 of 3

Transportation for students with a qualified special need is provided countywide in accordance with IEP decisions. Your student will be picked up and dropped off at an approved bus stop according to scheduled time.

In order to provide safe and adequate transportation for all students, we must communicate well with our students, parents, teachers and school administrators.

Special transportation requests are made during the IEP process and must be recommended by the teacher and approved by the LSC Chair, School Principal and Special Education Director. 662-429-5271 or 449-7140

Contact your child's school administrator and/or the Special Education Department (M-F) from 7:30 AM to 4:30 PM. Summer hours may vary:

Allow 3-5 working days to route new students and /or change pick-up and drop-off locations.



Parent Responsibilities

- Have your child fully clothed and ready five minutes before scheduled pick-up time.
- Parents are responsible to transport their children to school if they miss the bus. The driver is not required to return.
- Parents will need to notify the transportation office if their child needs to ride the bus home after a missed pick-up.
- It is the responsibility of the parent or child care provider to assist the child onto and off of the bus as needed.
- Contact the driver or transportation office if your child will not ride the bus on any given day. You must also contact the driver or office when your child is ready to resume. The driver will not pick up your child after three consecutive absences until they are notified by you.
- It is a parent's responsibility to have a responsible person at home or bus stop when your child returns from school.

Rx Required Medication

Bus drivers and aides do NOT dispense student medications.

Special Education students may not carry prescription medication to and from school on their person when being transported on a bus.

All student medications transported to and from school must be in the original container, placed in a bag with the student's name and school written on it. The bag will be given by a parent to the driver or the assistant upon entering the bus. They in turn will give the medication to a teacher or assistant who will follow the school's medication procedure.



Students with Wheelchairs

➤ It is the parent's responsibility to ensure their child's wheelchair is in good repair before it can be used for transportation on a school bus:

- *Chair frame must be structurally sound.*
- *Brakes must be in working order.*
- *Wheels must be stable, fully inflated and properly aligned.*
- *Wheelchair should have a headrest or an extended back and foot rests for transportation.*
- *Lap belt must be attached to the chair frame in a manner that will not allow the belt to cross the student's abdomen.*
- *No acid batteries on motorized chairs.*

Other checks as needed:

- *Any "Tilt 'n' Space" mechanism must have a locked position.*
- *Chest harness secured through the buckle fastener.*
- *Neck collar used to provide head control.*
- *Heel loops and foot straps.*



➤ When possible and with minimal assistance, the student should transfer to a school bus seat. The parent or caregiver may assist the student with the transfer, or if an aide is on board the aide can assist.

▽ The driver or driver's aide will lower the lift and the person outside will position the wheelchair onto the platform with the student facing away from the bus, lock the brakes, and turn the power off - if it is a power chair. The DCS personnel should have a firm grip on the frame of the wheelchair for stability as it is lifted up. After the student is on the bus and lift platform is secured, DCS personnel will close the lift door and secure it.

▽ All occupied wheelchairs must be secured by the driver or driver's aide in a four point tie down system in a forward facing configuration. The tie downs must be attached to the frame of the wheelchair. A personal restraint system consists of a lap belt and shoulder belt.

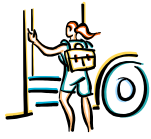
ONLY the student rides on the lift.

Transportation personnel DO NOT carry a student on or off the bus unless there is an emergency. The student cannot be assisted up the steps by pulling on their arms or pushing them from behind. *If the student cannot go up and down the steps, they will be put on board with the use of a wheelchair and the lift.* A student cannot stand on a lift to board a bus.

➤ Certain types of wheelchairs are not suitable for transporting students on a school bus.

- No light weight "stroller" types.*
- No scooter type wheelchairs with seat suspended on a single post.*
- No wheelchairs with very low backrest.*
- No mobility carts for children.*
- No lap trays attached during transit.*

At school, the students loading and unloading process will be assisted by the teacher and/or teacher assistant.



Pick-Up & Drop-Off

▽ Parents will be contacted before the first day of school to be given pick-up and drop-off times.

Please keep in mind that Special Education students sometimes enter or leave the system with little notice. The changes in the number of student riders can change the pick up and drop off times throughout the school year. Your patience is appreciated.

▽ It may take 3 to 5 working days to route new students and/or change pick-up and drop-off locations.

Drivers may not approve route changes without notification and approval of the transportation office.

▽ For those students requiring pick-up at their residence, the driver is required to wait 3 minutes, but is not required to honk the horn.

▽ Drop-off procedures for students requiring home supervision:

1. *Driver will arrive at scheduled time.*
2. *Driver will wait 3 minutes.*
3. *At your bus driver's request our office will attempt to contact the alternate and/or emergency numbers on file.*
4. *The driver will continue the route to shorten the delay for other families/students.*
5. *When practical, a second attempt to drop the student will be made.*
6. *If no one is there the second time, the driver will return the child to their school.*



Student Information

- Special Transportation Forms are completed as part of the IEP process. Any pertinent information and instructions should be included with this form, including bus behavior plans and/or medical plans if needed. This information is kept in complete confidence and is important to have on hand in case of an emergency or unusual situation occurs.
- Drivers may ask for a picture of your child if you have one available. This is helpful in identifying your child in an emergency situation or help a substitute driver identify a face with a name on the list.
- Any changes to student information must be reported to the school in order to be submitted to the transportation office in writing. Drivers are not allowed to make changes in conflict with written and approved guidance.

If you have any question concerning your child's transportation, call:

DeSoto County Schools

Transportation Department
HOURS 5:30 AM to 4:30 PM.
662-349-4212

Special Education Department
HOURS 7:30 AM to 4:30 PM.
662-429-5271