



SPECIAL TRANSPORTATION PROCEDURE (TRN-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for requesting and obtaining transportation for Special Populations services

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Transportation Manager
- 2.2 Driver Safety Supervisor
- 2.3 Driver Supervisor
- 2.4 Route Analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Home School Zone/Assigned School: CMCSS shall establish attendance zone boundaries. All school-age children residing in Montgomery County shall be assigned to a school within the area (zone) in which their parents or legal guardians have established their domicile. The domicile is the place where an individual has his/her permanent home. Every person has at all times one domicile, and no person has more than one domicile at a time. Residence is not equal to domicile since a person can have many transient residences where he/she may own or be found.
- 4.3 Educational Program: Programs are offered at designated school sites based on attendance and space availability. Coordinators determine appropriate placement based on the child's specific educational program needs.
- 4.4 Student with Special Needs: For this procedure, a Student with Special Needs is a student identified by the Special Populations Department as disabled under the Individuals with Disabilities Education Act (I.D.E.A.) who must have special transportation to access his/her educational program.
- 4.5 IEP (Individualized Education Plan) Team: A group composed of student's parents/guardians and appropriate professionals who determine eligibility, placement and services for a child identified under I.D.E.A. Composition of the team varies for each child.
- 4.6 SN PK (Special Needs Pre-Kindergarten): Any 3-4-year old student identified by the Special Populations Department as disabled under the Individuals with Disabilities Education Act (I.D.E.A.) who must have special transportation to access his/her educational program.
- 4.7 504 (Medical Necessity): Any student with a qualifying medical condition/limitation, requiring special transportation to access his/her educational program.



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- 4.8 ELL (English Language Learners): Any student qualifying for ELL placement requiring transportation outside of their assigned school zone to access his/her educational program.
- 4.9 VPK (Voluntary Pre-Kindergarten): Any 4-year old student (without a disability) qualifying under the guidelines for VPK placement.
- 4.10 FIT (Families in Transition): Any student qualifying under the guidelines for Families in Transition requiring transportation to their school of origin.

5.0 PROCEDURE:

- 5.1 Student with Special Transportation needs enrolls in their Home School Zone or the school which offers the educational program the student requires based on the student's specific needs and their Home School Zone.
- 5.2 IEP Team, 504 Coordinator, ELL Coordinator, SN PK Coordinator, VPK Coordinator, or FIT Coordinator, or their designee determines the need for special transportation and completes Special Transportation Request Form electronically. Special Transportation Request Form is forwarded to the appropriate Coordinator. Once reviewed for eligibility, accuracy and completion, the Coordinator approves and forwards to the Route Analyst. Forms will **not** be accepted directly from a school site.
- 5.3 Route Analyst determines appropriate transportation requirement for student in accordance with type of disability, program, residence, time constraints and availability of services.
- 5.4 If student lives in an area not normally travelled, the Driver Safety Supervisor inspects the site to determine accessibility for safe pick up and drop off by school bus. The Driver Safety Supervisor reports conditions to Route Analyst.
- 5.5 Route Analyst determines where the safest location would be. Route Analyst incorporates new stop into route, prepares route instructions.
 - 5.5.1 Route analyst contacts parents and bus driver with stop location information, approximate stop times, and a start date.
- 5.6 Driver ensures they are familiar with new stop location. Driver notifies parents of other students on their bus if there will be a significant change to their pick up or drop off times.
- 5.7 Driver is provided a copy of the student's Special Transportation Request Form and a route sheet (route instructions).
- 5.8 The Aides assigned to routes transporting students with special needs are responsible for completing SPE-F003 (Accountability Form). The Driver is responsible to perform a walk through and sign the form after each route. VPK Drivers and Aides are not required to complete this form. Completed forms will be turned in to the Driver Supervisor at the beginning of each month.



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5.9 The Driver is responsible to notify the Route Analyst should a student need to be removed from their route if the student is absent three (3) consecutive days or more.

5.10 Driver Supervisor will review forms for completion and turn in to Route Analyst. Route Analyst will make copies of SN PK forms and forward originals to SN PK Coordinator. All forms will be filed in the Transportation Department.

6.0 ASSOCIATED DOCUMENTS:

6.1 Accountability Form SPE-F003

6.2 Computerized route instructions.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Special Transportation Request Form TRN-F001	File, by Bus Number, in Transportation Department	Maintain Previous and Current School Year	Shredded	Secured Building
Accountability Form SPE-F003	File, by Bus Number, in Transportation Department	Maintain Previous and Current School Year	Shredded	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
3/11/03		Initial Release
4/23/03	A	Clarify 4.2, change form to Transportation Request Form in 5.3, change Special Needs Route Specialist to Route Specialist throughout procedure, clarify 5.7 and eliminate 5.7.1, 5.7.2 & 5.7.3, revise flowchart
11/13/06	B	Revise according to Special Ed changes, update flowchart
1/16/12	C	Change name. 2.1 Add Transportation Manager. 5.0 Update contents to reflect current process. Change SPE-F001 to TRN-F001 throughout. 7.0 Update retention requirements and storage location. Update flowchart.
10/24/13	D	Add 4.1, 4.2, and 4.3. Add "in their Home School Zone or the school which offers the educational program the student requires based on the student's specific needs and their Home School Zone" to 5.1.
3/25/15	E	2.0 Add Fleet Supervisor and Transportation Supervisor. Add 4.10. 5.2 Add FIT Coordinator. Change 5.4 Transportation Safety Office to Transportation Supervisor. Change 5.5 Transportation Safety Office to Fleet Supervisor. Update flowchart.
11/16/18	F	5.5 Deleted "driver" and added "parents with stop location information, approximate stop times, and a start date."; 5.6 Deleted "Driver notifies



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parent of stop location, approximate stop times, and to introduce themselves. Driver and parent agree on start date.”

11/16/22 G 1.1 Deleted “Special”, added “for Special Populations Services”; Changed “Exceptional Children’s Services Department” to “Special Populations Department” throughout procedure; 2.3 Changed “Transportation” to “Driver Safety”; 5.2 Deleted “TRN-F004”, added “electronically”; 5.4 Changed “Transportation” to “Driver Safety”, deleted student’s home”, added “the”, changed “entrance” to “pick up”, changed “exit” to “drop off”, added “by”, added portion of 5.5 “The Driver Safety Supervisor reports conditions to Route Analyst.”, changed “Fleet” to “Driver Safety”, deleted “and”, added “and bus driver”; 5.5 Deleted “If not accessible”, deleted “and”, 5.5.1 Added “The Route Analyst”; 5.6 Deleted “where the”, changed “is located” to “locations”; 5.7 Changed “Via Report” to “Route Sheet”, deleted “to include updated Time in Motion”; Switched 5.8 and 5.9, 5.8 Changed “Lead Driver” to “Driver Supervisor”; 5.9 Added “if student is absent three (3) consecutive days or more”; 5.10 Changed “Lead Driver” to “Driver Supervisor”.



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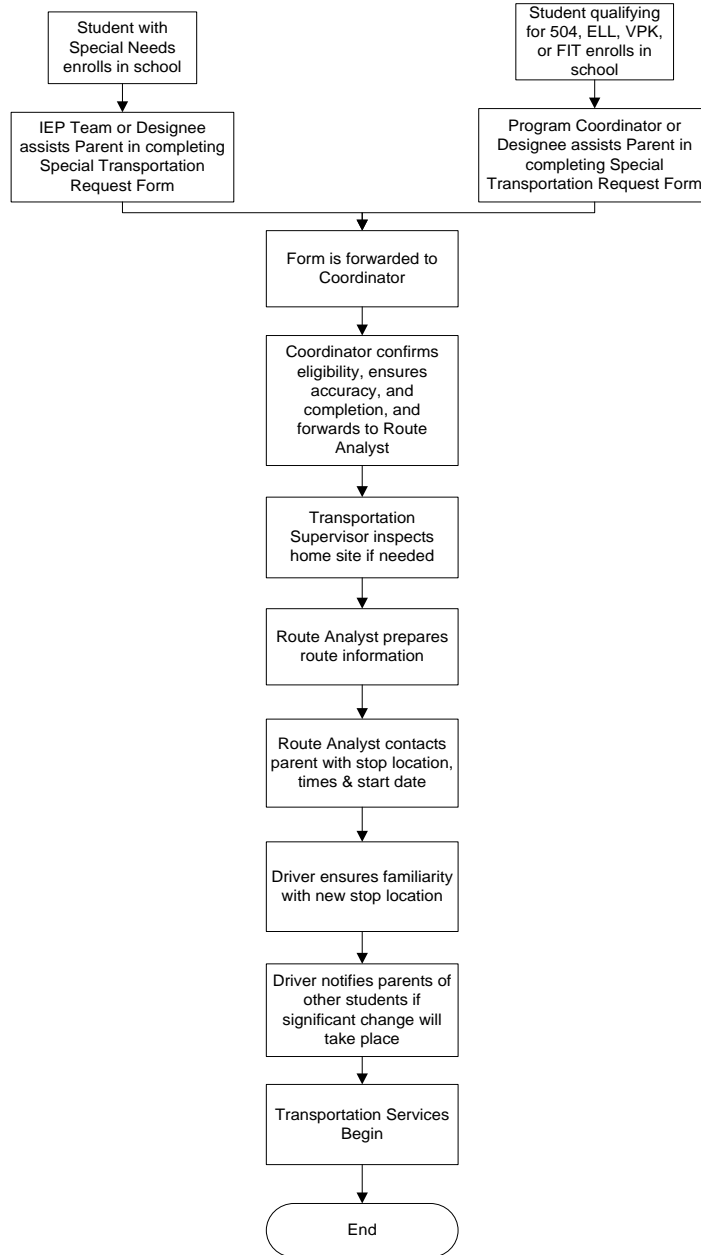
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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*****End of procedure*****