

PUPIL SERVICES TRANSPORTATION
INFORMATION FOR PARENTS

Kenai Peninsula Borough School District Revised 2/14/18 Apple Bus (School Contractor)
Soldotna Location Manager
Susan Reeves
262-4900

Apple Bus (School Bus Contractor)
Contract Manager
Julie Cisco
(907) 262-4926

Central Peninsula Dispatch 262-4900
Homer Dispatch 235-0124
Seward Dispatch 224-3578

This information was compiled to acquaint you with the rules, policies and best practices under which your child's school bus transportation is scheduled.

If you have any concerns about the safety or treatment of your child, please call the transportation department or the contract manager at the numbers listed above.

QUALIFYING FOR SERVICE

Transportation is a related service and, if approved, will be included in your child's IEP. Once approved for transport, the special education case manager will contact the transportation department and busing will be set up. The Transportation Supervisor is the only person who can add your child to a bus route or change the pick-up / drop-off location. It normally takes 3 -4 working days to add a new student to the schedules.

PICK UP AND DROP OFF

To maintain continuity for everyone on the route, your student will be picked up at the same address every day; they will be dropped off at the same location every day. Morning and afternoon locations can be different, but each must be consistent day to day.

Transport is for home-to-school-to-home only. We do not transport to private therapy, doctor or dental appointments, parents office, etc.

In cases of joint or shared custody:

- ** One parent resides in the attendance area and one does not: The parent inside the attendance area will receive busing, the parent residing outside the attendance area must provide transport.
- ** Both live outside the attendance area: Unless documented by Pupil Services that extenuating circumstances exist, each parent must provide transport.
- ** Both live inside the attendance area: Parents must decide between them what the transport location will be. It can be either parent's home OR they can agree on a common, neutral point (daycare, family member, friend's house) that meets all district criteria for pick up and drop off.

To insure maximum safety, the first option for pick up and drop off is as near the front door as practical. If driveway width, obstructions alongside or overhead, parked vehicles, unplowed snow and/or un-sanded ice make this dangerous or impossible, you will have to bring your child to the next nearest option that provides safety for everyone involved. This may be the end of the driveway, or it may be a public access parking lot down the road. In these cases, the Transportation Supervisor, after consulting with the Safety Supervisor (or area manager) for the contractor, will determine what the 'next best option' is.

If you move during the year

****Please****. IF the pick up or drop off location for your child changes "permanently", please notify your child's special education case manager so they can notify transportation of this change. It may take up to 4 days to work your child into a new schedule. Please notify far enough in advance, so there is no interruption in service for your child.

If you need to cancel the ride to school only or from school only; or for the whole day --that can be done by calling the Special Needs Dispatcher for your area, listed on the front of this pamphlet. They do have voice mail, so a message left in the evening or on the weekend will be picked up between 4:30 & 5:00 AM the next working day.

Going out of town for work or temporarily relocating yourself (vacation) does not automatically qualify your child for a change in pick-up or drop-off locations. If your child is staying with someone, they need to be able to provide transport for the time you are gone. If someone is staying with your child, please be sure we know who they are and they know the contents of this handout.

Student Pickup Procedure

Please have your student ready to go 5 minutes before scheduled pick up time. Buses are scheduled with not more than 2 minutes per stop. In that time, the child has to get on the bus, put their backpack or other items away, take off their coat if they don't ride with it on and get buckled in either a seatbelt or car seat. Students in wheelchairs are allowed up to 5 minutes to load.

Student Delivery Procedure

Unless your child is 12 or more years of age; capable of self-care; and we have your permission -in writing -we will NOT allow a child to get off a Special Needs bus until the driver has verified there is an adult or older sibling (15 yrs. or older) present.

The student must be escorted to the bus doors in the morning, and met at the bus door in the afternoon. If there are several people who might meet the bus (grandparents, siblings, neighbors), please make sure your driver has a list of their names (first & last) and they know to bring a photo ID with them to the bus at least until the driver learns who they are.

LENGTH OF RIDE AND TIMING CHANGES

What bus number; who drives it; who the attendant is; when it arrives to pick-up and drop-off your child will almost certainly change throughout the year as students move into and out of the district, change schools, or the times of day they are in school changes

If a change in schedule results in your child's pick-up or drop-off time changing by more than 5 minutes, you will be notified by phone and/or your driver at least 24 hours in advance. Please remember to check your messages.

While every effort is made to avoid long bus rides ---there are situations that, for the safety of all, do not allow us to use "shortest time on board" routing. If traffic volume and/or road contours create a substantial danger to the bus and its' occupants, we will route the bus to eliminate left hand turns from that portion of that road.

SPECIAL EQUIPMENT

Standard, forward facing car seats and booster seats (when needed) are provided. We cannot use a 'parent provided' car seat on the bus. Also, preschoolers are typically moved out of the traditional car seat when they are 40 lbs. or more and/or when they get tall enough they don't "fit" in there anymore.

If your child requires oxygen during transport, please let us know in advance so we can insure proper securement is available in the bus.

Wheelchairs

** Must be transport certified. If you don't know for sure and can't find the papers that came with it, a field safety supervisor must physically inspect it. We cannot transport a non-certified chair.

** We cannot transport a damaged or malfunctioning chair.

** IF electric, the batteries must be spill-proof and the chair capable of being manually operated and braked for loading and unloading.

MEDICAL NEEDS AND MEDICATION

Specific medical needs are managed on an individual basis with your case manager, school nurse and/or teacher.

Medications will not be transported on the bus. Please make arrangements with the school nurse for transport, handling, storage and dispensing of such.

ADDITIONAL REMINDERS

While the bus can be a learning environment, it is not a classroom. For the safety of everyone involved, there are some items used to calm or soothe a child that cannot be used on the bus. Please check before promising...

During the colder months, please make sure your child has a warm jacket or blanket while on the bus. In case of breakdown, the bus interior could be without heat for some time.