

CLASS Business Unit:	Student Transportation
Operating Procedure:	Use of Service Animals and Support Persons
Reference:	STS-PRO-017-2013
Adopted:	December 3, 2013
Revised:	February 19, 2020

1.0 Scope

CLASS is committed to providing services for students that respect the independence and dignity of students with disabilities. CLASS is committed to ensuring the provision of plans and/or services that will enable students with health or medical needs to attend and participate in school. Services incorporate measures that include the use of specially trained Service Dogs or other service animals, and/or a Support Person to accommodate needs.

CLASS will make all reasonable efforts to ensure that services for the use of a Service Animal and/or a Support Person are administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy and sensitivity.

2.0 Parental Responsibility

It is the responsibility of the parent/guardian to:

- Facilitate the use of transportation;
- Provide the required equipment and Service Animal care items; and,
- Be solely responsible for the care of the service animal.

3.0 CLASS Responsibility

It is the responsibility of CLASS to:

- Consult with the Special Education Coordinator/Consultant and/or principal regarding the special requirements of the student and service animal;
- Organize transportation for the student with a Service Animal and/or a Support Person;
- Confirm with the school bus operator how the Service Animal will be transported with the passengers; and, student and Service Animal from the

- student's home to school and return.
- Ensure that the animal is properly secured to the child or to the wheelchair (if applicable)
 - Provide letters to the school for distribution for all students riding on the vehicle to inform families that a service animal is required to accompany a student while being transported to/from school.

4.0 Procedure

- Each Member Board shall determine the requirement for the use of a Service Animal and/or a Support Person by a student as outlined by their respective Policies and Procedures.
- To be considered a service animal, it must be clear that the animal is being used because of a person's disability or the use is supported by documentation confirming that the service animal is required.
- CLASS will inform the appropriate bus operator contact that a request has been made and will receive and forward their input.
- The Board will advise CLASS of Service Animals and/or Support Persons that are approved for transportation.
- Transportation will be provided for Service Animals and/or a Support Person on a school purposes vehicle when the transported student is approved to have the support of a Service Animal at school.
- Individualized student transportation plans will be reviewed annually.