## MISSION STATEMENT

Our mission in Special Needs Transportation is to ensure that students in special education programs arrive at school and return home safely with care and thought given to their individual special needs.

TRANSPORTATION DETERMINATION

Only special education students who require transportation as a related service, as determined by the Admission, Review, and Dismissal (ARD) Committee, are eligible to ride the special education buses. Therefore, the district is unable to transport parents, relatives or other non-eligible students who may request this service.

The following procedures were established to facilitate safe, effective and efficient transportation for students riding special needs buses. On occasion, the Transportation Department receives requests from parents/guardians to deviate from these procedures. The Transportation Department reserves the right to authorize or deny deviations from these procedures based on the need to provide an acceptable level of safety for all students on the bus, and an acceptable level of service for those entitled to special needs transportation. These procedures apply generally to all special education students who require transportation as a related service. However, any of these procedures may be modified by a student's ARD Committee, based on that student's individual needs.

INITIATION OF TRANSPORTATION SERVICES

Prior to the initiation of bus service, each parent verifies the accuracy of information on the Transportation Form for special education students provided in the ARD Committee meeting. The Transportation Form is given to the Special Education Transition Center secretary by the educational diagnostician, who then forwards the information to the Transportation Department. As indicated on the following schedule, it is estimated that transportation services will begin no earlier than the 5th working day after the day the information is received in the Transportation Department:

Information Received	Service Will Begin
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

## **BUS SCHEDULES**

Prior to the initiation of bus service, the Transportation Department will communicate to parents the exact date service will begin, a predesignated place or location and the estimated time for pickup and delivery. The schedule may vary slightly from day to day; however, written notification will be made of any major changes in the route or schedule.

Bus routes will be established to provide the most efficient service to all the students with disabilities on the route. Therefore, the Transportation Department is unable to approve parental requests for preferred pickup and delivery times, except as required to provide a free appropriate public education.

## PICKUP AND DELIVERY

Under normal circumstances, students will not be picked up or delivered outside the boundaries of the Hurst-Euless-Bedford ISD. Exceptions to this rule can only be made on a case-by-case basis by the Director of Transportation or by a student's ARD Committee. Permanent changes in the destination or pickup point must be made by completing a Change of Student Transportation Information form. Forms are available in the office of every campus in the school district and may be faxed to the Special Education Department (817-354-3376) or delivered to the Transition Center located at 1849 Central Drive, Bldg. F, Bedford, TX 76022. Call the Special Education Department (817-399-2254) for more information.

Bus routes will only consist of one address for pick-up and one address for drop-off, five days a week.

One day changes cannot be made. Changes cannot be made on a day-by-day basis.

A child care center or babysitter should be in the attendance zone of

which the student attends, unless otherwise approved by the student's ARD Committee.

## PARENTAL RESPONSIBILITY

The following parental responsibilities will help ensure that the child arrives at school and returns home safely with care and thought given to his/her individual special needs:

- Attend any mid-year Admission, Review and Dismissal Committee meetings and all annual ARD meetings.
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