

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 July 31, 2025

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 may include the use of specially trained Service Dogs or other service animals 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 Board Responsibility

It is the responsibility of the Board to:

- 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.
- Provide CLASS with a Individualized Student Transportation Plan indicating the need for a Service Animals and/or Support Persons while student is travelling to/from school on a school purpose vehicle.
- Ensure that the Individualized student transportation plan for students with service animals are reviewed annually.
- Arrange any training required by the driver that includes any specific requirements in cases of emergency evacuation.

- Ensure that the student can independently manage the service animal while on the school purpose vehicle.

4.0 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.
- CLASS will inform the appropriate bus operator contact that a request has been made and will receive and forward their input.
- 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.

5.0 Bus Operator Responsibility

It is the responsibility of the Bus Operator to:

- To review the requirements for the student and service animal and ensure supports are in place.
- To provide information regarding the student needs and training to the driver of the affected route(s).
- Ensure that the animal is properly secured to the child or to the wheelchair (if applicable)

6.0 Definitions

Term	Definition
Service Animal	An animal that is required by a student with a disability for assistance and is certified, in accordance with the school board policy.
Support Person	Any person approved by the board who provides assistance to a student with a disability.