



11. Special Education Transportation Guidelines

California Education Code Section 56040 states that “every individual with exceptional needs who is eligible to receive educational instruction, related service, or both... shall receive such educational instruction, services or both at no cost to his or her parents...”

Transportation for special education students is a related service as defined by law. Transportation is required if it is necessary for the student to access special instruction and/or services as determined by their IEP. As in the case of any special education program, this service must be provided to meet the criteria for a free, appropriate public education.

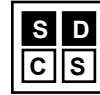
Transportation staff must participate in IEP team meetings whenever the team begins to discuss transportation services that deviate from the district’s standard transportation guidelines. Transportation staff participation may be accomplished via personal attendance at the IEP team meeting or by a conference call.

The least restrictive form of transportation should be considered by the IEP team when determining appropriate transportation for the student. The checklist and the Transportation Related IEP Flowchart (located at the end of this section) must be considered in determining the appropriate level of service when a student requires transportation as a related service. At every IEP meeting, the flyer entitled “Information for Children Receiving Special Education Transportation Services” should be given to the parent/guardian. The stock number for this item is 41-T-0001.

The site nurse is the contact person for students designated as medically fragile, technology dependent or with significant health impairments and will contact the appropriate staff from the Program Office for students with disabilities.

Other considerations:

- Parents must provide the necessary supervision and direction to ensure their child’s safe and timely arrival at the scheduled stop. The need for this supervision, in and of itself, should not be a reason for determining the location of the stop.
- Pick-up or release of a rider will not be made on private property or at a location determined to be unsafe.
- If bus monitor is recommended, please see bus monitor procedure.



11.1 Mileage Reimbursement Procedure

Mileage reimbursement is considered a mode of service outside the guidelines for typical service to students with special needs. As such, the provisions in the *Transportation Related IEP Flowchart* should be followed.

1. At the IEP, with transportation personnel participation, it is determined that parent reimbursement is the most appropriate (LRE & FAPE considered) mode of service.
2. Mark “M” in the LOS field on the F12.
3. Complete the F13 (filling in **all** fields.)
4. Upon receipt of fully completed F13, Transportation Clerk forwards Letter of Approval and Instruction to Driver to parent along with the Transportation Claim Form (SDCS 541) **Note:** Claim forms for the entire approved time will be forwarded.
5. Parent must complete the form and submit it at the end of each month for processing.
6. Transportation Clerk:
 - a. Verifies student attendance with the school site.
 - b. Prepares Payment Approval Form
 - c. Obtains approval of transportation supervisor.
 - d. Forwards to Accounts Payable for issuance of warrant.