

Procedures for Special Transportation Troup County

When an IEP determines a student is in need of Special Transportation, the case manager will email Kellie Jefferies, Secretary at EEC, and the appropriate coordinator providing the name, address, school, guardian name and phone number and any specialized equipment needs for the bus. At the time of the meeting, the case manager will notify the parent that this may take a week to begin this service.

Coordinator of Special Education will communicate with Zone Supervisor for Special Needs and Assistant Director of Transportation, to determine appropriate route. Zone Supervisor will provide the Coordinator of the date in which this service can begin (within 2-5 days of notification).

The Coordinator will communicate with the case manager to inform them of the start date of this service. The driver will make contact with the parent 2 days prior to the start date.

Change of Address Procedures

If the school is notified of a change of address, the school personnel will follow appropriate procedures, the case manager will notify Coordinator and Coordinator will verify appropriate school with parent center.

Coordinator will communicate with case manager and transportation personnel to verify new address.

Within a week, Zone Supervisor will communicate start date of this service (change of address).

If transportation personnel is notified of a change of address, Zone Supervisor will refer them to school and change of address procedures.

Change from Special Ed. Transportation to Regular Transportation

The case manager will notify Coordinator of Special Education of this change.

The Coordinator will communicate with transportation personnel notifying them of this change and to remove from the master list/route sheets.

Removal from Special Ed. Transportation for disciplinary reasons

The student's administrator will notify the driver when a student is suspended from the bus or from school so the route will not include that stop.