

# STUDENT TRANSPORTATION OF PEEL REGION STOPR

STOPR019

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<b>Statement</b>	<p>A special transportation request may be made if a student meets the following criteria.</p> <ol style="list-style-type: none"> <li>1. has a physical handicap that prevents him/her from boarding a bus and walking to his/her seat;</li> <li>2. attends a contained special education program outside his/her school attendance area;</li> <li>3. has been identified by the school boards' Special Education Services as requiring special transportation; and</li> <li>4. attends a provincial school or treatment centre.</li> </ol> <p><b>Special Education transportation requests are submitted on an annual basis only and must be reviewed each year.</b></p>
<b>Procedure</b>	<p><b>Peel DSB Special Education Support Services shall:</b></p> <ol style="list-style-type: none"> <li>1. before the end of the school year, provide STOPR with a class list of all the students who are registered in a specialized program for the next school year;</li> <li>2. provide STOPR with all the students' information. (school of attendance, address, phone, parental/guardian contact, special transportation requirements, etc.) through the special education module;</li> <li>3. maintain an up-to-date list of all students attending a treatment centre and a specialized program;</li> <li>4. deliver completed Request for Special Education Transportation forms that have been signed by the appropriate personnel (SERT, Secondary Resource Teacher, Special Education consultant or Coordinator) in June for September transportation; and</li> <li>5. send electronically, completed Request for Special Education Transportation forms through the appropriate personnel (SERT, Secondary Resource Teacher, special Education consultant or Coordinator) for transportation needs during the school year.</li> </ol>

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<b>Procedure</b>	<p><b>The receiving School Principal for the Dufferin-Peel CDSB shall:</b></p> <ol style="list-style-type: none"> <li>1. provide STOPR with all the students' information. (school of attendance, address, phone, parental/guardian contact, special transportation requirements, etc.) through the Trillium web reports;</li> <li>2. completed forms should be signed and forwarded to the family of schools superintendent, who in turn forward to STOPR once approved by email to <a href="mailto:TransSpecEd@dpcdsb.org">TransSpecEd@dpcdsb.org</a>. The Special Education Transportation Form (TFL005) is a sample only and is not to be copied or used; and</li> <li>3. maintain an up-to-date list of all students attending a specialized program.</li> </ol> <p><b>The Director of Transportation for Provincial Schools shall:</b></p> <ol style="list-style-type: none"> <li>1. before the end of the school year, provide STOPR with a list of all students who are registered at a Provincial School for the next school year;</li> <li>2. provide STOPR with all student's information (address, phone, parental/guardian contact, special requirements, etc.); and</li> <li>3. maintain an up-to-date list of all students attending a Provincial School.</li> </ol> <p><b>STOPR shall:</b></p> <ol style="list-style-type: none"> <li>1. consult with Special Education Services and/or Principals on all specialized transportation requests that do not have the completed documentation; and</li> <li>2. organize the most cost-effective transportation for approved requests.</li> </ol>
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