 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<h2><i>Student Services Transportation</i></h2>
<p style="text-align: center;">ADMINISTRATIVE PROTOCOL</p>	<p style="text-align: center;">Supporting Policy EEA-1</p>

Preface

- Student services transportation and planning is provided for students who are not typically eligible for transportation but require transportation due to their needs.
- Student services planning also occurs for students who are entitled to transportation but require additional supports.

Guidelines

- I. Assessing eligibility for access to student services transportation
 - a. School Principal in consultation with the transportation department, parents and school team including clinicians will determine eligibility using this protocol.
 - b. The following criteria and exclusions inform decisions on who is eligible for special needs transportation:
 - i. Criteria: Special needs busing is provided to students who require a high level of care and attention to attend their assigned school due to any of the following reasons:
 - Physical
 - Cognitive
 - Medical
 - Other disabilities
 - ii. Exclusions: - Special needs busing is not to be requested or put in place for any of the following reasons:
 - Attendance
 - Behaviour
 - New to the country
 - Weather
 - Major intersection/high traffic area concerns
 - Community safety
 - Proximity to catchment boundaries
 - Siblings of students with special needs
 - Compassionate grounds

Note: Requests for transportation for the above reasons need to be referred to LRSD Business Manager and follow the established process to request a fee for service.
<https://lrscdn.sharepoint.com/sites/Transportation>

- c. Transportation Plans will be documented in Tyler SIS between May 1- May 15 of previous school year, where possible. The instructions are found are found below and apply to:
 - i. New registrations in LRSD
 - ii. Students changing schools
 - iii. Students entering grade 7 who were previously transported due to distance
2. Annual review of the Student Services Transportation Plan must be completed by May 15th of previous school year:
 - a. Regular review of the Student Transportation Plan is essential to ensure that the student's needs are being met appropriately in the least restrictive environment while continuing to increase student independence.
 - b. Annual review will begin in April of the school year in preparation for the following school year.
 - c. Student Support Services Administrative Secretary will send a reminder to schools to review the plans for students currently receiving special needs transportation in their building.
 - d. Student Services teachers will review the list and contact their Principal with the names of students for whom their transportation needs could or should be reviewed for a variety of reasons which could include, but are not limited to:
 - Change in level of independence
 - Growth and development
 - Emergent needs
 - e. After review by the student services teachers and Principal, in consultation with the parents and school team (including student services, administrators and clinical staff), the student's transportation plan will be updated in Tyler. In the event transportation is no longer required due to new family support or growing independence, please email the Director of Student Support Services and Transportation Department and update the Transportation Plan in Tyler.
3. Guidelines for assessing the appropriate use of additional supports (harnesses/safety vests, adult supervision, mobility aids).
 - a. Student independence, dignity, and safety are the focus of transportation planning.
 - b. Harnesses/safety vests will only be used as per a recommendation of a divisional Occupational Therapist.
 - c. All transported mobility aids must be folded and fit under the bus seat.
 - d. Service Animals will be accommodated as required and as per divisional policies on services animals.
 - e. Support equipment such as oxygen tanks, suction machines, ventilators, communication devices should be either secured to students' wheelchair or as determined by the transportation department.
4. URIS guidelines for transporting medication and medical equipment
 - a. Medication must be transported by the student or staff member and must remain on their person at all times.
 - b. Medication must be in pharmacy-labeled packaging.

Instructions for Transportation Form in Tyler SIS

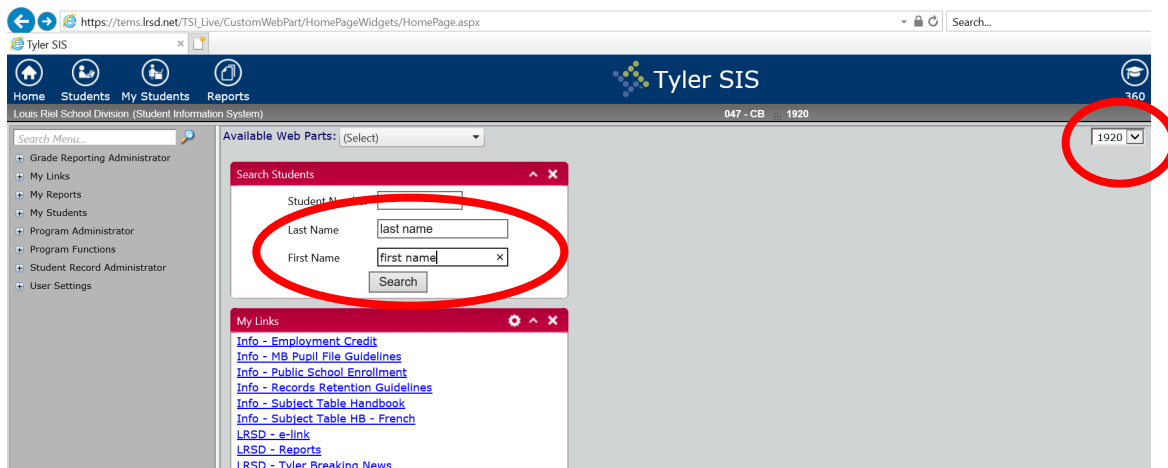
Effective August 2019, all special needs transportation plans for 2019-2020 in CLEVR were bulk imported into a similar form in Tyler for the upcoming school year. 2018-2019 special needs transportation plans will be locked and moved to record history. Please edit and add required data to 2019-2020 transportation plans in Tyler only to inform planning by the Transportation Department.

You will need to consider the following:

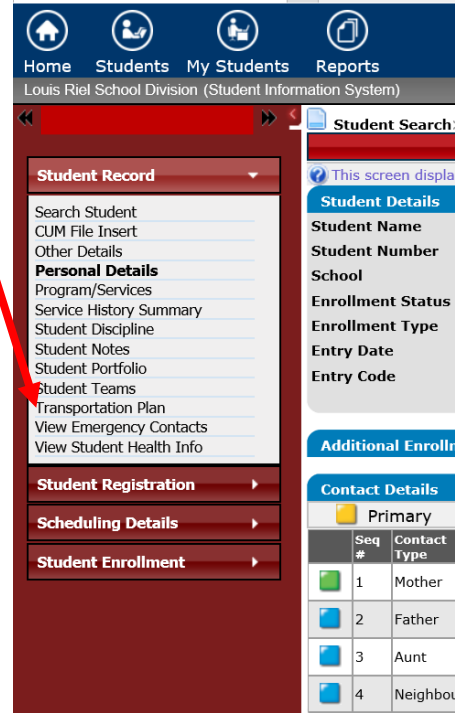
- Consult with parent if this service is required; ask “How will your child get to and from school?”
- **Review eligibility criteria and exclusions for Student Services Transportation for students and seek approval of school administration.**
- If transportation is required, ask “does student need to be met by an adult at pick up and drop off?”
- If yes and the student meets criteria, enter all required data in the Tyler Transportation Form
- If a student requires a safety harness, measurements of chest size with a winter coat on is needed to ensure it is large enough for winter months.
- An Educational Assistant may be needed for transition purposes, to support students who struggle to be regulated on a bus or if he/she has a medical condition such as a seizure disorder.
- Forms need to be completed by Student Services Teachers.

Instructions:

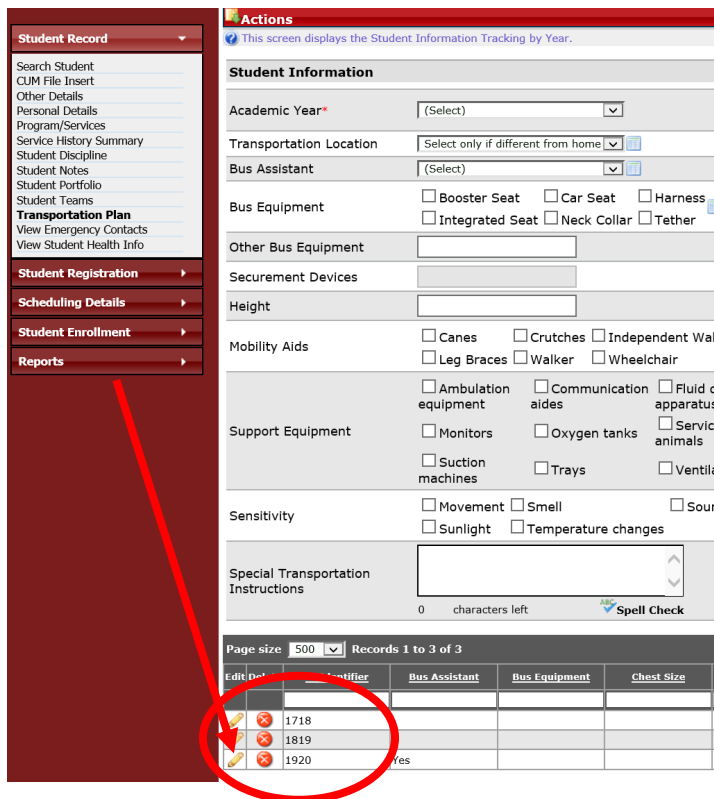
1. Students need to be registered in Tyler for the upcoming school year.
2. On the Tyler home screen (home screen may look different than one shown):
 - a. Select the School Year for which the request is being made
 - b. Input student’s first and last name
 - c. Click “Search”



- On the left-hand side of the screen, select “Transportation Plan” from the menu options.



- Once on the Transportation Plan Screen, select the school year for which the request is being made at the bottom of the screen. Click the Pencil icon to edit.



5. Complete all information and click “Submit”.

Actions
This screen displays the Student Information Tracking by Year.

Student Information

Academic Year* 1920 Transportation Start Date 9 / 4 / 2019
 Transportation Location Select only if different from home Transportation Exception (Select)
 Bus Assistant Yes - Yes Met by Parent Yes - Yes
 Bus Equipment Booster Seat Car Seat Harness Tether location
 Integrated Seat Neck Collar Tether
 Other Bus Equipment Entry/Exit Assistance (Select)
 Securement Devices Chest Size
 Height Weight
 Mobility Aids Canes Crutches Independent Walking Other Mobility Aids
 Leg Braces Walker Wheelchair
 Support Equipment Ambulation equipment Communication aides Fluid drainage apparatus Other Support Equipment
 Monitors Oxygen tanks Service animals
 Suction machines Trays Ventilators
 Sensitivity Movement Smell Sound Other Sensitivity
 Sunlight Temperature changes
 Special Transportation Instructions He will attend grade 8 at WPC (for ball times). He is a young man with Autism who requires support with
 -344 characters left Spell Check

Page size 500 Records 1 to 3 of 3

Edit/Delete	AY Identifier	Bus Assistant	Bus Equipment	Chest Size	Entry/Exit Assistance	Height	Met by Parent	Mobility Aids	Other Bus Equipment	Other Mobility Aids
	1718									
	1819									
	1920	Yes					Yes			

No Dietary Alerts

6. If the student does not have a transportation form created, you will not be able to select a year at the bottom of the transportation screen. You will need to create one.
- Select Academic year for which the request is being made at the top of the screen.

Actions
This screen displays the Student Information Tracking by Year.

Student Information

Academic Year* (Select) Transportation Start Date
 Transportation Location Select only if different from home Transportation Exception
 Bus Assistant (Select) Met by Parent
 Bus Equipment Booster Seat Car Seat Harness Tether location
 Integrated Seat Neck Collar Tether
 Other Bus Equipment Entry/Exit Assistance
 Securement Devices Chest Size
 Height Weight
 Mobility Aids Canes Crutches Independent Walking Other Mobility Aids
 Leg Braces Walker Wheelchair
 Support Equipment Ambulation equipment Communication aides Fluid drainage apparatus Other Support Equipment
 Monitors Oxygen tanks Service animals
 Suction machines Trays Ventilators
 Sensitivity Movement Smell Sound Other Sensitivity
 Sunlight Temperature changes
 Special Transportation Instructions
 0 characters left Spell Check

b. Complete all information and click "Submit"



Actions Submit

This screen displays the Student Information Tracking by Year.

Student Information

Academic Year: 1920 Transportation Start Date: 9/4/2019

Transportation Location: Select only if different from home Transportation Exception: (Select)

Bus Assistant: Yes - Yes Met by Parent: Yes - Yes

Bus Equipment: Booster Seat Car Seat Harness Integrated Seat Neck Collar Tether Tether location: _____

Other Bus Equipment: _____ Entry/Exit Assistance: (Select)

Securement Devices: _____ Chest Size: _____

Height: _____ Weight: _____

Mobility Aids: Canes Crutches Independent Walking Leg Braces Walker Wheelchair Other Mobility Aids: _____

Support Equipment: Ambulation equipment Communication aides Fluid drainage apparatus Monitors Oxygen tanks Service animals Suction machines Trays Ventilators Other Support Equipment: _____

Sensitivity: Movement Smell Sound Sunlight Temperature changes Other Sensitivity: _____

Special Transportation Instructions: He will attend grade 8 at WPC (for bell times). He is a young man with Autism who requires support with _____

Page size: 500 Records 1 to 3 of 3

File/Delete	Identifier	Bus Assistant	Bus Equipment	Chest Size	Entry/Exit Assistance	Height	Met by Parent	Mobility Aids	Other Bus Equipment	Other Mobility Aids
	1718									
	1819									
	1920	Yes					Yes			