

CLASS Business Unit:	Student Transportation
Operating Procedure:	Respite Transportation
Reference:	STS-PRO-009-07
Adopted:	July 17, 2007
Revised:	

1.0 Scope

CLASS is committed to working with school bus operators in providing transportation – where available; for students attending school while residing at a respite care location for no additional costs.

2.0 Responsibility

2.1. It is the responsibility of the parent / guardian to notify the respite care designate of the dates which the student will be in respite care at least five (5) working days prior to the first date of the student’s stay.

2.2. It is the responsibility of the respite care designate to provide at least five (5) working days’ notification in writing to designated CLASS staff prior to the first date of the student’s stay.

2.3. It is the responsibility of CLASS staff to arrange transportation and notify the affected School Bus Operator(s) at least five (5) working days prior to the first date of the student’s stay.

2.4. It is the responsibility of the School Bus Operator to notify the School Bus Driver of the respite care arrangements.

3.0 Procedure

3.1. The parent / guardian of the student will notify the Respite Care designate on the intentions of a student to attend the respite care location. The following information must be provided to the Respite Care designate with a minimum of five (5) working days’ notice:

- Student Name
- Start Date at respite
- Finish Date at respite

3.2.1. The Respite Care designate will notify the CLASS designate via email with a minimum of five (5) working days' notice. The completed "Respite Transportation.xls" form must be attached to email. The following fields must be completed in the form:

- Student Name
- Start date at respite
- If the student will be at home or respite on the morning of the start date
- Finish date at respite
- If the student will be dropped to home or respite on the afternoon of the finish date.

3.2.2. If students are to be picked up from respite in the AM of the start day, they shall be dropped off at home the previous day and received their own transportation to respite care.

If students are to be returned to respite in the PM of the finish day, they shall require their own transportation to home and shall be at home for the next school day.

3.3.1. The CLASS designate will determine if transportation can be accommodated for the student at no additional cost.

3.3.2.1. If transportation cannot be accommodated for the student at no additional cost; the request for transportation will be denied and a response will be sent via email to the Respite Care designate.

3.3.2.2.1. If transportation can be accommodated for the student at no additional cost; the CLASS designate will contact the affected School Bus Operator via email with a minimum of five (5) working days' notice. The following shall be provided in the email to the School Bus Operator:

- Student Name
- Start date at respite
- If the student will be at home or respite on the morning of the start date
- Finish date at respite
- If the student will be dropped to home or respite on the afternoon of the finish date.
- School the student attends
- Which bus run and route the student will be transported with
- If a different School Bus Operator transports the student during the alternate portion of the day

3.3.2.2.2. The CLASS designate will inform the Respite Care designate of the arrangements via email. The following information will be provided on the first time the student attends respite of that school year / or if the arrangements have changed for the transportation of the student:

- Bus Operator
- Bus route
- Bus run
- Time of stop

If the student has used the Transportation service to / from respite previously that school year and transportation arrangements have not changed – the above information may not be provided.

3.4. The School Bus Operator designate will inform the bus driver of the arrangements.

4.0 Definitions

Term	Definition
Respite Care	Respite Care refers to a location at which identified students may spend one (1) or more days at as an alternative to being at their eligible home location.
Respite Care designate	Respite Care designate refers to the person at the Respite Care facility that handle's the communication between the parent / guardian of the student and the Student Transportation Services designate.
Student Transportation Services designate	Student Transportation Services designate refers to the person at the Student Transportation Services department that handle's the communication between the Respite Care designate and the School Bus Operator designate.
School Bus Operator designate	School Bus Operator designate refers to the person at the School Bus Operator that handle's the communication between the Student Transportation Services designate and the School Bus Driver.
Additional cost	Additional cost refers to an increase in mileage that would affect the daily cost to operate the school bus.

5.0 Appendices

5.1. Respite Transportation.xls form

	Student Name	Start date	home / respite in AM of start date	Finish date	home / respite in PM of finish date	comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						