

<b>Title:</b> Special Education and Medical Transportation	<b>Procedure #:</b> 020 <b>Page:</b> 1 of 3	<b>Section:</b> Specialized Transportation
<b>Effective:</b> Nov 2010	<b>Last Review:</b> Oct 2018	<b>Review:</b> Oct 2021

<p><b>Statement</b></p>	<p>Specialized transportation services may be approved if a student meets any of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Has a physical disability that prevents him/her from boarding a full-size bus and/ or walking to his/her seat.</li> <li>2. Attends a congregated, specialized program outside his/her school catchment area, which has been approved to receive transportation services which is beyond the board's defined eligibility distance.</li> <li>3. Has been identified by the school boards' Special Education Department as requiring specialized transportation.</li> <li>4. Has a chronic, medically documented, condition which requires special consideration.</li> </ol> <p><b>Special transportation requests are approved on an annual basis and must be reviewed each year by the appropriate transportation and/or board staff.</b></p>
<p><b>Procedures</b></p>	<p style="text-align: center;"><b>Specialized Education Transportation</b></p> <p><b>The Special Education Department shall:</b></p> <ol style="list-style-type: none"> <li>1. Before the end of the school year, provide STSBHN with a list of all the students who are registered in a specialized program for the next school year.</li> <li>2. Provide STSBHN with all of the student's information (school of attendance, address, phone, parent/guardian contact, special transportation requirements, etc.) including all details on services requirements to meet the student's unique needs.</li> <li>3. Update STSBHN staff of new students entering specialized programs and changes to previously identified students, via board specific form.</li> </ol> <p><b>The Transportation Coordinator for Provincial Schools and Principal of provincial school(s) shall:</b></p> <ol style="list-style-type: none"> <li>1. Before the end of the school year, provide STSBHN a list of all the students who are registered as a resident student as</li> </ol>

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<b>Procedures...continued</b>	<p>well as daily transported students at a provincial school for the next school year.</p> <ol style="list-style-type: none"> <li>2. Provide STSBHN with all of the student's information (school of attendance, address, phone parent/guardian contact, special transportation requirements, etc) including all details on services requirements to meet the student's unique needs.</li> <li>3. Maintain an up-to-date list of all students attending a provincial school.</li> </ol> <p style="text-align: center;">Medical Transportation</p> <p><b>The Principal shall:</b></p> <ol style="list-style-type: none"> <li>1. Review and approve, when warranted, temporary/ short-term transportation requests for medical reasons. These requests, if approved, will be made for a period of up to six ( 6) weeks when accompanied by a doctor's note. For a six (6) week extension of the temporary transportation, another doctor's note and approval from the principal is needed.</li> <li>2. If the request was made for medical reasons that are not short-term in temporary/ short-term in nature, have a medical practitioner complete a Request for Special Transportation Medical (TF011) form, available from <a href="http://www.stsbhn.ca">www.stsbhn.ca</a>, which stipulates, in specific terms, why a student's health necessitates the provision of transportation and for the term which services are required.</li> <li>3. Forward the request to STSBHN.</li> </ol> <p style="text-align: center;"><b>Specialized Education and Medical Transportation</b></p> <p><b>STSBHN shall:</b></p> <ol style="list-style-type: none"> <li>1. Consult with the Special Education Department on all specialized transportation requests that do not have the completed documentation.</li> <li>2. For medical requests that are not temporary/ short-term in nature, staff shall consolidate and analyze the medical</li> </ol>
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<b>Procedures...continued</b>	<p>documents and then provide a recommendation to the Superintendent of Education, for the school site that the request originated, who in consultation with the appropriate board staff, will render a decision if transportation services will be provided.</p> <ol style="list-style-type: none"> <li>3. Organize the most cost-effective transportation for approved requests that meet the requirements detailed in the request.</li> <li>4. Maintain an up-to-date list of students receiving special transportation services; indicate the type of transportation provided and the date when the approved transportation will end.</li> <li>5. Provide parents, schools and Board administrators with updated student transportation information via the online portal.</li> </ol>
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