

Date of Issue April 2019

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Subject **INDIVIDUALIZED TRANSPORTATION FOR STUDENTS WITH
DISABILITY RELATED AND/OR SPECIAL EDUCATION NEEDS**

References [Education Act](#)
[Policy 2317 – School Attendance Areas](#)
[Policy 2410 – Transportation of Students](#)
[APM A1225 – Transportation of Students - Courtesy Riders on Commuter
and Program Transportation](#)
[APM A7000 – School Attendance Areas](#)
[APM A8535 – Use of Service Animals by Students](#)
[Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
[Ontario Human Rights Code](#)
[Ontario Regulation 181/98 - Identification and Placement of Exceptional
Pupils](#)

Contact School Services / Student Services

1. Purpose

- 1.1 All students have a right to attend school in an inclusive and supportive environment that fosters independence.
- 1.2 The Simcoe County District School Board (SCDSB) and Simcoe County Student Transportation Consortium (SCSTC) recognize that some students will require accommodation for travel to and from school.
- 1.3 The purpose of this Administration Procedures Memorandum (APM) is to provide guidelines for the administration of transportation services for SCDSB students for whom individualized transportation is required as an accommodation for school attendance, in accordance with the *Ontario Human Rights Code*.
- 1.4 Whether or not a student requires individualized transportation as an accommodation for their disability for school attendance will be determined independently of any assessment of their learning needs. The majority of students with special education needs will not have disability related need(s) requiring individualized transportation as an accommodation of their disability.
- 1.5 In making decisions regarding the provision of individualized transportation, the SCDSB shall take into consideration the importance of inclusion and the development of greater independence.
- 1.6 Pursuant to the *Education Act* and SCDSB policies and procedures, students being provided with transportation are responsible to the principal of the school for their conduct.

2. Definitions as related to this APM:

- 2.1 Attendance area is the area within a school's attendance boundary, including any attached holding area(s).
- 2.2 The home school is the school located within a student's primary residence attendance area.
- 2.3 Supplementary rider is a student who has been approved to ride a school purpose vehicle which they would not otherwise be eligible to ride.
- 2.4 A courtesy rider is an out-of-attendance area student who has been approved to ride a commuter or program bus.
- 2.5 Special Education County Class is a congregated special education program placement pursuant to *Ontario Regulation 181/98 Identification and Placement of Exceptional Pupils*, in which a student is placed for at least 50 percent of the school day by an Identification Placement and Review Committee (IPRC).
- 2.6 For the purposes of this APM, individualized transportation is transportation other than regular student transportation, in a vehicle and/or travelling along a route which has been modified to accommodate a student's disability and/or special education needs.
- 2.7 For the purposes of this APM, the definition of *disability* is based on the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. AODA describes disability as any degree of physical, developmental and/or mental impairment, such that it requires individualized transportation to and from school as an accommodation.
- 2.8 Primary residence is a student's legal and/or permanent residence. This address determines the student's home school. A student may only have one primary address. In the case of joint custody, it is the decision of the parent(s)/guardian(s) to determine the primary residence, and to provide that information to the school upon request.

3. Inclusive Transportation

- 3.1 All students, including those with special education needs, who attend their home school and reside within the walking zone as defined by Policy 2410 - Transportation of Students, shall walk to and from school unless approved for individualized transportation.
- 3.2 All students, including those with special education needs, who attend their home school and reside beyond the walking zone as defined by Policy 2410 - Transportation of Students, shall receive commuter transportation on a regular school bus, unless approved for individualized transportation.

4. Individualized Transportation

- 4.1 The SCDSB may approve individualized transportation for students when:
 - 4.1.1 the student is placed (via IPRC decision) in a Special Education County Class beyond their walking zone;
 - 4.1.2 the student is placed (via IPRC decision) in a Provincial Demonstration School;
 - 4.1.3 the student attends a care, treatment and/or correctional facility, transportation is required by regulation to be provided, and provision of transportation is outlined in an agreement with the care, treatment and/or correctional facility agency; or,
 - 4.1.4 the family has provided a completed Request for Individualized Transportation (FORM A1465 - 1) from a medical doctor or psychologist based on an assessment of the student's disability related needs. This form needs to specifically outline why those needs require individualized transportation in accordance with this APM as an accommodation, and the Principal of Special Education has determined that the student requires individualized transportation as an accommodation, taking into consideration the following:
 - 4.1.4.1 the student has a disability(ies) that significantly impairs their ability to walk safely to and from school and/or ride on a regular school bus due to safety concerns, including concerns for other students' safety (i.e. severe anxiety causing injury to self or others);
 - 4.1.4.2 the student has a need for specialized equipment and/or a specialized vehicle to travel to and from school;
 - 4.1.4.3 the student has a physical disability(ies) that significantly impairs their mobility getting to and from school by walking and/or riding on a regular school bus (i.e. wheelchair/low vision);
 - 4.1.4.4 the student has a disability(ies) that significantly impairs their ability to walk and/or ride on a regular school bus independently (i.e. severe intellectual disability);
 - 4.1.4.5 the student's medical health needs significantly impair their ability to walk within their walking zone and/or ride on a regular school bus (i.e. oxygen); or,
 - 4.1.4.6 the student's disability related needs cannot be accommodated with a support person on a regular school bus.
- 4.2 In determining a student's eligibility for individualized transportation, the Principal of Special Education may request additional information from a student's medical doctor or psychologist where the information provided does not sufficiently describe the student's disability related needs and why those needs require individualized transportation as an accommodation.
- 4.3 Students eligible for individualized transportation under section 4.1.4 shall be reviewed annually.
- 4.4 The Principal of Special Education may waive the requirement for an annual review of a student's eligibility for individualized transportation if it is established that the student's disability related need(s) is of a persistent and/or permanent nature.

- 4.5 The Individual Education Plan (IEP) of a student who has been found eligible for individualized transportation will reflect the approval and will align with the learning goals from the student's IEP reflecting the fostering of independence and/or integration, where appropriate.

5. Support Persons for a Student with Special Education Needs

- 5.1 Support persons for students with special education needs, including but not limited to board employed education assistants and/or other approved medical professionals, may be approved to accompany and support students travelling on a school vehicle, provided that:
- 5.1.1 the Principal of Special Education has given prior written authorization; and,
 - 5.1.2 the approval of additional support on a school vehicle would need to be aligned with goals from the student's IEP and/or Safety Plan – Notification of Worker Risk with intentions of increasing independence, where appropriate.

6. Request for Individualized Transportation

- 6.1 A request for individualized transportation will be made through a student's school principal.
- 6.2 The school principal will submit the following forms:
- 6.2.1 a completed SCSTC Individualized Transportation Request Form (SCSTC TF002) available online and attached as APPENDIX A, to the Principal of Special Education and to the school's transportation officer; and,
 - 6.2.2 a completed Request for Individualized Transportation Form (FORM A1465 - 1) to the Principal of Special Education.
- 6.3 All requests will be assessed in accordance with the criteria described in section 4.1.4 of this APM.
- 6.4 The Principal of Special Education may approve any request for individualized transportation which will result in no increase in cost to the board or change in the school day for any/all students on the bus.
- 6.4.1 upon approval, the Principal of Special Education will advise the SCSTC of the decision; and,
 - 6.4.2 the SCSTC shall arrange the route details and communicate this information to the parent(s)/guardian(s) of the student via the school principal.
- 6.5 Requests for individualized transportation that change/affect the length of the school day for any/all students on the bus, and/or result in an increase in cost to the board, must be approved by the Principal of Special Education and the superintendent responsible for transportation.
- 6.5.1 upon approval, the superintendent responsible for transportation shall advise the SCSTC of the decision;
 - 6.5.2 the SCSTC shall arrange the route details and communicate this information to the parent(s)/guardian(s) of the student via the school

- principal; or,
- 6.5.3 if not approved, the Principal of Special Education shall communicate the decision to the parent(s)/guardian(s) via the student's school principal, along with a rationale for the decision.

7. Request for Specific Type(s) of Individualized Transportation

- 7.1 Upon consideration of the criteria outlined in section 4.1.4, and in consultation with the superintendent responsible for transportation, the Principal of Special Education will determine the most appropriate vehicle for the student's travel to and from school.

8. Supplementary Riders on Specialized Vehicles

- 8.1 Given the inherent nature of individualized transportation, the priority of students with disability related needs, and the fact that routes are often adjusted and require multiple school destinations, requests for Supplementary Rider status on an individualized transportation vehicle will only be approved in rare instances.

9. Outside Agency Transportation

- 9.1 Individualized transportation may, at the discretion of the Principal of Special Education and subject to approval by SCSTC, be provided for students attending an outside agency, provided that the outside agency will be responsible for the cost.

10. Service Animals for Students

- 10.1 The use of a certified service animal is an approved accommodation strategy for some students with disabilities (i.e. a student may require the use of a certified service animal to be transported with them on a school purpose vehicle as part of their daily school activities). Schools considering the use of a service animal should refer to APM A8535 - Use of Service Animals by Students, for further information related to the procedures, communication, and/or approvals.

11. Operating Considerations

- 11.1 In extenuating circumstances, students using individualized transportation may be required to walk a reasonable distance in order to reach the bus stop if the approved bus stop area is under construction and/or other such conditions that the bus cannot gain access to the stop. A reasonable distance will be determined by the Principal of Special Education, in consultation with SCSTC and superintendent responsible for transportation.
- 11.2 Students in designated specialized programs (e.g. gifted, French Immersion, etc.) may be assigned to centralized community bus stops as determined by the SCSTC.
- 11.2.1 It is the responsibility of parent(s)/guardian(s) to transport the student to and from the centralized community bus stops at designated times for pick-up and drop-off.
- 11.2.2 Maximum travel times for home to school, and/or walking distances to

and from these bus stops, as outlined in SCDSB Policy 2410 - Transportation of Students, will not apply to these buses and routes.

12. Individualized Student Transportation Plans (ISTPs)

- 12.1 AODA states that Individualized Student Transportation Plans (ISTPs) must be developed by the school principal (or designate) in consultation with parent(s)/guardian(s) of students with disabilities.
- 12.2 The ISTP is a separate document from a student's IEP which is also prepared by the board, as required by the Ministry of Education.
- 12.3 ISTPs must identify the roles and responsibilities of the student, parent(s)/guardian(s), school staff, bus driver and the SCSTC and be reviewed/updated annually by schools.
- 12.4 ISTPs are to be completed and communicated to all parties with identified roles and responsibilities within the ISTP prior to transportation commencing.

13. Dispute Resolution/Appeal Process

- 13.1 All disputes regarding transportation routes and stops shall be resolved by the SCSTC.
- 13.2 All disputes involving eligibility for transportation will be directed to the superintendent responsible for transportation and Superintendent of Special Education.

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Issued under the authority of the Director of Education



TF002 – Request for Specialized Transportation Form

Please Note:

Date of Request (mm/dd/yy)

1. The student's attending school (i.e. 'School Student to Attend' in 'Section A' below) is responsible for completing this form and requesting transportation.
 - The request is to be sent to the special education contact (as per board process) for your school. The SCSTC will not process the request until approval is received.
 - Once school board approval has been received by the SCSTC, please allow up to five (5) school days for the approved request to be processed.
2. To determine student transportation eligibility please visit simcoecountyschoolbus.ca or call your SCSTC Specialized Transportation Co-ordinator.
3. If the student requires an ISTP, the ISTP is to be completed by the school and provided to the SCSTC prior to the commencement of transportation (as per the AODA).

Section A – Student Information			
Student Name			
*Note 1	School Student to Attend	Program/Class	
Date of Birth (mm/dd/yy)		Student OEN #	
Student Grade		Home Telephone #	
Parent Contact Name		Parent Cell Telephone #	
Has the student accessed regular transportation in the past ?			
*Note 2	Does this student live within the designated walk zone to the school?		
Does this student live within the designated busing zone where there is access to a school bus?			
Section B – Transportation Request Information			
Requested Start Date (mm/dd/yy)		Requested End Date (mm/dd/yy)	
School Arrival Time		School Departure Time	
Other Attendance Comments			
Section C – Reason for Transportation Request			
Reason for transportation request (select all that apply) **Mandatory Field**			
Other needs/comments as to the reason for specialized transportation request			
Section D – Student Transportation Requirements			
Pickup Address, Municipality		Drop-off the Same?	
Drop-off Address, Municipality			
Is there a physical restriction preventing the student from accessing the steps of a minibus/wheelchair vehicle?			
Is the student required to be met at school?			
Is the student required to be met at home?			
Is there a valid reason why the student must travel alone (i.e. no other student in the vehicle) ?			
Travel alone explanation?			
Equipment and/or a mobility apparatus and/or support required by the student (select all that apply)		N/A N/A N/A N/A N/A	
Student Age	Student Weight	Equipment Type	
Does the student require an Emergency Medical Transportation plan?			
*Note 3	Does the student require an Individual Student Transportation Plan (ISTP)?		

Request for Individualized Transportation Form*****To be completed by a Health Care Professional (Medical Doctor or Psychologist)***

Individualized Transportation is intended for students of the Simcoe County District School Board (SCDSB) as an accommodation for their disability(ies) in order to attend school. All students have a right to attend school in an inclusive and supportive environment, although the SCDSB recognizes that some students will require accommodation to travel to and from school. In making decisions regarding the provision of individualized transportation, the SCDSB shall take into consideration the importance of inclusion and the development of greater independence.

Student Name: _____

Name of Health Care Professional: _____

Telephone Number: _____

Address: _____

Certification Process

Please answer all questions and select whether you agree or disagree with the statement.

1. The student has a disability that significantly impairs their ability to walk safely to and from school and/or ride on a regular school bus due to safety concerns, including concerns for other students' safety (i.e. severe anxiety causing risk of injury to self or others). Yes () No ()

Please provide details related to the above statement: _____

2. The student's disability(ies) requires specialized equipment and/or a specialized vehicle to travel to and from school? Yes () No ()

Please provide details of the specialized equipment and/or vehicle required to safely transport the student to and from school: _____

3. The student's physical disability(ies) significantly impairs their mobility getting to and from school by walking and/or riding on a regular school bus (i.e. wheelchair, low vision, etc.). Yes () No ()

Please provide details related to the above statement: _____

4. The student's disability(ies) significantly impair their ability to walk and/or ride on a regular school bus independently. Yes () No ()

Please provide details related to the above statement: _____

5. The student's medical health needs significantly impair their ability to walk to and from school within their walking zone and/or ride on a regular school bus (i.e. oxygen). Yes () No ()

Please provide details related to the above statement: _____

6. The student's disability(ies) could be accommodated with a support person on a regular school bus. Yes () No ()

Please provide details related to the above statement: _____

I have reviewed eligibility criteria above and certify that the above information to be true. Yes () No ()

Health Care Professional's Signature: _____

Date: _____

Thank you for your assistance.