STUDENT TRANSPORTATION – PICK UP AND DROP OFF

A. The Ingham Intermediate School District will reimburse the portion of the cost for special transportation not reimbursed by the state for handicapped students who need this service (as determined by an IEPC) in order to get from the home to school and back again.

B. 1. The state will fund and the Ingham Intermediate School District will reimburse the cost of special transportation for handicapped students who need the service (as determined by an IEPC) in order to get from a permanently designated pick-up or drop-off point within the local school district of residence. It will be the responsibility of the student's parent or guardian to designate for the district what pick-up or drop-off point will be considered as "the home." The designation may be the student's residence or other location within the local school district of residence, such as a day care facility, nursery school, babysitter, etc.. The permanent pick-up location may differ from the drop-off location as long as both locations are within the local school district of residence. Any exceptions made must be approved by the local director and the ISD director of special education or designee.

2. The district will not make changes in a student's daily bus schedule for the convenience of the parent or guardian. That is, to change the pick-up or delivery site on a given day or week to allow the student to be dropped off at an alternate address such as a child care worker, the doctor, a relative's house, or some other site for the convenience of the student, parent, or guardian will not be allowed.

(Exempt from this provision is a state-approved respite care site.) Emergencies will be dealt with on an individual basis, but will still count as one incident of no responsible person being available to meet the student referred to in Section D.4.

C. If a change in the "permanent" pick-up or drop-off site is anticipated, a notice of three working days must be given by the parent or guardian to the local school district of residence director of special education or designee to allow for possible changes in transportation runs which may result from a change of address.
D. The Ingham Intermediate School District or a local school district will assume no
obligation to assure that the parent is home to receive a transported special education
student. In cases where the vehicle is transporting a special education student who must
be met by a family member, guardian, or childcare worker and no responsible person is at
the designated drop-off address when the student is let off the bus, the vehicle driver will
follow local transportation policy, or the following Ingham Intermediate School District
policy:

1. The bus driver will wait at the designated drop-off location **up to five (5) minutes
   after regular drop-off time.** At that time, the bus driver will continue the normal
   route. Upon completion of the route, the driver will return to a student's
designated drop-off location. If a responsible person is there to receive the
student, the drop off will be made. However, if no responsible person is yet at the
drop-off site, the driver will deliver any student not dropped off at the designated
drop-off location to the transportation office. In either event, this instance will
count as one incident of no responsible person being available to meet the student.
Both resident and operating districts should receive notification of these
incidences.

2. The student will be left at the transportation office until 7:00 p.m. or two (2)
hours after normal drop-off time, whichever comes first. The parent or guardian
will be responsible for picking up the student at that location. Any remaining
students not picked up under the above conditions will be turned over to
protective service, the local police, or other agencies designated by the Ingham
Intermediate School District.

3. Upon the occurrence of the third violation described in Sections B., D.1 and 2.,
the resident school district will seek involvement of Protective Services or other
designated agencies to secure suitable arrangements. The student will be
suspended from school-provided transportation services until suitable
arrangements are obtained.

4. Following implementation of the agreed upon arrangements, if any additional
incident occurs whereby no responsible person is at the permanently designated
drop-off point, the driver will follow steps outlined in Sections D.1, 2, and 3 of
this policy. This latter instance will constitute suspension from school-provided
transportation until an IEPC is convened to deal with transportation. Present at
such a meeting shall be a representative of the resident district, program provider,
transportation provider, and parent or guardian.
E. Should situations arise where it would appear that individual deviations from this policy are necessary, a request for deviation may be made in writing to the director of special education of the Ingham Intermediate School District through the local director of special education.

LEGAL CITATIONS: Article 7, Section 71(1) of P.A. 94 of 1979 Rule 380.1756 of the Michigan Special Education Rules

POLICY

Adopted: October 21, 1986