



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

Section Transportation – Accessible Transportation Services	Revised July 28, 2014
AC - 001 Special Transportation Needs	
General Statement	In accordance with the Accessibility for Ontarians with Disabilities Act, the Nipissing-Parry Sound Student Transportation Services (NPSSTS) accommodates all students that are identified by their school board as having special transportation needs.
Operational Procedure	<p>The NPSSTS shall endeavour to integrate all special needs students on regular routes where possible and when it would be in the student’s best interest. Special transportation requests must be submitted on the “Special Transportation Needs/ISTAP” form (AC-001-1) which includes an Individual Student Transportation Accessibility Plan (ISTAP) where applicable.</p> <p>Special needs transportation may be arranged when:</p> <ol style="list-style-type: none"> 1. the student has a permanent physical disability that prevents them from boarding a regular school bus and walking to a seat; 2. the student has been identified by their school board’s Special Education Services as requiring special transportation; 3. the student has a medical condition requiring special transportation and/or an exemption to the standard walking distance for their grade level (in this case, the “Special Transportation Needs/ISTAP” form (AC-001-1) must be accompanied by a “Transportation Request for Medical Reasons” form (AC-001-2), which is completed in part by a doctor and clearly specifies the student’s limitations); 4. the student has a life threatening condition requiring increased awareness and an emergency action plan (in this case, the “Special Transportation Needs/ISTAP” form (AC-001-1) must be accompanied by a “Transportation Request for Students with Life Threatening Condition” (AC-001-3) which is completed by the parent/guardian and requires a recent photo of the child; and/or 5. the student attends a local treatment centre. <p>All special transportation needs requests shall be referred to the school principal.</p> <ol style="list-style-type: none"> 1. The school principal shall review the parent/guardian’s request and contact his/her board’s Special Education Services Representative for their approval. If approved, the school principal shall complete the “Special Transportation Needs/ISTAP” form (AC-001-1) in consultation with the parent outlining the details and responsibilities relevant to that student’s transportation, including if the student must ride alone, must be met at their stop, etc. The procedure for



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	<p>students who must be met at their stop will be the same as that of Kindergarten students, as per SS – 006 Kindergarten Students must be Met at Their Stop.</p> <p>If approved, Special Education Services Representative shall forward to the NPSSTS a duly completed "Special Transportation Needs/ISTAP" form (AC-001-1) accompanied by AC-001-2 and/or AC-001-3, if needed.</p> <p>The NPSSTS shall:</p> <ol style="list-style-type: none">1. Refer parents/guardians to their school principal to initiate the process, should any parents/guardians contact the NPSSTS directly regarding accommodating special transportation needs.2. Coordinate the most cost-effective transportation for approved requests.3. Forward a copy of the ISTAP to the school principal (initial request and following any amendments).4. Prepare a list of all students with accommodations for special transportation needs that are currently identified and approved by the school boards, as part of the annual planning schedule.5. Meet with Special Education Services representatives to confirm approvals for the following school year and to review all ISTAPs.6. Ensure that operators are provided with information on the special needs identification and relay these to all drivers who shall be responsible for transporting these students with special needs.
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