



Administrative Procedure

Title: Accessible Student Transportation	Procedure #: AP434-10
Administrative Area: Operations	
Policy Reference: Accessibility (PO434)	
Date Approved: November 11, 2013	
Date of Amendments: June 10, 2019	

1.0 **Purpose**

The Durham Catholic District School Board is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

It is the policy of the Durham Catholic District School Board to ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school. The plan will be developed by the Board's Student Services in collaboration with the Transportation Provider and in consultation with the student's parents or guardians and/or student where appropriate.

2.0 **Definitions**

Individual Student Transportation Plan - a detailed plan that provides details of the arrangements required to meet the needs of an individual student who has a disability, medical needs or special education needs such that he/she requires specialized transportation.

Operator - the driver of the school transportation vehicle

Transportation Safety Plan – the components of a Student's Safety Plan that's required by the driver to ensure the student is safe while using transportation services.

Transportation Provider – the entity or person who has entered into an agreement with the board for the transportation of students in accordance with the *Education Act*.

2.0 Definitions (cont'd)

Transportation Services - transportation that a board provides for students in accordance with the *Education Act*

3.0 Procedures

3.1 Responsibility

- 3.1.1 The Board will ensure that the provisions of this Administrative Procedure are in place by September 1, 2019.
- 3.1.2 The Director of Education or designate responsible for student transportation will ensure that the provisions of this administrative procedure are implemented.

3.2 Individual Student Transportation Plans

- 3.2.1 The Superintendent responsible for Student Services, or designate, will, in consultation with parents or guardians, annually identify students with disabilities or special education needs or medical needs who require specialized transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 3.2.2 Following consultation with parents or guardians, the Superintendent of Student Services, or designate, will work with the Student Transportation Manager, or designate, to develop an Individual Student Transportation Plan for each student who requires specialized transportation services.
- 3.2.3 An Individual Student Transportation Plan shall include the following:
 - 3.2.3.1 Details of the student's assistance needs with respect to transportation to and from school;
 - 3.2.3.2 Provisions for the boarding, securement and de-boarding of the student as applicable; and
 - 3.2.3.3 Any safety/medical concerns that the bus operator needs to know to ensure the safety of the student and/or the driver.
- 3.2.4 The request for specialized transportation is completed at the school level using IOL (IEP OnLine). Once approved by the Principal, the request is approved by the Family of Schools Coordinator, the Superintendent of Student Services and then the Business Superintendent of Business/Chief Financial Officer.
- 3.2.5 The Individual Student Transportation Plans are completed in IOL and where needed, may include a Transportation Safety Plan.
- 3.2.6 The Superintendent of Student Services and, where appropriate, the Student Transportation Manager, will identify and communicate roles and responsibilities with regard to the implementation of the Individual Student Transportation Plan to the following:
 - 3.2.6.1 The Transportation Provider;
 - 3.2.6.2 The parents or guardians of the student with the disability;
 - 3.2.6.3 The operator (driver) of the student transportation vehicle;
 - 3.2.6.4 The appropriate members of the school staff (e.g., principal, teacher, educational assistant); and
 - 3.2.6.5 The student receiving specialized transportation.

4.0 **References**

- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Integrated Accessibility Standards, Ontario Regulation 191/11
- Ontario Human Rights Code
- Durham Student Transportation Services Transportation Policies and Procedures

5.0 **Related Policies and Administrative Procedures**

- Inclusion Policy (PO804)
- Accessibility Policy (PO434)