

## Special Equipment

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Wheelchairs, walkers, car seats or other devices, in which the passenger (s) ride in or on, or equipment that might need to be transported on the bus, must be in good repair and meet state and federal guidelines.

Wheelchair brakes must be in good working condition and kept locked while the chair is on the bus. For the safety of all passengers we recommend that all battery-powered devices utilize gel type batteries in lieu of lead-acid batteries.

Wheelchairs and other seating devices must be equipped with appropriate belt (s) to hold the passenger in their device. Velcro-type fasteners are not sufficient. Belts must be fastened when riding on the bus.

Mobility devices may be subject to inspection and manufactures suggestions.

Please keep wheelchairs clean of spilled foods, body waste, and other bacteria-promoting substances.



(P) 406.549.6121  
(F) 406.549.5445  
(W) beachtrans.com  
(E) beachtrans@beachtrans.com

## Changes to Routes

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For transportation changes concerning student information, please contact your students Special Education teacher or case manager. They will provide this information to the Special Needs Transportation Specialist for processing a new Transportation Request Form. After this form has been received and the route rescheduled, the Transportation Specialist will attempt to contact the parent by telephone; or failing this, a notice will be sent home.

Transportation appreciates, if possible, that the same bus stop location be used for both morning and afternoon. If approved, the pick-up address may be different from the drop-off address as long as it remains consistent- Monday thru Friday.



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## Special Needs Transportation Guidelines



**Our mission is to provide safe, reliable and professional transportation services for students according to the parameters set forth by District policy, and in adherence to applicable State and Federal laws. The following policies help us deliver superior service to students.**



### Beach Transportation

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# Special Needs Transportation Guidelines

## General Bus Stop Information

- Pick up and drop off locations are curb-to curb and are designed based on safety and the capabilities of the vehicle. Buses cannot enter gated communities or apartment complexes.
- Assigned pick-up and drop-off times will vary due to traffic delays, weather conditions and change in student assignments. If the bus does not arrive within 10 minutes of scheduled time, please call the Transportation Office at 549-6121 ext 2.
- The driver is not allowed to use the horn or to phone your home to announce the arrival of the bus.
- Parents and Guardians are responsible for keeping the pickup and drop off location cleared (including snow and ice removal).

## Morning Pick Ups

- Please be ready **5 minutes ahead** of scheduled pickup time. Have passengers outdoors in plain view of the bus driver, at their bus stop. Do not allow your student to remain at the bus stop for more than 10 minutes past pick up time.
- Drivers will wait **2 minutes after** the scheduled pickup time before leaving unless someone comes to the door of the bus to advise the driver that the passenger will be boarding the bus shortly. Drivers may not be able to wait much longer than 2 minutes if waiting will make the bus late on the rest of its route. Delays affecting scheduled pick-

Late pick up times negatively impact other students on the route, therefore it's essential that students be ready to board when the bus arrives. Buses will not return to a residence to pick up students that have missed their scheduled pick-up time. Parents/guardians are responsible for transportation if student misses the scheduled pick-up time.

If your student will not be riding the bus, please call the Transportation office at 549-6121 ext. 2 **Call 1 hour** before the scheduled pickup time. If a student does not ride the bus for 5 consecutive school days without notification from the parent/guardian, service will be discontinued. To resume service please call the bus terminal.

## Afternoon Drop Offs

- Parent/ Guardians /Designated Individual must be aware of school schedules and early out days. **Please have someone available to meet the bus at the designated drop-off location ½ hour before the scheduled drop-off time. Special needs routes may run early when not all students ride.**
- Parent / Guardian/ Designated Individual must meet the bus. All special needs students not assigned on a regular route bus are required to be met at the bus by a responsible person, unless otherwise designated by the Special Needs Transportation request.
- In the event that the designated individual is unable to meet the student at the bus stop or be within visible contact, the student will be transported back to school and the parent will be responsible to pick the student up from school.

## Medications and Personal Belongings

- Mark the student's name on medications. Send all other belongings in a bag. Send loose money in an envelope.
- Mark all bags, envelopes, etc. with the student's name.
- Items NOT allowed** on the bus:
  - animals, skateboards, scooters, balloons, laser pointers, weapons, or explosive items, any tobacco or alcohol products, matches, lighters or any item that is a health or safety hazard

## Clothing and Food

- Students need to be dressed appropriately for weather conditions. Students may have to wait outside for the bus either at home or at the school in inclement weather.
- Because of the danger of choking, we prefer students not eat or drink while on the bus. Allowances may be made if the student's IEP, (Individual Education Plan) or a doctor's written request indicates that eating or drinking for medical purposes should be allowed on the bus.