

Title : Special Education and Medical Transportation	Procedure # : 020	Effective : Nov 5, 2010
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<p>Statement</p>	<p>Specialized transportation services may be approved if a student meets any of the following criteria:</p> <ol style="list-style-type: none"> 1. Has a physical disability that prevents him/her from boarding a full-size bus and walking to his/her seat. 2. Attends a congregated, specialized program outside his/her school catchment area, which has been approved to receive transportation services. 3. Has been identified by the school boards' Special Education Department as requiring special transportation. 4. Has a chronic, medically documented, condition which requires special consideration. <p>Special transportation requests are approved on an annual basis and must be reviewed each year.</p>
<p>Procedures</p>	<p>The Special Education Department shall:</p> <ol style="list-style-type: none"> 1. Before the end of the school year, provide STSBHN a list of all the students who are registered in a specialized program for the next school year. 2. Provide STSBHN with all of the student's information (school of attendance, address, phone, parent/guardian contact, special transportation requirements, etc.). 3. Update STSBHN staff of new students entering specialized programs and changes to previously identified students, via board specific form. <p>The Transportation Coordinator for Provincial Schools and Principal of provincial school(s) shall:</p> <ol style="list-style-type: none"> 1. Before the end of the school year, provide STSBHN a list of all the students who are registered as a resident student as well as daily transported students at a provincial school for the next school year.

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Procedures...continued	<ol style="list-style-type: none"> 2. Provide STSBHN with all of the student's information (school of attendance, address, phone parent/guardian contact, special transportation requirements, etc). 3. Maintain an up-to-date list of all students attending a provincial school. <p>The Principal with consultation with the Special Education Department shall:</p> <ol style="list-style-type: none"> 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 twenty (20) days when accompanied by a doctor's note. For a twenty (20) day extension of the temporary transportation, another doctor's note and approval from the principal is needed. 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 www.stsbhn.ca, which stipulates, in specific terms, why a student's health necessitates the provision of transportation and for the term which services are required. 3. Forward the request to STSBHN. <p>STSBHN shall:</p> <ol style="list-style-type: none"> 1. Consult with the Special Education Department and/or Principal on all specialized transportation requests that do not have the completed documentation. 2. For medical requests that are not temporary/ short-term in nature, staff shall consolidate and analyze the medical 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. 3. Organize the most cost-effective transportation for approved requests.
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	<p>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.</p> <p>5. Provide parents, schools and Board administrators with updated student transportation information via the online portal.</p>
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