

## Ankeny Community School District/Durham Transportation

**Special Needs Transportation Guidelines:** *Students served with an Individual Education Plan (IEP), 504 accommodations or students under specific restrictions requiring special needs transportation*

### Parent/Guardian Information and Responsibilities:

- Transportation will pick-up from ONE destination (address) in the AM and drop-off at ONE destination in the PM. We will NOT be able to accommodate multiple stop locations on different days of the week.
- All special needs transports are equipped with seat belts which, is a requirement for all students. Students will be expected to stay in their assigned seats until they arrive at their specific destination (home or school).
- Please assure that the student is ready 5 minutes prior to pick-up time. Buses are scheduled to arrive within a few minutes of the designated time each day. The driver is required to wait **one minute** after the scheduled pick-up time and is unable to wait any longer for a tardy student. By following this protocol, one student who is late will not interrupt the time frame of other students.
  - Our drivers are not allowed to honk the horn or leave the vehicle to knock or place notification on the door.

### Rules and Regulations:

- Do **not** send students to the bus with food, drink, etc to be consumed on the bus. Students will not be allowed to ride if this rule is violated
- An authorized adult must be on time at the drop off sight. If an individual is not present, we will attempt to:
  - 1) Call the residences
  - 2) Call the emergency or work numbers provided on the Emergency Medical Form
  - 3) Call the school where the parents will need to make arrangements for pick-up
  - 4) Return to bus garage where the police and/or Social Services will be notified
- Please inform Durham Transportation of any change of address or telephone number(s) as soon as this information is available. If the address change requires rescheduling, several work days may be needed to establish a new route and time schedule.
- Parents/Guardians are to notify the Durham Transportation Office when their child is not going to ride the bus.
  - When a student is absent for two consecutive days without notification, the bus will not return until our office is contacted.
- Please fill out an *Emergency/Medical Information Form* accessible at [www.ankenyschools.org](http://www.ankenyschools.org). Click on the *Parent Link*, then click on *Busing/Transportation*. This form must be faxed (515-965-2602) or delivered to Durham Transportation prior to the first day of service.
  - Signature required on this form indicates if the child may be dropped-off at home unattended

