

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 551
PROCEDURE:	SPECIAL NEEDS TRANSPORTATION		

BACKGROUND

The Division supports special transportation arrangements for students with special needs. The Chief Financial Officer is authorized to make such arrangements when determined necessary.

PROCEDURES

1. The Coordinator of Student Services shall determine which students have special needs and require special transportation arrangements.
2. The Chief Financial Officer shall be responsible for making all necessary arrangements to accommodate transportation requirements for special needs students.
3. The Chief Financial Officer shall have the authority to enter into contractual arrangements with individuals or organizations to provide transportation for special needs pupils. Employees transporting students with special needs must have a Class 4 license. The Student Services Consultant shall be responsible for informing the Chief Financial Officer, the bus driver or driver of the transporting vehicle as to the pertinent nature of the child's disability and appropriate procedures for the management of the disability.
4. The responsibility for preparing a special needs student for transportation at the designated time lies with the parent and/or guardian.
5. The special needs driver and/or assistant may provide assistance when necessary to a special needs student from outside the student's residence to the transporting vehicle. The driver and/or assistant shall not be required to provide any assistance inside the residence, as this is deemed to be the full responsibility of the parent and/or guardian.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act
Highway Traffic Act

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