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TRANSPORTATION FOR SPECIAL NEEDS		1 of 2
		Date Nov. 19, 2012
		Revised March 8, 2013
STATEMENT	<p>In accordance with the Accessibility for Ontarians Disability Act, the Algoma & Huron-Superior Transportation Services (AHSTS) consortium is committed to accommodate, within reason, all students that are identified by their school board as requiring transportation for special needs.</p>	
PROCEDURE	<p>The AHSTS will endeavor to integrate all students with special needs on regular routes where possible.</p> <p>A parent/guardian may make a request for special transportation which shall be considered if:</p> <ol style="list-style-type: none"> 1. the student has a permanent physical disability that prevents the student from boarding a regular bus and walking to his/her seat; or 2. the student attends a specialized program outside his/her school boundary area; or 3. the student has been identified by the School Board's Special Education Services as requiring special transportation; or 4. the student has a medical condition requiring special transportation (in this case, the request must be accompanied by a doctor's note that clearly specifies the student's limitations); or 5. the student attends a treatment centre within the Board. 	

The AHSTS shall:

1. prepare a list of all the students who require special transportation that are currently identified by the Boards as part of the yearly planning schedule,. This list is submitted to the Board's Special Education Coordinators for their yearly review;
2. meet with the Special Education Coordinators to confirm yearly approvals of all students with special needs;
3. coordinate the most cost-effective transportation for approved requests;
4. code approvals and special transportation requirements in the Edulog system to allow for yearly review by the authorizing person and proper transportation planning;
5. verify the invoicing for proper account distribution.

Upon receiving a new request, the AHSTS shall refer the parent or guardian to the school principal. This process recognizes that school principals know their students and are in the best position to investigate the request and make a recommendation in relation to the situation. The school principal will investigate and contact his/her Board's Special Education Superintendent/Coordinator for approval. If approved, the Superintendent/Coordinator will forward an email to the AHSTS and principal.