



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Special Education and Medical Transportation	Procedure # : 020	Effective : Nov 5, 2010
Section : Specialized Transportation	Page : 1 of 2	Retire : Nov 5, 2012

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



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Special Education and Medical Transportation	Procedure # : 020	Effective : Nov 5, 2010
Section : Specialized Transportation	Page : 2 of 2	Retire : Nov 5, 2012

Procedures...continued	<p>3. Maintain an up-to-date list of all students attending a provincial school.</p> <p>The Principal with consultation with the Special Education Department shall:</p> <ol style="list-style-type: none">1. Complete and sign Specialized Transportation Request form (TF012), available at www.stsbhn.ca, or Board specific form which contains similar student data.2. If the request was made for medical reasons, a medical practitioner completes a Request for Special Transportation Medical (TF011) form, available from www.stsbhn.ca, which stipulates in specific terms why a student's health necessitates the provision of transportation for an entire school year.3. Temporary/ short-term transportation needs for medical reasons will be made for a period of up to twenty (20) days when accompanied by a doctor's note and approval by the student's principal. For a twenty (20) day extension of the temporary transportation, another doctor's note and approval from the principal is needed.4. Forward the request to STSBHN after the appropriate Board administrative approvals. <p>STSBHN shall:</p> <ol style="list-style-type: none">1. Consult with the Special Education Department and/or Principal on all specialized transportation requests that do not have the completed documentation.2. Organize the most cost-effective transportation for approved requests.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.4. Provide parents, schools and Board administrators with updated student transportation information.
-------------------------------	---