

YOUR CHILD AND SPECIAL EDUCATION TRANSPORTATION



Greetings Parents and Guardians of our students who receive transportation,

This handbook will cover the transportation expectations of parents, students and USD 259. Transportation will be provided as it is specified on each student's IEP. This handbook will discuss student safety while on the school bus and ways special needs are met on the bus, such as types of equipment and the correct usage.

We are here to help your student to be successful!

Lisa Riveros



Director of Transportation

Kristia Kastens

Tech Analyst for Special Education Transportation

If you have any questions or concerns about transportation and your student, feel free to contact:

Kristia Kastens with USD 259 at 973-2193 or by email at kkastens@usd259.net.



QUESTION	WHO TO CALL	PHONE #
Lost Child	First Student EverDriven Wichita Transit (City Bus)	832-9231 833-567-1505 265-7221
Stop or Address Change	School	
Driver Problems	School or USD 259 Transportation Dept.	973-2190
Late Bus or Student Not Picked Up	Transportation Provider	See Above
Eligibility for Bus	School	
Lost Items on Bus	Transportation Provider	See Above
Discipline	School	
Bus Stop Information	School	
Attendance Boundary	Student Records	973-4498
Where is my bus?	First Student, EverDriven, and Wichita Transit have bus tracking Apps. Call your school for access.	





TABLE OF CONTENTS

Parent responsibility	4
Student responsibility	5
Bus Expectation Posters	6-8
Safety	
Getting off and on the bus	9-10
Picking student up	11
Medical/Wheelchair equipment	12
Safety equipment	
Safety vest.....	13-14
Car seats.....	15-16
Wheelchair/lift chair	17
Coats.....	18
Other Support.....	19-20

PARENT RESPONSIBILITIES:



The school must have an accurate address and phone number(s).



The school must have all the appropriate health care and emergency care plans. Please update the school when any changes are made. Have all safety and health equipment compliant.



If your student requires a vest, have your student's vest on before they board the bus.



Where the student is picked up/dropped off and whom is required to meet them is determined during the IEP meeting. Any adult you want authorized to pick up your student must be listed as an emergency contact with the school.



A student not picked up from their bus stop is undeliverable. If your student is undeliverable, contact with the parent and emergency contacts will be attempted. If no one can be reached, your student will be returned to the school.



Help the student be on time to the bus stop. Bus drivers are only required to wait one minute past the scheduled stop time, for a student to come out to the bus.



Help the students with the CHAMPS/BUS RIDE expectations on the bus. CHAMPS and ACHIEVE are behavior models used daily in the school building. The bus is an extension of the classroom and the ride to school and home has the same expectations.



Inform the school or transportation department of any special needs your student has, whether it is behavioral, physical, medical or emotional. (There is a form on page 17 of this handbook that can be used)



Work with your student's IEP team to add transportation goals and appropriate accommodations to the IEP.



Track your student's ride using the parent app.



Help your student become familiar with their bus stop prior to the first day. If appropriate, accompany your student to the bus stop.

STUDENT RESPONSIBILITIES:



Be ready when the bus comes.



Follow CHAMPS/BUS RIDE.

*CHAMPS and ACHIEVE are behavior models used daily in the school building. The bus is an extension of the classroom and the ride to school and home has the same expectations.



Have everything you need for a successful day.



Let your teacher(s) or parent(s) know what accommodations can help you be successful on the bus (fidgets, sitting by the window, coloring sheets, books to read). They will help you with what is appropriate for the bus.



If you wear a safety vest, have it on before getting on the bus.



Talk with your bus team (driver/monitor) if you are having problems on the bus.

Student Expectations



onversation: Voice Level 1 or 2,
0 at railroad tracks



elp: Raise your hand & ask bus driver
for help



ctivity: Be a respectful rider in your words
& actions



ovement: Stay seated in assigned seat
unless otherwise directed



articipation: Follow directions: no food,
drink or gum; backpacks in
appropriate place



uccess: Safety for all riders
in school & life!



The bus ride is an extension of the school day.

Student Expectations

Be respectful to others

Use headphones

Stay seated facing forward



**KEEP CALM
AND
RIDE ON**

Raise hand to ask driver for help

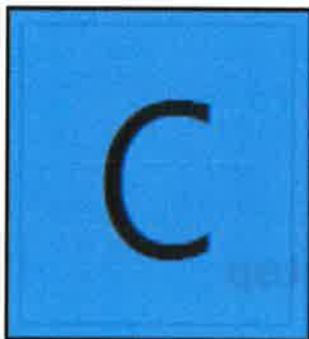
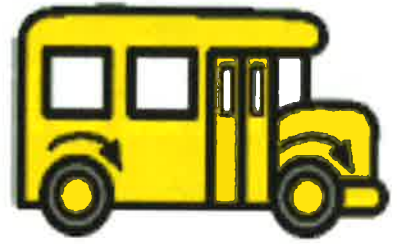
Interact at voice level 1 or 2

Don't bring food drinks or gum

Enter & exit safely at assigned stop



The bus ride is an extension of the school day.



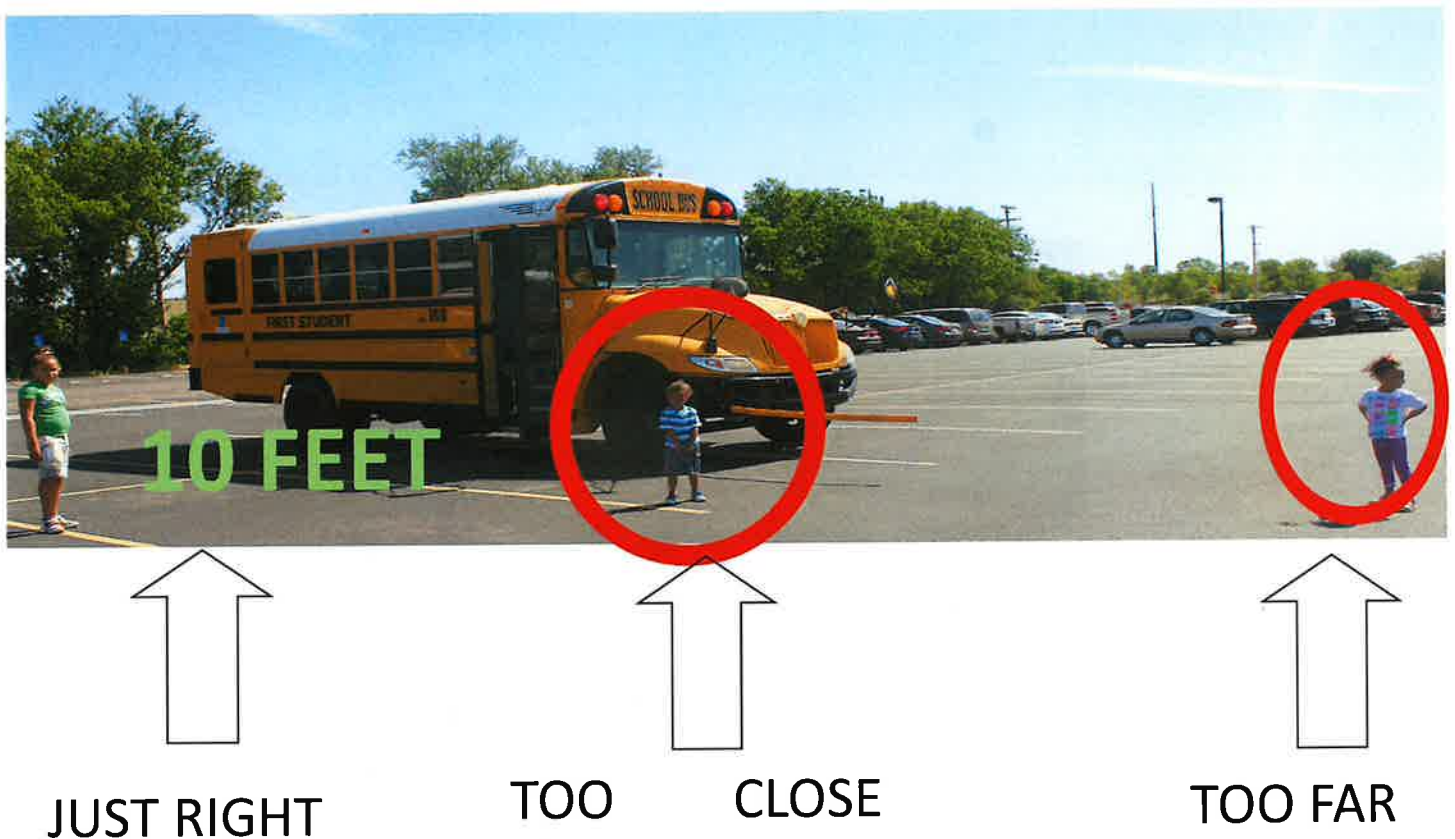
The bus ride is an extension of the school day.



SAFE DISTANCE WHEN EXITING THE BUS

When getting off the bus, walk 10 feet away from the bus. That way the bus driver can see you! Watch for hand signals from the driver before crossing roads or walking across parking lots.

If I can see the driver, they can see me.



REMINDER:

If you drop something, don't bend down to get it or chase after it. Let the bus driver or an adult know.

IMPORTANT!!

Always use the handrail getting off and on the bus!



When your student(s) is dropped off:

- ◇ All Pre-K and Kindergarten students must be met by a responsible adult at the bus.
- ◇ Students will be dropped off as stated in their IEP (Unattended, parent/guardian in line of sight or hand to hand). Bus stops are located according to the IEP.
- ◇ If your student has the IEP requirement of being received hand to hand or someone being in line of sight, these requirements **must** be met. First Student staff will **not** exit the bus to knock on the door or honk the horn to see if someone is home.
- ◇ If an adult who is not the parent/guardian needs to pick up the student from the bus stop, they will need to be listed as an emergency contact with the school.
- ◇ If your student is undeliverable (no one at the stop to receive the child-if required by the IEP), contact to parents and emergency contacts listed will be attempted. If no one can be reached, the student will be taken back to their school.
- ◇ Students will **not** be taken to an alternate address that is not on the bus run. If you need a new address, contact your school and give them the new information.

MEDICAL AND SAFETY EQUIPMENT:

- ◇ If your student requires medical or safety equipment, it is the responsibility of the parent/guardian to make sure it is in working order.
- ◇ Oxygen tanks must be full enough to make it to school/home.
- ◇ Oxygen tanks are required to be secured while on the bus.
- ◇ Tables and attachments to wheelchairs will be stored while the student is on the bus.
- ◇ All wheelchairs and lift chairs are required to have working brakes and a seat belt that is attached to the frame.
- ◇ All students take their vests into the school and home. It is the parent/guardian's responsibility to have the vest on the student when the bus arrives. If you need help on how to properly fit your student, call the transportation department at 973-2190.
- ◇ Some of the new buses have integrated seats. These seats take the place of car seats and safety vests.
- ◇ **DO NOT** send medications for school on the bus. Medications will have to be taken and picked up from the school by an authorized adult.
- ◇ Please let the school know of any medical concerns for your student.

SAFETY VESTS

Some students require the use of a safety vest. The IEP team decides if a student needs a safety vest. They are used for many reasons. Students may need the trunk support. They can be used if there is a concern if the student will stay seated, or if the student is a flight risk.

All students enrolled in a Pre-K program are required to wear a safety vest. This is due to Federal requirements and age is not a factor.

These are the main types and sizes of vests the district uses on First Student buses:



X-Small
Blue
19-23"
waist



SMALL:
Brown
25-32" waist



MEDIUM:
Maroon
32-37" waist



LARGE:
Silver
37-42" waist



X-Large
Black
45-51" waist

SAFETY VESTS

Below is a visual of how a safety vest should look when put on correctly.



- Straps are tight, so they don't fall down.
- Crotch straps are attached to the vest.
- **No coat or heavy jacket are to be worn under the vest.**
- Room for one finger to slide between the student and the vest.

CAR SEATS



For students 22-80 lbs
and under 49"

For students 22-
90 lbs

For students less
than 20 lbs



CAR SEATS

USD 259 uses three types of car seats on buses.

- 1) The Pro Tech II is for students who range from 20-90 pounds.
- 2) The Pro Tech III works for students from 20-60 pounds.
- 3) Forward facing car seats use guidelines set by the manufacturer.

For a correct fit in a car seat:

- 1) The straps are even
- 2) The clasp is snug at mid torso
- 3) There is a single finger space between the straps and the student.
- 4) NO COATS between the straps and the student.



WHEELCHAIRS AND LIFTCHAIRS



It is the responsibility of the parent/guardian to have equipment in good, safe, working order.

All lift chairs and wheelchairs are required to have working seatbelts. They must be attached to the frame of the chair. They are also required to have working brakes. If the chair doesn't have a proper seatbelt and brakes, it is not safe for transport and the student will not be transported to school or home until the problem is resolved.



COATS AND SAFETY EQUIPMENT

Coats **CAN NOT** be worn under safety vests or harnesses on car seats and wheelchairs. Wearing a coat or large/heavy jacket under the vest/harness doesn't allow the safety equipment to fit tightly enough. It is also against all manufacturer's guidelines.

Here are some options:

- 1) Coats can be placed on backwards
- 2) Coats can be placed on over the vest, as long as the hooks can still be safely attached.





Input Form



Student Name: John Q. Public

Student Run: 123.123

Other sources of information in the bus notebook/binder for this student include (Check all that apply):

☐ Health Plan ☐ Behavior Plan ☐ Other(s): _____

LIKES: What are the student's interests, favorite topics, hobbies and other likes?

He is happy to come to school in the morning. He usually comes off the bus happily chatting and singing, and he wants to hold hands with teachers or paras. interested in drawing on a whiteboard during free time. He likes to draw Plankton from Spongebob and other repetitive designs such as the LG logo. He likes Minecraft, Pokemon, and pop music. He will sometimes sing songs to himself while he works, either humming or singing the lyrics. He enjoys using his iPad during free time. Music

DISLIKES: What are the student's dislikes, what are the students triggers or could start a rage cycle?

Does not handle large crowds or noise. Dislikes changes in his routine. Let him know of any changes as far in advance as possible. Including having to take different roads, or you being absent. His behavior will escalate if he feels uncomfortable.

REDIRECTIONS: What is the most impactful way to redirect the student when he/she is not following expectations or when he/she is upset?

He responds well to redirection. A fidget or different sensory items. Reminders of his calming methods. Verbal praise.

LANGUAGE: How does the student prefer to communicate?

He communicates well but when frustrated he does struggle to calmly communicate. He will shut down and/or whine

OTHER SUPPORT PREFERENCES: Does the students have any other support preferences? If the support preference is an item, who provides that item?

Staff will verbally praise him and/or give him bonus points on his connection sheet and/or give him a tangible reward. Staff will remind him of the CHAMPS in the room, while keeping the peer or staff away from him. Bus Bucks, work with teacher to allow bus behavior to be used on classroom chart.

BUS TEAM INFORMATION: Strategies and interventions the team has found that work for this student.

Items for sensory bag/Date added _____:

Person Completing This Form: Kristia Kastens Role: transportation Date: 04/17/23

Form Completed by: Driver _____ Monitor _____ Date: _____

This form was completed by First Student Personnel. It reflects what the driver/monitor knew about the student's preferences on the date that it was completed. Student preferences are subject to change and the form should be reviewed and edited as needed. Store this form in the bus notebook/binder and make it accessible to any driver or monitor who may be on the route.

BUS SUPPORT

The district utilizes different supports in addition to the student's IEP to help them be successful on their bus rides.

- 1) Input form-gives the bus driver and monitor information about the student. Their likes, dislikes as well as ways to redirect behavior if the student becomes upset. It also allows the school to relay other support preferences for the student; such as fidgets, books, rewards, etc. There is an example on the following page. A blank form can be found on the district's transportation page or by contacting the transportation department. Kristia Kastens at 973-2193 or email kkastens@usd259.net
- 2) Bus Bucks– This is a district wide rewards program for our special education students. It rewards successful rides with books and other various rewards.
- 3) Other resources include driver training, transit training, sign language cards, Zones of Regulations, etc.