**TRANSPORTATION REGULATIONS AND PROCEDURES** STUDENT RIDERSHIP

 Transportation

 T10.20.3

 Revised 3-20

 354-7320

**Bussing Staff**

Purpose: In order to best serve student needs, it is the expectation that bus drivers, bus aides and paraeducators work together collaboratively when handling issues related to student behaviors. The school bus is an extension of the students’ school day. This document will outline process and procedures, along with roles and responsibilities.

Definitions:

School Bus Aide: School bus aides are also known as attendants or monitors. A school bus aide is an adult who is hired and trained by the district’s contracted bussing service to assist students who have been assigned to specialized transportation.

School Bus Driver: A school bus driver is an adult over the age of 21 who is hired and trained by the district’s contracted bussing service to transport students to and from school daily. School bus drivers are required to secure a class B commercial driving license with school bus, passenger and air brake endorsements.

School Paraeducators:

An adult who is hired to assist certificated staff with student instruction, academia, behavior, vocational and supervision throughout the school day including the school bus. Additional time is allotted to some paraeducators to cover early or late arrival of school busses.

 Case Manager:

Student’s IEP case manager and certificated special education teacher.

Building Administrator:

School Principal, Assistant Principal, Principal Assistant or Designee.

Bus Aide Responsibilities: The driver and aide are a team - both are trained in the following expectations.

It is the aide’s duty to support the safe and reliable transportation of students by assisting the bus driver with movement, management and care of students while they are being transported to an assigned destination as well as when they are boarding or leaving the bus. To provide good customer service with school staff and parents/guardians.

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Bus Aide Responsibilities: It is the responsibility of the bus aide to build positive relationships with their students, interact, redirect and be a good role model for students.

When students are boarding, the bus aide will be at the base of the stairs of the bus, regardless of student’s abilities. The bus aide is to follow behind the student while boarding the bus and at the base of the steps while student deboards. They are to remind and encourage students to use the handrail for additional safety.

It is the responsibility of the driver and the bus aide to be familiar with the students IEP, Behavior Plan, and Health Care plans as outlined in their transportation form.

If a student needs additional support physically, the aide should hold the student’s hands and guide or support at the waist from behind. If the bus aide is unsure of what level of support is needed, they should ask the school para at the loading area what is the best way to support the student. The bus aide may ask the school para to model the appropriate support the first time. When needed, allow school para to assist child onto the bus to their seat.

It is the responsibility of the bus aide to secure student into their assigned seat with the equipment necessary for the student’s safety (seatbelt, car seat, safety vest, wheelchair tie down) and secure safety vests as necessary. Both driver and aide work together in securing students who do not need to transfer to a seat, but ride in their wheelchairs.

It is the responsibility of the bus aide to assist in **non-lift** transfers for students who need to transfer from their wheelchair to a bus seat. This includes students who can self-transfer and students who may need hand-held support but can stand with minor assistance.

It is the responsibility of the bus aide and/or driver to report any immediate unsafe conduct, medical or social concerns to the building administrator if they are present. If no school administrator is present the bus paraeducator will radio for support. If the concern arises on the way home the driver/aide will communicate the concern to the student’s parent/guardian at the home. The bus aide is responsible for documenting all concerns through Durham’s incident report or school bus citation. These citations will be emailed to the building administrator and shared with the student’s case manager.

It is the responsibility of the driver and aide to keep students safe and secure on the bus until a school paraeducator has arrived to accept the students. Any student assigned to a special transportation bus (200 series) must be met by staff regardless of ability (HEART students are excluded from needing to be met).

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It is the responsibility of the bus staff to report to the District Transportation Office any concerns or issues surrounding or shared by the school staff.

School Paraeducator Responsibilities:

It is the responsibility of the school paraeducator to receive and or deliver students from the bus at the designated bus loading area.

It is the responsibility of the school paraeducator to board the bus to assist with any student who needs a full body lift to transfer from the seat to their wheelchair or stroller. There shall be training from a physical therapist before lifts will be performed.

It is the responsibility of the school paraeducator to board the bus when driver or aide asks to assist with immediate unsafe behavior concerns. If the paraeducator is unfamiliar with a student, building administration will be called. There shall be training in de-escalation for all bus paraeducators.

It is the responsibility of the school paraeducator to bring students who are ready to transport to the bus aide who will be at the school bus door.

It is the responsibility of the building administrator to determine if the student is not fit for transport (escalated behavior, incontinent, etc.) and will call the parents/guardian to take the student home.

It is the responsibility of the paraeducator to alert the building administrator that a student is not ready to transport at the bus loading zone.

It is the responsibility of the school paraeducator to secure students with the vest portion of the safety vest prior to boarding (see Safety Vest Procedure T20.80). The bus aide will secure and make necessary adjustments to the student’s vest to the seat anchor.

It is the responsibility of the school paraeducator to report to their principal any concerns or issues surrounding the bus driver and/or bus aide.

Once the student(s) are loaded onto the bus, door closed and pulls away from the school, the student’s safety, well-being and behavior management are the responsibility of the contractor, driver and aide. In the event an immediate safety concern arises and the bus is still within view of school property, and if a safe and feasible return is needed then the school will be notified that the bus will return to the school and will need support from an administrative staff person. If it is still within the paraeducators workday they will help assist the

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building administrator until the end of their workday. Dispatch will call the school office for assistance and provide necessary information.

In the event a safety concern arises beyond the view of school property, the driver may request assistance from a Durham support staff, resource officer or 911.

References: Durham School Services Bus Assistant Job Description T20.70.1. Durham School Services Bus Driver Job Description T20.70.2. Spokane Schools Paraeducator Job Description T20.70.3 Special Needs Student Transportation Parent Handbook

Physical Therapist Consult as needed.

**Safety Vest Video:** <https://www.youtube.com/watch?v=poPoqdhTsk4>

or

<https://youtu.be/8wnfKQfksKc>

**Transferring Student from Wheelchair to Bus Seat**

 <https://www.youtube.com/watch?v=8mxFaZzB1RE&feature=youtu.be>