

Da Vinci Schools

Board Policy and Procedural Guidelines

TRANSPORTATION AS A RELATED SERVICE FOR STUDENTS WITH DISABILITIES

Da Vinci Schools' Boards of Trustees acknowledge that charter schools are not mandated to provide transportation to general education students. However, students with disabilities enrolled in Da Vinci Schools are protected by the Americans with Disabilities Act (Section 504 of the Rehabilitation Act of 1973) or the Individuals with Disability Education Act (IDEA) and may need home to school transportation services due to the nature of their disabilities.

In these individualized circumstances, an individualized education program (IEP) team may determine a student with a disability requires transportation as a related service on their IEP to benefit from special education.

Da Vinci Schools Chief Executive Officer or designee(s) shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student with disabilities based on his/her identified needs and the IEP team's determination if the student is eligible to receive transportation as a special education related service. This shall include, but not be limited to: (1) the severity of the student's disability, (2) consideration of the effect that the location of placement will have on the length of time that a student has to and from school each day, and (3) access to offer of a free, appropriate public education (FAPE) and special education related services. In addition, the placement and transportation criteria shall be reviewed at least annually to determine suitability.

The Chief Executive Officer or designee shall ensure that appropriate transportation services are provided for students with disabilities as specified in their IEP or 504 accommodations plan. Considering the IEP team's identified specialized transportation needs of a pupil, transportation options may include, but are not limited to walking, utilizing public transportation, reimburse a parent/guardian driving with the individual's voluntary participation, or other mode as determined in the IEP or 504 accommodations plan.

The Chief Executive Officer shall ensure that students who are eligible for transportation services in the IEP or 504 accommodations plan are transported by an individual who has a valid California driver's license, minimum \$ 1,000,000 liability insurance, and has completed the LEA's specialized transportation agreement.

The Chief Executive Officer or designee shall ensure that in circumstances where the IEP or 504 accommodations plan determines reimbursement will be provided to a parent/guardian the parent/guardian is reimbursed at the California government reimbursement rate for short-term travel-personal vehicle mileage.

The Chief Executive Officer or designee shall ensure that students who are eligible for transportation services in the IEP or 504 accommodations plan and suspended from transportation, receive an alternative form of transportation at no cost to the pupil or parent/guardian.

Legal References

California Education Code Section 56040

California Education Code Section 41850-41851

California Education Code Section 48915

Adopted (Date)

DIS TRANSPORTATION PROCEDURAL GUIDELINES

The individualized education program (IEP) team at Da Vinci Schools may determine when a student with a disability requires transportation as a related service on their IEP to benefit from special education. Staff will utilize the following transportation guidelines when making recommendations for Designated Instructional Service (DIS) transportation services on a student's IEP. If transportation services are required for students to receive educational benefit and access to their offer of a free and appropriate education, they will be offered by Da Vinci Schools.

Primary Considerations: Pupil Needs

The specific needs of the pupil must be the primary consideration when an IEP team is determining any transportation needs. These may include, but are not limited to:

1. Medical diagnosis and health needs consideration of whether long bus rides could affect a certain pupil's health (duration, temperature control, need for services, health emergencies); general ability and/or strength to ambulate/wheel; approximate distance from school or the distance needed to walk or wheel oneself to the school; consideration of pupil needs in inclement or very hot weather, other.
2. Physical accessibility of curbs, sidewalks, streets, and public transportation systems.
3. Consideration of a pupil's capacity to arrive at school on time, to avoid getting lost, to avoid dangerous traffic situations, and to avoid other potentially dangerous or exploitative situations on the way to and from school.
4. Behavioral Intervention Plans [*Education Code* sections 56520-56525] specified by the pupil's IEP and consideration of how to implement such plans while a pupil is being transported.
5. Mid-day or other transportation needs as required on a pupil's IEP (for example, occupational or physical therapy or mental health services at another site, community-based classes, etc.) must also be taken into consideration when the IEP team discusses a pupil's placement and transportation needs.

6. Extended school year services, pursuant to *EC* Section 56345(b)(3), should be another consideration of a pupil's need for transportation if considered necessary to provide a free appropriate public education as specified in a pupil's IEP.

Specialized Equipment or Other Unique Needs Relating to Transportation

Communication with contracted transportation personnel when the pupil needs the use of adaptive or assistive equipment is critical. The special education department will provide the contractor with essential information when school bus equipment is required to be modified, when the pupil exhibits severe behavioral difficulties and a behavior intervention plan is to be implemented, when the pupil is medically fragile and requires special assistance, and/or when the pupil has other unique needs.

Transportation Options

Considering the identified needs of the pupil, transportation options may include, but not be limited to:

- walking, and/or walking with peers to and from school
- riding the regular school bus,
- utilizing available public transportation (any out-of-pocket costs to the pupil or parents are reimbursed by the local education agency),
- riding a special bus from a pickup point,
- and portal-to-portal special education transportation via a school bus, taxi, reimbursed parent's driving with a parent's voluntary participation, (refer to Exhibit B)
- or other mode as determined by the IEP team.

When developing specific IEP goals and objectives related to the pupil's use of public transportation, the IEP team may wish to consider a blend of transportation services as the pupil's needs evolve.

Specialized transportation, as a related service, must be written on the pupil's IEP with specificity and should be approved by the special education transportation administrator.

Transportation request form (Exhibit A) It is recommended that services be described in sufficient enough detail to inform the parties of how, when and from where to where transportation will be provided and, where arrangements for the reimbursement of parents are required, the amount and frequency of reimbursement.

Suspension from the School Bus

Occasionally pupils receiving special education services are suspended from bus transportation (*EC* 48900-48927 Suspension or Expulsion). The suspension of a pupil receiving special education services from California transportation can constitute a significant change of placement if the district: 1) has been transporting the student; 2) suspends the student from

transportation as a disciplinary measure; and 3) does not provide another mode of transportation (Office of Civil Rights, Letter of Finding Complaint No. 04-89-1236, December 8, 1989).

A significant change in placement requires a meeting of the IEP team to review the pupil's IEP. During the period of any exclusion from bus transportation, pupils must be provided with an alternative form of transportation at no cost to the pupil or parent or guardian in order to be assured of having access to the required special education instruction and services (*EC 48915.5*).

EC 48915.5(c) reads:

If an individual with exceptional needs is excluded from school bus transportation, the pupil is entitled to be provided with an alternative form of transportation at no cost to the pupil or parent or guardian if transportation is specified in the pupil's individualized education program. (AB 1859, Chapter 492, Statutes of 2002 as amended by AB 685, Chapter 56, Statutes of 2007.)

Disagreements or Disputes relating to special education or Section 504 DIS transportation services would be managed through the Da Vinci Schools Dispute processes outlined in the SELPA Parents' Rights and Procedural Safeguards. If parents or adult students have a concern about their DIS service recommendations, they are able to hold informal conversations with the special education director or central office administration to solve the problem or request an alternative dispute resolution (ADR) with the SELPA, or file a due process hearing complaint.

For additional information relating to transportation services, please contact the Da Vinci Schools Special Education Office at 310-725-5800 ext. 1999.

Approved and adopted by the Da Vinci Schools Board on November 20, 2019.

Approved and adopted by the Da Vinci Schools: L.A. County Board on November 26, 2019.

Exhibit A

DIS Transportation Request Form



Da Vinci Schools Transportation Request Form

201 N. Douglas St., El Segundo, CA 90245 • Phone (310) 725-5800 • www.davincischools.org

DATE OF REQUEST	BUS SERVICE REQUEST FOR: (CHECK APPLICABLE CATEGORY)
	<input type="checkbox"/> New Child <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of School <input type="checkbox"/> Delete Child
NAME OF PAU OR DISTRICT	

FIRST AND LAST NAME OF REQUESTOR	AUTHORIZATION
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LAST NAME OF STUDENT	FIRST NAME	MIDDLE NAME	SEX <input type="checkbox"/> M <input type="checkbox"/> F	BIRTHDATE	GRADE
SCHOOL OF ATTENDANCE			SCHOOL HOURS (A.M. AND P.M. BELLS)		
			From	A.M. To	P.M.
HOME ADDRESS OF STUDENT (NUMBER, STREET, APARTMENT NO., CITY, STATE AND ZIP CODE)				LCI HOME <input type="checkbox"/> No <input type="checkbox"/> Yes	DISTRICT OF RESIDENCE NO.
PICK-UP POINT (A.M. ADDRESS), IF DIFFERENT FROM ABOVE ADDRESS				TELEPHONE NO. ()	
DROP-OFF POINT (P.M. ADDRESS), IF DIFFERENT FROM ABOVE ADDRESS				()	

FIRST AND LAST NAME OF GUARDIAN	RELATIONSHIP (SPECIFY)
RESIDENCE TELEPHONE NO. OF GUARDIAN ()	BUSINESS TELEPHONE NO. EXTENSION ()

Release from Responsibility	HAVE RELEASE FROM RESPONSIBILITY <input type="checkbox"/> No <input type="checkbox"/> Yes	DATE AUTHORIZED BY PAU	DATE REQUEST SENT TO TRANSPORTATION
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Type of Program	<input type="checkbox"/> APH <input type="checkbox"/> AUT <input type="checkbox"/> BLI <input type="checkbox"/> DH <input type="checkbox"/> DBL <input type="checkbox"/> DEA <input type="checkbox"/> ER <input type="checkbox"/> HOH <input type="checkbox"/> Other (specify) <input type="checkbox"/> LAS <input type="checkbox"/> MUL <input type="checkbox"/> OHI <input type="checkbox"/> ORT <input type="checkbox"/> PS <input type="checkbox"/> SED <input type="checkbox"/> TBI <input type="checkbox"/> TMR
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Special Requirements	SIZE OF STUDENT	WEIGHT OF STUDENT	STUDENT IS IN WHEELCHAIR—BUS MUST HAVE LIFT GATE <input type="checkbox"/> No <input type="checkbox"/> Yes	Pupil requires car seat secured <input type="checkbox"/> Pupil requires harness belt <input type="checkbox"/>
	OTHER (SPECIFY)			

ADDITIONAL COMMENTS

For Transportation Office Use Only

DATE RECEIVED AT TRANSPORTATION	DATE SENT TO BUS COMPANY	COMMENTS			
ANODE	BNODE	ALT. ANODE		ALT. BNODE	
NAME OF SCHEDULER (FIRST INITIAL, LAST NAME)		A.M. STOP		P.M. STOP	
BUS NUMBER	TIME	BUS NUMBER	TIME	EFFECTIVE DATE	DATE SCHOOL NOTIFIED
	A. M.		P. M.		

Exhibit B

Release from Responsibility Form



Release from Responsibility

NOTE: Upon written notification by the parent or legal guardian, school administrator, or the Da Vinci Schools Transportation Department, the request may be withdrawn at any time, and the approval will be revoked.

Section A

NAME OF PUPIL	NAME OF SCHOOL SITE
HOME ADDRESS OF PUPIL (NUMBER, STREET, CITY, ZIP CODE)	

Section B

Check the applicable item and complete appropriate information.

Pupil may ride transit or other non-doorstop bus service for home-to-school or school activity.

Release pupil to attend workshop or Career Education.

Pupil may use non-bus means (e.g., bicycle, walk, private auto, etc.) to travel to and from school. Please specify _____

Pupil may be picked up and/or delivered to an alternate address; this address must be consistent each day.

ALTERNATE ADDRESS-(NUMBER, STREET, CITY, ZIP CODE)

NAME OF WORKSHOP/CAREER EDUCATION PUPIL ATTENDS

Section C – Check **only** one box.

Pupil may be dropped off without being received by a designated person. (This means he can be dropped off **without anyone being home.**)

Pupil may be released to person other than parent or legal guardian.

COMPLETE NAME OF PERSON TO WHOM STUDENT IS TO BE RELEASED

Section D

I release the Da Vinci Schools and the transportation contractor from all responsibility for the above-named pupil from the time the pupil/leaves the school bus at the designated location.

I further waive all claims against the Da Vinci Schools and the transportation contractor for injury, accident, illness, or death occurring as a result of the above-named agencies approving and honoring this request.

Print or type name of parent or legal guardian and specify relationship.

NAME OF PARENT OR LEGAL GUARDIAN	RELATIONSHIP
SIGNATURE OF PARENT OR LEGAL GUARDIAN NAMED ABOVE	DATE SIGNED

**Parent/Guardian: Sign and return this form to school.
Retain last copy for your records.**

Section E

I have reviewed this release, and authorize the transportation contractor to honor the above request(s).

SIGNATURE OF PRINCIPAL AND SCHOOL NAME	DATE AUTHORIZED (SIGNED)
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DATE SENT TO DA VINCI TRANSPORTATION