

### **KAR 91-38-3. School transportation supervisor; duties and responsibilities.**

(f) Students with special needs. Each school district shall, before transportation, notify the transportation supervisor of any student with special health care concerns, special needs for transportation, or an individualized education program requiring transportation. The supervisor shall ensure that all drivers, substitute drivers, and attendants are informed of these needs and receive any training that is necessary to safely transport the student or to accommodate the student's special needs. (Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

The Transportation Director should be included at all IEP meetings when transportation is included in a child's IEP. One of the Transportation Director's greatest opportunities for customer service and a good impression can take place at an IEP meeting. Your introduction to the parent will provide you with the ability to speak of the safety and service you provide, as well as the extensive training you provide to your drivers and staff. In addition, you will have the opportunity to ask questions about the child, his or her likes and dislikes, as well as information about specialized equipment the student may use and how it fits in with the ride to and from school. This conversation is also a way for the parent to see transportation as an extension of the classroom before the discussion of goals and objectives even begins. Remember that an informed and knowledgeable parent will in turn understand his or her role and responsibilities. As the Transportation Director, listening and observing while the child's IEP develops, you may see a member of the team not offering complete information or you may sense some misunderstanding or confusion on the part of the parent. When this occurs, make sure the meeting is stopped and all communication is clear. The IEP meeting should be a time spent focusing on the child's ability.

Transportation items you may want to bring to the IEP meeting:

- District bell times
- Training documents
- Bus schedules
- Maps
- Medical information cards
- Wheelchair information
- Parent handbook/pamphlet with bus rules
- Business cards

Issues which may or may not need to be discussed:

- Will services be provided at the school of residence?
- Is student eligible for extended school year services which may be located at a school other than the school of residence?
- Will the student's IEP address goals and objectives related to transportation access?

Issues which may or may not need to be discussed:  
(continued)

- Have the parents been informed of their role and responsibility in transportation of their child?
- Does the student require adult supervision at the bus stop? If yes, parent or designee must meet the child at the stop.
- Are there circumstances that affect the location of the pickup and/or return addresses?
- Are there specific types of assistance that the bus driver must provide?
- Are there any other characteristics, behaviors or needs (such as seating concerns) that may impact transportation?
- Is it in the best interest of the student to provide transportation services in a school passenger vehicle rather than a school bus?
- Does the student have a physical disability that is life-threatening and requires monitoring?
- Is the student affected by a medical condition that limits the length of time he or she is able to ride on a bus?
- Does the student use technology or assistive devices such as a tracheotomy tube, use a helmet, ventilator, oxygen or frequent suctioning?
- Does the student experience uncontrolled seizures, severe hypotonia causing potentially obstructed airway or apnea?
- Does the student use a walker, manual wheelchair, power wheelchair?
- Is the Wheelchair WC 19 compliant?
- Is the student affected by a chronic medical condition that limits his or her ability to walk to and from school?
- Does the student need an adapted car seat, safety vest or seat restraint?
- Does the student have equipment, an assistance animal or medication to be transported?
- Does the student exhibit behavior that is aggressive or dangerous?