



Guidelines for Transportation of Students with Special Needs

Administrative Procedure 3.B.030

Board Governance Policy Cross Reference:

Legal Reference:

- *Appropriate Educational Programming in Manitoba*
 - *The Education Administration Act (Manitoba)*
 - *The Human Rights Code (Manitoba)*
 - *The Public Schools Act (Manitoba)*
 - *Policy Guidelines for Transportation of Students with Special Needs (Manitoba Education, Citizenship and Youth)*
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Date Adopted: May, 2014

Date Reviewed:

Date Amended: October, 2014; November, 2017; May, 2021; November, 2023

While many students with special needs are able to use the same services made available to students without disabilities, other special needs children require specialized services. It is important to examine the needs of each individual student in order to ensure that they receive the assistance necessary for them to attend school.

The Public Schools Act requires that transportation to and from school be provided, regardless of how far a child resides from school he/she attends if he/she is (a) is unable to walk safely to school due to identified special needs -- and/or (b) has impaired mobility and requires and is provided with transportation to and from the designated school in a specially equipped vehicle or, with the minister's approval in extraordinary circumstances, rides on a vehicle that is not specially equipped.

Section 43(6) of the Public Schools Act also states that "nothing herein requires the school board to provide for the conveyance of a pupil to and from a point closer than .8 km from the residence of the pupil." While Manitoba does not require door-to-door service by regulation, it is recognized that in some instances, special arrangements may be necessary.

Where a school division is required but unable to provide transportation, an allowance in- lieu of transportation must be provided. As of September 2014, \$490 per transported pupil as an allowance in- lieu is available to parents/guardians to support transportation costs of students who fit the criteria outlined above. Requests for specialized services shall be made through the school team in consultation with the Student Services Administrator and determined on an individual basis. This may take place during the registration and/or reviewed during the SSP meetings.

A Personalized Transportation Plan (PTP) for transporting such students shall be designed on an individual basis in consultation with parents, school staff, the Student Services Administrator and the Superintendent of Educational Services. Depending upon the needs of the student, the PTP may include all or some of the following components:

- Transportation option
- Disability / Need
- Length of ride; pick up and drop off locations and times
- Safety
- Loading and unloading procedures
- Supervision needs; seating plan
- Disciplinary procedures
- Assistive equipment used
- Emergency and evacuation plan; medical plan
- Review of procedures by affected school designate
- Parental contact information

Transportation safety starts at home. Parents/guardians play an essential role in reviewing with their children all aspects of getting to and from school safely. It is the responsibility of the parent/guardian to ensure that children are supervised and if necessary, escorted to and from the vehicle. School staff is not to enter homes to escort students as part of a workplace safety condition.

APPENDIX A



PERSONAL TRANSPORTATION PLAN

School Year: _____ School: _____

PERSONAL INFORMATION

Student: _____ Grade: _____

Home Phone Number: _____

Parent(s) / Guardian(s): _____

Parent(s) / Guardian(s) Work Number: _____

Home Address: _____

Emergency Contact Name: _____

Emergency Contact Address: _____

Emergency Contact Phone Number: _____

DISABILITY

Please check where appropriate:

_____ Nonverbal _____ Hearing Impaired _____ Visually Impaired

_____ Physical Disability / Non-ambulatory _____ Cognitive Disability

_____ Special Health Care Need _____

_____ Other _____

SPECIAL EQUIPMENT

Type of Vehicle Used: _____

Child Uses:

_____ Wheelchair _____ Walker _____ Elbow crutches
_____ Canes _____ Child Seat _____ Other _____

Mobility of Child:

_____ Requires assistance entering vehicle _____ Requires assistance entering school

Safety/Emergency Plan

Outline specific modifications/procedures that are required to meet the special transportation needs of the student:

Name of School Designate Assigned to Transportation Plan:

Pick up time: _____ Drop off time: _____

Pick up / drop off area: _____

Date effective to begin/end: _____

Date when the school designate(s) was involved in an appropriate information session: _____

Signatures:

Parent / Guardian Signature: _____

Principal Signature: _____

Signature of Resource Teacher: _____

Student Services Administrator Signature: _____