

KPBSD TRANSPORTATION GUIDELINES SPECIAL EDUCATION ROUTES

Kenai Peninsula Borough School District Pupil Services Transportation Information for Parents.
(Revised 1/4/2018)

This information was compiled to acquaint you with the rules, policies and best practices under which your child's school bus transportation is scheduled. Please take a moment to read it over, as some changes may have been made since last school year

If you have any concerns about the safety or treatment of your child, please call the transportation department or the contract manager at the numbers listed below.

Contact Information

Apple Bus (School Bus Contractor)
Contract Manager
Julie Cisco
(907) 262-4926

Soldotna Location Manager
Susan Reeves
262-4900

Central Peninsula Dispatch 262-4900
Homer Dispatch 235-0124
Seward Dispatch 224-3578

KPBSD Transportation Supervisor 714-8834

Qualifying for Service

Transportation is a related service and, if approved, will be included in your child's IEP. Once approved for transport, the case manager, teacher, or program coordinator will contact the transportation department and busing will be set up. The Transportation Supervisor is the only person who can add your child to a bus route or change the pick-up / drop off location. It normally takes 3 - 4 working days to add a new student to the schedules

Pick up and Drop off

To maintain continuity for everyone on the route, your student will be picked up at the same address every day; they will be dropped off at the same location every day. Morning and afternoon locations can be different, but each must be consistent day to day

Transport is for home-to-school-to-home only. We do not transport to private therapy, doctor or dental appointments, parent's office, etc.

In cases of joint or shared custody—

** One parent resides in the attendance area and one does not... The parent inside the attendance area will receive busing, the parent residing outside the attendance area must provide transport.

** Both live outside the attendance area. Unless documented by Pupil Services that extenuating circumstances exist, each parent must provide transport.

**Both live inside the attendance area. Pupil Services will work with parents to determine the appropriate pick-up and drop-off routine.

To insure maximum safety, the first option for pick up and drop off is as near the front door as practical. If driveway width, adequate turn-around space, obstructions alongside or overhead, parked vehicles, unplowed snow and/or un-sanded ice make this dangerous or impossible, you will have to bring your child to the next nearest option that provides safety for everyone involved. This may be the end of the driveway, or it may be a public access parking lot down the road. In these cases the Transportation Supervisor, after consulting with the Safety Supervisor (or area manager) for the contractor, will determine what the 'next best option' is.

If you move during the year

Please IF the pick up or drop off location for your child changes "permanently", you must notify the Transportation Supervisor at 714-8834 to have the bus scheduled to the new location. Please do NOT depend or obligate anyone else to deliver this information. And, again, it may take up to 4 days to work your child into a new schedule. Please notify far enough in advance so there is no interruption in service for your child.

If you need to cancel the ride to school only or from school only; or for the whole day -- that can be done by calling the Special Needs Dispatcher for your area, listed on the front page of this document. They do have voice mail, so a message left in the evening or on the weekend will be picked up between 4:30 AM & 5:00 AM the next working day.

Going out of town for work or temporarily relocating yourself (vacation) does not automatically qualify your child for a change in pick-up or drop-off locations. If your child is staying with someone, they need to be able to provide transport for the time you're gone. If someone is staying with your child, please be sure we know who they are and they know the contents of this handout.

Student Pick-up Procedure

Please have your student ready to go 5 minutes before scheduled pick up time. Buses are scheduled with not more than 2 minutes per stop. In that time, the child has to get on the bus, put their backpack or other items away, take off their coat if they don't ride with it on and be buckled in either a seatbelt or car seat. Students in wheelchairs are allowed up to 5 minutes to load.

Student Delivery Procedure

*Unless your child is 12 or more years of age; capable of self-care; **and** we have your permission - **in writing** - we will **NOT** allow a child to get off a Special Needs bus until the driver has verified there is an adult or older sibling (15 yrs. or older) present in the house.*