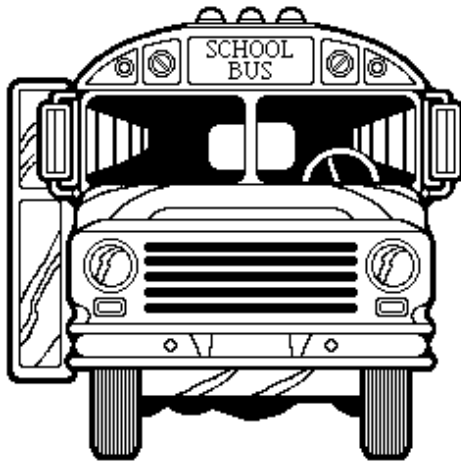


Quincy Public Schools
Transportation Booklet
2011 - 2012



For Eligible Students with Disabilities

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August 30, 2011

Dear Parent/Guardian,

The Quincy Parent Advisory Council to Special Education (QPAC) and Quincy Public Schools are working collaboratively to ensure a high level of quality in the transportation services provided to your child and other children with disabilities.

This booklet has been prepared to inform parents of eligible special education students of their rights and responsibilities regarding transportation, as well as to clarify procedures within the Quincy Public Schools (QPS) Transportation Department.

Special education students are provided with programs and services to meet their educational needs, as stipulated under state and federal special education law. Eligibility for transportation services is established by a student's special education Team, and are considered to be an extension of the school day.

We hope that you will find the information within this booklet helpful. If you have any questions regarding the information contained within this booklet or your child's transportation services, please do not hesitate to contact your child's Team Chairperson.

Sincerely,

Dr. Richard DeCristofaro, Superintendent
Quincy Public Schools

Jill Gichuhi, President
Quincy Parent Advisory Council to Special Education (QPAC)

Quincy Public Schools Transportation Rules

1. Please be on time. Have your child ready and waiting for the vehicle **10 minutes prior** to the designated pickup time.
2. The parent or program staff is responsible for seeing that students are safely on the vehicle and buckled into seat belts. It is the driver's responsibility to see that all seat belts are secured before departing.
3. The Driver may reassign seats on the vehicle for students as he/she sees fit.
4. There is to be no eating or drinking on the vehicle by either students or the driver.
5. Drivers may never leave the vehicle with students on board.
6. Parents must be visibly present to take the child off the vehicle at the designated drop-off time.
7. Your child must have consistent pickup and drop off locations.
8. Any changes in your child's transportation must be reported to the QPS Transportation Office. The office will in turn notify the transportation provider, as applicable.
9. The QPS Transportation Office must have a written request from a parent if another adult is to be responsible for your child. The other adult must provide identification to the driver.
10. Please notify the Transportation Office if you are transporting your child to and/or from school on a given day.
11. School Closings/Delayed Starts
 - If school is closed in Quincy, your child will not be transported out of town to the school they attend.
 - If the city or town where the child's school is located cancels school, your child will not be transported.
 - If there is a delayed start to schools in Quincy, all the transportation would be delayed accordingly (i.e. 2 hour delayed start = 2 hour delay in all transportation schedules).
 - If elementary schools are closed and there is a delayed start for middle and high schools in Quincy, then the same guidelines would apply to children transported to schools outside of Quincy.

- This policy is for the safety of the students as well as the drivers. Parents have the option of transporting the child themselves.
12. Quincy Public Schools reserves the right to rearrange, reassign, or adjust routes and schedules of vehicles when it is in the best interest of Quincy Public Schools to do so.

Transportation Contact Card

A copy of this card has been included with this Transportation Booklet. Please make every effort to fill out and return this card to your child's vehicle driver. Completed cards will be maintained on your child's vehicle.

Optional Information: Side two of the Transportation Contact Card requests optional information about your child. Although voluntary, you are strongly encouraged to complete this section. This can provide valuable information that will help ensure that your child arrives to school safe and content. In the event of an accident, the information provided will also be helpful for first responders.

Reimbursement for Transportation

If your child is eligible for special education transportation services, you may elect to transport him/her in lieu of Quincy Public Schools or one of our vendors. You may apply for reimbursement at the rate of \$5.00 per day. If transporting to an out-of-district placement at a great distance, reimbursement would be at the established state mileage rate.

To receive the appropriate reimbursement forms, contact the QPS Special Education office at 617-984-8743. Please complete all areas requested. List all the dates of your child's attendance. Submit these forms monthly to the Special Education office.

Quincy Public Schools
Special Education Department
159 Burgin Parkway
Quincy, MA 02169

Please note: All reimbursement forms must be submitted by the

end of the first week of June. We realize you will have to make some projections regarding the number of days you are transporting your child. This is unavoidable as all requests for reimbursement made in the current fiscal year must be paid within the same fiscal year. Please be aware of this time-line. We will be unable to process any reimbursements received after the first week of June.

Change of Address or Telephone Number

It is essential that all changes of telephone numbers and/or addresses be reported to the QPS Transportation Office as soon as possible. The office will in turn notify the transportation provider, as applicable.

Procedures for Behavioral Concerns

It is important for you to encourage your children to exhibit appropriate behavior at all times when traveling on the vehicles. The following procedures have been developed in response to concerns regarding student behavior or inappropriateness:

1. Since transportation is regarded as an extension of the school day, any acting out or inappropriate behavior will be documented in written form by the driver.
2. The driver will report the incident directly to the teacher upon arrival at school. Certain situations will result in immediate parental notification.
3. The classroom teacher will then provide appropriate classroom behavior modification strategies, in accordance with your child's IEP and/or behavior plans.
4. Repeated or serious incidents may result in disciplinary action, in accordance with the Students Rights and Responsibilities Handbook and state and federal special education law.
5. The written report will be forwarded to the QPS Transportation Department, parent, and a copy placed in the student's file.

Please note that the Quincy Public Schools cannot jeopardize the safety of any student in the vehicle, or driver, by ignoring student misbehavior. Hopefully, we will not have a problem in this area.

Procedures for Handling Problems and Complaints

If there is a problem regarding your child's transportation, whether provided by Quincy Public Schools or one of our private vendors, please contact the QPS Transportation Office between 7:30 am and 3:30 pm. To make the most of your call to the Transportation Office, kindly:

- Identify yourself.
- Identify your child and which school your child attends.
- Identify your transportation provider (QPS or vendor).
- As concisely as possible, please communicate your transportation concern(s).

The QPS Transportation Office keeps a daily log of problems and concerns, handles them, and/or refers them to the Director of Special Education, transportation providers, or other individuals as appropriate. Please note, it is important that you notify the QPS Transportation Office as soon as possible.

After hours: issues that need immediate attention should be addressed with your child's transportation provider directly:

- **JBL Inc.** 781-843-7400 Mike
- **RAZ Inc.** 781-843-1200 Maryellen
- **VHS** 800-422-4146 Mike
- **TLC** 781-575-1414 Anna

- **QPS:** immediate concerns for children being transported by QPS can be addressed after hours by contacting Mike Draicchio, Director of Security and Transportation, at 617-504-5826.

Busy Telephone Lines: We realize that calling the QPS Transportation Office can sometimes prove difficult to get through. For non-urgent matters try the following:

- Call between 9 am and 2 pm, during off-peak hours
- Faxing the office at 617-984-8659

If you need to get through and the lines are busy try having your

local telephone carrier call you when the line becomes free by pressing “3” (There is a nominal fee for this).

Transportation Violations: The following items are violations that could result in fines to the vendor transporting your child. Please inform the QPS Transportation Department if any have been violated.

Vendor Vehicles:

- Must be no more than 4 years old
- All safety equipment must be in proper working order (e.g. parking lights, brake lights, horn headlights, etc.)
- Must be equipped with working two-way radios and a working cellular telephone
- Name of the contracted vendor must be prominently displayed or affixed to the rear of the vehicle
- School bus signs on the roof of the vehicles should be in the upright position while on the job
- Seat belts are to be used by all passengers at all times

Drivers:

- You must have your driver’s full name 2 days prior to the start of school.
- Must obey all motor vehicle laws (e.g. traffic signals, speed postings, etc.)
- Cannot drink any beverages or eat any food while transporting children
- Cannot smoke in the vehicle while on the job
- All accidents must be reported within 24 hours

Tardiness & Dismissal:

- In the morning, ‘late’ is defined as delivering a student any time after the approved official start of the school day.
- ‘Early’ is defined as delivering a student more than 15 minutes before the approved official start of the school day.
- In the afternoon, ‘late’ is defined as picking up a student more than 15 minutes after the official end of the school day.

Massachusetts Regulations regarding Special Education Transportation

603 C.M.R. 28.01: Authority, Scope and Purpose

- (1) 603 CMR 28.00 is promulgated pursuant to the authority of the Board of Education under MGL, c.69, §1B, and c.71B.
- (2) 603 CMR 28.00 governs the provision by Massachusetts public schools of special education and related services to eligible students and the approval of public or private day and residential schools seeking to provide special education services to publicly funded eligible students. The requirements set forth in 603 CMR 28.00 are in addition to, or in some instances clarify or further elaborate, the special education rights and responsibilities set forth in state statute (MGL c. 71B), federal statute (20 U.S.C. §1400 et seq. As amended), and federal regulations (34 CFR §300 et seq. as amended).
- (3) The purpose of 603 CMR 28.00 is to ensure that eligible Massachusetts students receive special education services designed to develop the student's individual educational potential in the least restrictive environment in accordance with applicable state and federal laws.

603 C.M.R. 28.05: The Team Process and Development of the IEP

- (5) Transportation The TEAM shall determine whether the student requires transportation because of his or her disability in order to benefit from special education.
 - a) Regular transportation. If the student does not require transportation as a result of his or her disability, then transportation shall be provided in the same manner as it would be provided for a student without disabilities. In such case, the IEP shall note that the student receives regular transportation, and if the school district provides transportation to similarly situated students without disabilities, the eligible student shall also receive transportation.
 1. If regular transportation is noted on the student's IEP and the student is placed by the school district in a program located at a school other than the school the student would have attended if not eligible for special education, the student is entitled to receive transportation services to such program.
 2. If regular transportation is noted on the student's IEP and the student is enrolled by his or her parents in a private

school and receiving services under 603 CMR 28.03 (1) (e), such student is not entitled to transportation services unless the school district provides transportation to students without disabilities attending such private school.

- b) Special transportation. If the Team determines that the student's disability requires transportation or specialized transportation arrangements in order to benefit from special education, the Team shall note on the student's IEP that the student requires special transportation. In such circumstances, transportation is a related service.
1. The team shall determine necessary modifications, special equipment, assistance, need for qualified attendants on vehicles, and any particular precautions required by the student and shall document such determinations in the student's IEP. If specialized arrangements can be provided on regular transportation vehicles, the school district shall make such arrangements.
 - i. The district shall arrange to have eligible students who use wheelchairs transported in vehicles that do not require such children to be removed from their wheelchairs in order to enter or leave the vehicles; provided, however, that this requirement shall not be applicable where a Team or the student's physician recommends that the student regularly transfer in and out of conventional vehicles to or from a wheelchair for therapeutic or for independence training reasons.
 - ii. The Team shall specify whether the student requires assistance in or out of the home, on or off of the vehicle, and in or out of the school. If such assistance is specified, the district shall ensure that it is provided.
 - iii. The Team shall specify if the student has a particular need or problem which may cause difficulties during transportation, such as seizures, a tendency for motion sickness, behavioral concerns, or communication disabilities.
 2. If special transportation is noted on the student's IEP the student is entitled to receive transportation services to any program provided by the public school and in which the student participates.
 3. If special transportation is noted on the student's IEP and the student is enrolled by his or her parents in a private school and receiving services under 603 CMR 28.03(1)(e), the school district's obligation to provide transportation shall be limited to transportation services within the geographic

boundaries of the school district.

- c) In no event shall a school district allow transportation considerations to influence, modify, or determine the educational program required by any student in need of special education.

603 C.M.R. 28.06: Placement and Service Options

- (8) Transportation Services. The term transportation providers shall include the driver of the vehicle and any attendants or aides identified by the Team. The school district shall provide a qualified attendant on each vehicle that transports one or more children in need of special education, when such attendant is recommended by the Team in accordance with 603 CMR 18.05(5)(b).
 - a) The district shall not permit any eligible student to be transported in a manner that requires the student to remain in the vehicle for more than one hour each way except with the approval of the Team. The Team shall document such determination on the IEP.
 - b) The school district shall give transportation providers clear, written information on the nature of any need or problem that may cause difficulties for a child receiving special transportation along with information on appropriate emergency measures that may be necessary.
 - c) The district shall provide an in-service training program for transportation providers. Such training program shall acquaint transportation providers with the needs of the students they are transporting and shall be designed to enable the transportation providers to meet those needs. All transportation providers shall be required to complete such in-service training prior to providing transportation services to eligible students.
 - d) The district shall make sufficient inspections of equipment and unannounced spot checks throughout the year to ensure compliance with these requirements, and with all applicable state and federal safety and equipment laws, including MGL c.90.

603 C.M.R. 28.07: Parent Involvement

- (6) When a parent provides transportation. If a parent provides transportation to an eligible student requiring special transportation consistent with the requirements of 603 CMR 28.05(5)(6) of these regulations, the school district shall reimburse such parent the prevailing rate per mile for state

employees. Reimbursement shall be for no more than the round-trip distance between the home and the school for school attendance and school-sponsored extracurricular activities. Mileage shall be determined based on a direct route between the child's home and school. No parent shall be obligated to provide such transportation.

603 C.M.R. 28.09: Approval of Public and Private Day and Residential Special Education School Programs

- (11) Policies and procedures. In addition to the written procedures required for residential schools by the state agency responsible for licensing residential programs providing child care, and written procedures required by 603 CMR 18.00, all approved special education schools shall maintain on site a policies and procedures manual, and shall provide written notice to parents of enrolled students that copies of such policies or procedures are available on request. Policies and procedures shall additionally include the procedures required in 603 CMR §28.09(9) and emergency procedures, admissions procedures, behavior management procedures, procedures regarding suspension or termination of the student's placement, and orientation procedures for parents and students as required under 603 CMR 18.00 and the following:
- a) Personnel policies, including procedures for hiring, discipline, supervision, evaluation, handling complaints, and dismissal of staff. Procedures on hiring shall include a description of the steps the school will take to obtain, consider, and act upon information related to convictions for criminal offenses for any prospective staff members whose responsibilities bring them into direct contact with students in the school.
 - b) If applicable, transportation procedures that ensure that vehicles are safe, insured, and operated by qualified and trained individuals, and that students are transported in a safe manner that is responsive to individual student's needs and provisions of their IEP.

Important Transportation Information

School Telephone Number: _____

Transportation Vendor: _____

Vendor Telephone Number: _____

Driver's Name: _____

Monitor's Name: _____

Transportation Contact Numbers

Transportation Office

- 617-984-8964

Bus Yard

- 617-984-8784

Mike Draicchio, Director of Security and Transportation

- 617-984-8897
- 617-504-5826 (outside business hours)

Judy Todd, Director of Special Education

- 617-984-8743

Quincy School Committee

**The Honorable Thomas P. Koch, Chairperson
Anne M. Mahoney, Vice-Chairperson
Jo-Ann M. Bragg
Elaine F. Dwyer
Barbara J. Isola
Emily A. Lebo
David F. McCarthy**

**Dr. Richard DeCristofaro
Superintendent of Schools
& Secretary to the School Committee**

The Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, religion, national origin or handicap, in its educational activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act, and by Chapter 622 of the General Laws for the State of Massachusetts.