



Section <b>Special Education and Medical Transportation</b>	Page 1 of 2
Type <b>Specialized Transportation</b>	Date October 1, 2008

<b>Statement</b>	<p>A special transportation request may be made if a student meets the following criteria:</p> <ol style="list-style-type: none"><li>1. Has a physical handicap that prevents him/her from boarding a bus and walking to his/her seat.</li><li>2. Attends a congregated, specialized program outside his/her school catchment area.</li><li>3. Has been identified by the school boards' Special Education Services as requiring special transportation.</li><li>4. Has a medical condition requiring special transportation (in this case, the request must be accompanied by a doctor's note).</li><li>5. Attends a provincial school or a treatment centre.</li></ol> <p><b>Special transportation requests are approved on an annual basis only and must be reviewed each year.</b></p>
<b>Procedures</b>	<p><b>The Special Education Department shall:</b></p> <ol style="list-style-type: none"><li>1. Before the end of the school year, provide STWDSTS a list of all the students who are registered in a specialized program for the next school year.</li><li>2. Provide STWDSTS with all of the student's information (school of attendance, address, phone, parent/guardian contact, special transportation requirements, etc.).</li><li>3. Maintain an up-to-date list of all students attending a provincial school or a treatment centre.</li><li>4. Maintain an up-to-date list of all students attending a specialized program.</li></ol> <p><b>The Director of Transportation for Provincial Schools shall:</b></p> <ol style="list-style-type: none"><li>1. Before the end of the school year, provide STWDSTS a list of all the students who are registered at a provincial school for the next school year.</li><li>2. Provide STWDSTS with all of the student's information (address, phone parent/guardian contact, special requirements, etc.).</li></ol>



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<b>Procedures...continued</b>	<p>3. Maintain an up-to-date list of all students attending a provincial school.</p> <p><b>The Principal with consultation with the Special Education Department shall:</b></p> <ol style="list-style-type: none"><li>1. Complete and sign Specialized Transportation Request form (TF012).</li><li>2. If the request was made for medical reasons, a medical practitioner completes a Request for Special Transportation Medical form (TF011) which stipulates in specific terms why a student's health necessitates the provision of transportation for an entire school year.</li><li>3. <b>Transportation for short-term medical problems/injuries that are not directly related to a Board sponsored program/activity is a parent/guardian responsibility.</b></li><li>4. Forward the request to STWDSTS after the appropriate Board administrative approvals.</li></ol> <p><b>STWDSTS shall:</b></p> <ol style="list-style-type: none"><li>1. Consult with the Special Education Department and/or Principal on all specialized transportation requests that do not have the completed documentation.</li><li>2. Organize the most cost-effective transportation for approved requests.</li><li>3. Maintain an up-to-date list of students receiving special transportation services; indicate the type of transportation provided and the date when the approved transportation will end.</li><li>4. Provide parents, schools and Board administrators with updated student transportation information via Geoquery.</li></ol>
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