



OFFICE OF THE
EXECUTIVE DIRECTOR
OF TRANSPORTATION

North East Independent School District

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SPECIAL NEEDS TRANSPORTATION PARAMETERS

A. Administrative:

1. Transportation as a related service is a decision of the Admission, Review, and Dismissal (ARD) committee. The Transportation Department may have representation at or participate in ARD meetings to assist in the determination of student transportation. Transportation will be from student's home to school and school to home as determined by the ARD. The ARD should not direct specific pick up/drop off times, nor should it provide transportation to destinations not in accordance with the TEA Transportation Handbook such as outside therapy sessions, dental, medical, and therapeutic appointments, etc.
2. If an ARD committee determines the need for services/placement that are located outside of the district or cluster, a Director or the Executive Director of the Special Education Department is responsible for contacting the Special Needs Transportation Supervisor. This route request must be approved by a Director of Transportation.

B. Operational:

1. Community-Based Vocational Instruction (CBVI) sites should be accessible without the use of a school bus. In the event that this is not possible, the Director of Special Education over Transition Services must pre-approve plans for CBVI sites necessitating the use of a school bus. Such sites must be located as close as practical to the student's attending campus boundary in order to reduce bus travel distance and student time on board.
2. Transportation is not provided when a student has been granted attendance in a school of choice.
3. Except in rare cases, transportation is not provided to or from a licensed, registered child care facility (CCF) outside of a student's school attendance area. The Transportation Department staff will consult with a special education program coordinator or director for assistance in considering the request. Transportation to or from Applied Behavior Analysis (ABA) or other therapy appointments is not within transportation criteria. (Education Code 34.007(b)(2) and Human Resources Code 42.002(3)).
4. In a rare and/or specialized situation, the Transportation Department may consider a sibling to accompany his/her brother/sister on the bus. This is a district administrative decision and is not within the purview of the ARD committee's decision authority.
5. When a student is assigned to an Alternative Educational Program, transportation services will be in accordance with the regular education transportation services and provisions/stipulations unless otherwise determined by the ARD Committee as being necessary to provide the student with a free appropriate public education.
6. Transportation services will be provided as indicated in the student's IEP Transportation Supplement. Any changes to the student's usage of Transportation as a Related Service must be documented in the IEP.
7. Pick-up and drop-off time may change throughout the school year dependent upon new students needing service or current students no longer needing service.