

Supervising Students with Special Needs While Boarding/Departing the Bus

Student Support Services and the Transportation team met in September, 2012 to review and clarify procedures involving EA roles and responsibilities in supporting students riding Special Education buses.

The procedures detailed below meet all safety requirements, and are the most appropriate to ensure the safety of all students riding the bus.

This procedure has been shared with all Administrative teams, the Transportation Department, System Special Education program teachers, Student Support Services consultants and Human Resources.

Supervision/support of students with special needs as they board/depart the bus:

WHEELCHAIRS:

The bus driver will operate the wheelchair lift.

The bus driver is responsible for loading, unloading, and securing any students in wheelchairs.

Educational Assistants will hold the wheelchair for additional safety as the lift is going up or down.

The parent/guardian is responsible for:

- 1) Escorting the child to the bus, observing and ensuring that the child is safely in his/her seat.
- 2) Meeting the bus on its return trip.

The Educational Assistants are responsible for:

- 1) Greeting, supervising and assisting the students as they arrive at school
- 2) Escorting the students to the bus at dismissal and waiting with the students until the driver is ready to depart.

At no time should students be unsupervised or left unattended. This includes times when the bus driver is loading/unloading wheelchairs.

Student Safety Seat (SSS): These include besi, four point harness, Q-Straints

The parent/guardian is responsible for:

- 1) Escorting the child onto the bus in the morning and securing the SSS.
- 2) Meeting the bus on its return trip and removing the child from the SSS at the end of the day.

The Educational Assistant is responsible for:

- 1) Releasing the child from the SSS upon arrival at school in the morning.
- 2) Escorting the child at dismissal onto the bus and securing the child in the SSS.

The bus driver will ensure that the child is properly secured.

Students not requiring SSS:

The parent/guardian is responsible for:

- 1) Escorting the child on to the bus in the morning.
- 2) Meeting the bus on its return trip at the end of the day.

It is the teacher's responsibility to ensure one Educational Assistant remains with the students on the bus until the bus operator has indicated he/she is ready to depart the school.