



Special Services Transportation

Administrative Procedure 7.020

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16, 17

Legal Reference: Public Schools Act Sections 41 & 43, Education Administration Act, Regulation 221/96, Regulation 465/88R, MR 468/88

Date Adopted: January, 2004

Date Amended: April, 2013; November, 2017; October, 2020; November, 2023

Date Reviewed: October 2020

1. Eligibility

The school district must provide transportation to and from schools or make provision for a pupil who is enrolled in the designated school of the school district in which the pupil resides and (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.

2. Definitions

- i. "Designated school" means the school designated by the school board as the school within the school district where the pupil resides that has space and offers the appropriate education required by the pupil.
- ii. "Impaired mobility" in relation to a pupil, means a pupil who has a severe mobility problem requiring the use of special equipment such as a wheelchair or walker and who requires the use of a lift to elevate the pupil onto a specially equipped vehicle.
- iii. "Specially equipped vehicle" used for transporting pupils in wheelchairs that is (a) a school bus equipped with wheelchair retaining devices in accordance with the School Buses Regulation 465/88R, (b) a vehicle that meets CSA-D409 standard or a modified version of the CSA-D409 standard as approved by the Taxicab Board, or (c) a van operated under the authority of the Taxicab Board equipped with a lift or a ramp and a 4-point wheelchair tie-down system.

3. Service Venues

Grant In Lieu of Transportation. The school district will transfer the amount of money granted by the province to those parents/guardians who transport their children to school using their own means. Parents/guardians are required to complete Appendix A upon receipt in the mail each fall from the school board office. The transfer of the funds relieves the school district of their responsibility for transportation of the student using any other venue.

Handivan. Non-ambulatory student who require assistive technology for mobility are eligible to (if applicable) be transported by Handivan. Generally, students who use wheelchairs on a fulltime basis and require the services of an escort take priority for this service.

Handitaxi. Non-ambulatory students who require assistive technology for mobility may require the increased flexibility of scheduling and greater degree of independence associated with the use of the Handitaxi.

Taxi. Students who are more independent in terms of mobility may be considered for service through the services provided by the taxi companies. These services are provided on a demand basis most often but can be scheduled on a long-term basis if necessary. Escort services may be provided based on each individual's need.

Escorted/Unescorted. Upon review, escorts may be provided to assist students who use Handivan, Taxi, or Handitaxi services. Escorts may be provided for students who are unable to be transported to school safely using regular service delivery methods.

4. Income and Expenditures

Income. Funding for transportation services is up to the decision of the Instructional Support Team responsible for programming for the student, following the criteria determined by Manitoba Education. Also, students who require transportation can be identified to Manitoba Education for funding supports if determined to be eligible. This funding is dependent upon use of specially equipped vehicles. Otherwise, all funding is derived from the general funds allocated through the local school board. Government grants are calculated and issued once per school year.

Parents/Guardians. By choosing the Grant in Lieu of Transportation venue, parents/guardians can be directly compensated by the school district for rendering transportation services on behalf of their children. Compensation is provided on a per capita basis. Payment is provided bi-annually. Those who choose the Grant in Lieu of Transportation option may access no second venue.

Transportation Companies. Taxi companies and the Handivan service provider make long term purchase order agreements to provide transportation for eligible students. The companies submit bills to the school district detailing trip information monthly. Arrangements for purchase orders are made through the school board office.

Educational Assistants. Educational Assistants can be assigned transportation duties escorting students as a regular part of their work day. Such duties are reported as part of their normal hours of work on their timesheets submitted bi-weekly. Educational Assistants are disallowed from operation of transport vehicles.

Handivan Attendant. An attendant will be provided to assist the Handivan operator in transportation of non-ambulatory students. The Handivan service provider is compensated by the school district to provide attendant services.

5. Related Issues

Amounts Paid. Fees for services charged by taxi companies, Handivan operator, and union contracts will be paid as per standard rate. Parents/guardians using the Grant in Lieu of Transportation option will be compensated at a rate of \$245.00 bi-annually for students who fit eligibility.

Timing of Payments. Payments will be made at the on the first Friday in November and the last Friday in January. Bills must be submitted to the school board office by transportation companies. Union workers hired as escorts must submit timesheets to their supervisors. Parents/guardians may have the attendance of their students verified prior to any payment being made.

Per Capita Allotments. Compensation is paid based on the number of students transported to school daily regardless of the number of trips undertaken. The amount of compensation allotted is unchanged regardless of either the number of schools attended or the number of trips made per day.

Number of Venues. Parents/guardians who use the Grant in Lieu of Transportation venue become ineligible to receive transportation services from other venues. Otherwise, both taxis and Handivan as meets their needs may transport students. Further, Educational Assistants are unavailable to escort students whose venue is the Grant in Lieu of Transportation.

Establishment/Discontinuance. The administrative assistant to Student Services is tasked with the establishment of transportation services. Parents need to declare their preferred venue and work collaboratively with the school district staff to devise an adequate transportation system. The services can be altered or discontinued upon notification. Misuse and/or abuse of transportation services are cause for the services to be discontinued.

CSA Requirements. Parents/guardians who use the Grant in Lieu of Transportation are informed that their vehicles must conform to the required Canadian Standards Association requirements in order to qualify for the full Category 'B' funding. The school district is ineligible for any reimbursement from the Province of Manitoba whenever vehicles lacking the D409-M89 wheelchair retaining device are used.

Relief from Regulations. Parents/guardians who use the Grant in Lieu of Transportation venue provide transportation without the limitations of regulations imposed upon other venues. Transportation is undertaken as a family responsibility and at their own personal risk and discretion.

Ambulatory Students. Ambulatory students will be scheduled to ride in taxis unless exceptional circumstances cause other service venues to be necessary.

Schedules. Given the limited availability of vehicles, it is impossible to guarantee that all students can be picked up and delivered at the same time. Someone has to be first and someone has to be last. There may be impacts on the length of the school day due to transportation issues.

School District of Mystery Lake**Appendix A****DATE**

To Whom It May Concern:

Compensation in Lieu of Transportation

As per the Manitoba Public Schools Act, Manitoba Education and Training Funding of Schools and the School District's Special Services Transportation Policy, the School District will provide you with compensation for transporting your child, whom the school team has identified as meeting criteria for this support, to and from school for the school year XXXX to XXXX.

Financial compensation for each child will be made upon receipt of your signature on the attached form, approval by Administration and verification of the student's monthly attendance report. Payments will be made by direct deposit to your bank account payable in two installments of \$245.00 each on the first Friday in November and the last Friday in January, XXXX. .

Payments will be direct deposited to your bank account. A void cheque or Direct Deposit Bank verification will be required to set up EFT direct deposits for you, if you are not already set up. If you previously received grant in lieu and your banking information has not changed, we do not require a void cheque.

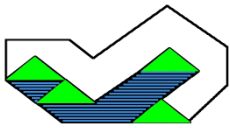
Please sign the attached form, attach a void cheque and return it to the Student Services Department at the School Board Office. Payments cannot be made until we have these signed documents.

If you have any questions or concerns regarding the financial aspect of this issue, please do not hesitate to contact Tami Bodnaryk, District Accountant at 677-6113. If you have questions regarding transportation, special equipment etc., please get in contact with Jolene Brown, Student Services Administrator @ 677-6161 or contact your child's school directly.

Thank you for your cooperation in this matter.

Yours sincerely,

Jolene Brown
Student Services Administrator



Transportation Grant In Lieu 20XX- 20XX

Parent/Guardian Name

Address

Phone Number

E-mail address for confirmation of deposit

Please initial this box verifying if your banking information has not changed since receiving a previous grant in lieu from the school district, meaning we do not require a void cheque to make deposits.

Parent/Guardian Signature

For office use only:

Verified Correct

Jolene Brown
Student Services Administrator