TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS

Scope
This policy applies to the transportation of students with special needs on special needs buses or private conveyance.

Purpose
To ensure the transportation needs of students with special needs are met according to Provincial Policy.

Policy Statement
It is the policy of the Cape Breton-Victoria Regional School Board to provide suitable transportation for students with special needs. The School Board adheres to Regulations of the Education Act in making provision for the transportation of students to/from school either by providing the service itself or by making alternate arrangements to provide the service, if a student, because of any condition, cannot walk to school or travel on a school bus, irrespective of the distance.

Cross Reference

Authorization
This policy has been authorized by the Board under motions number 2015-01-27.

Responsibility
It is the responsibility of the Director Operational Services to ensure that this policy and administrative procedures are implemented.

Implementation
The Director of Operational Services will implement the policy and administrative procedures.
Procedures:

1. The Student Services Department of the Board shall provide the Transportation Department with a written list of students with special needs and their transportation requirements, no later than May 30th of each year. Such list shall be accurate and include address, telephone number, and special requirements of each student.

2. To qualify for this special transportation, the following are the guidelines:
   a) Written application must be made to the Coordinator of Student Services by the parents or guardians.
   b) Medical history outlining disability shall be required by the Coordinator of Student Services.

3. Prior to approval, the Student Services Department must contact the Coordinator of Transportation to review the request and determine options available. If special transportation is required, the request must be in writing.

4. For a student living on property served by a private driveway or an unlisted road, it is the responsibility of the parent or guardian to transport the student to the designated pickup point.

During the school term, when a request is made after the budget is set for the year and if there is an additional cost to Transportation, the Coordinator of Transportation will submit in writing to Senior Management the details of the request and the cost associated with the request and await their decision.

Related Guidelines

Private Conveyors Policy
Motor Carrier Act
Motor Vehicle Act

Associated Forms

Policy Review

This policy will be reviewed by Director of Operational Services within three years from the authorization date.

Distribution

Board Members
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