



Student Transportation Services

BRANT HALDIMAND NORFOLK

Services de Transport Scolaire

Title: Transportation with Service Animals	Procedure #: 039 Page: 1 of 3	Section: Specialized Transportation
Effective: Nov 5, 2010	Last Reviewed: Feb 2020	Next Review: Feb 2023

<p>Statement</p>	<p>Service animals are trained and/ or provided to assist children who have physical, psychological or developmental disabilities with their daily lives and living activities.</p> <p>STSBHN recognizes that a student may require a service animal to be transported with them on a school purpose vehicle.</p> <p>The Human Rights Code, Blind Persons' Rights Act and the Ontarians with Disabilities Act cites the use of service animals as a right of the individual.</p> <p>Specialized transportation requests are reviewed and approved on an annual basis.</p>
<p>Procedures</p>	<p>The Parent/Guardian shall:</p> <ol style="list-style-type: none"> 1. Provide a letter to the Special Education Department from the student's doctor recommending the use of a service animal at school. 2. Provide a certificate of training from a certified training centre of the service animal where certified training exists. 3. Provide the school with annual proof of that the animal has been vaccinated and is licenced by the municipality, where applicable. 4. Assist in the training of the service animal to board and ride the vehicle with their child prior to using transportation services on a regular basis. <p>The Special Education Department shall:</p> <ol style="list-style-type: none"> 1. Discuss and review the need for a service animal during initial consultations with the family. 2. Review any requests made by the parent/ guardian with the school to ensure a fulsome understanding of the request is understood before rendering a decision.



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Procedures...continued	<ol style="list-style-type: none"> 3. If the request is approved, inform STSBHN and the school that a student with special needs will be using a service animal as part of their daily activities and update the student's Individual Transportation Plan. 4. Provide the school with copies of the documents submitted by the parents in regard to the use of the service animal by the student. 5. On an annual basis, review the use of the service animal by the student where the need still exists. <p>The Principal shall:</p> <ol style="list-style-type: none"> 1. Provide any requested information to the Special Education Department relating to the service animal and its presence in the school building or while being transported on the school purpose vehicle. 2. . <p>STSBHN shall:</p> <ol style="list-style-type: none"> 1. Consult with the Special Education Department and/or principal on the special needs of the student and service animal. 2. Organize transportation for the student and service animal. 3. Inform the bus operator and all principals whose students ride on the school purpose vehicle that a service animal is being assigned to of the service animal's presence. 4. Coordinate the training of the student/ family, service animal, school, and driver on expectations when transporting the animal and the student. 5. Send a letter to all parents of students riding the vehicle with the service animal to identify its presence on the vehicle. The letter, at a minimum, will include the type of service animal that will be present and the scheduled start date. A sample of a letter which may be used is included as
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Procedures...continued	<p>Appendix A: Parent/ Guardian Sample Letter</p> <p>Appendix A: Parent/ Guardian Sample Letter</p> <p>Date</p> <p>Dear Parents/Guardians</p> <p>This letter is to advise that a (<i>insert service animal type</i>) Service Animal will be riding with a student to and from school to accommodate the student's needs pursuant to the <i>Human Right Code</i> beginning [<i>insert date</i>].</p> <p>The Service Animal and student will be assigned a specific seating area on the bus, and the animal is not expected to cause any disruption while riding on school transportation.</p> <p>We respect the needs of all students in providing a safe and inclusive services for education. Please let us know if you have any specific concerns regarding the presence of a Service Animal on the vehicle that your child(ren) ride to and/ or from school.</p> <p>Thank you for your on-going support and understanding.</p> <p>Sincerely,</p> <p>[<i>insert Transportation Officer Name</i>] Transportation Officer - STSBHN 519-751-7532</p>
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