



Charlevoix-Emmet Intermediate School District

# Transportation Services

[www.charemisd.org](http://www.charemisd.org)



Charlevoix-Emmet Intermediate School District's transportation professionals have a very special task – providing safe and secure transportation for children on a school bus. Transportation staff receive frequent training to ensure this outcome.

Transportation is provided for students throughout Charlevoix, Emmet, and northern Antrim counties. Each bus may service multiple school sites. To provide safe and efficient transportation for all students, it is imperative that effective communication and cooperation is embraced by all involved – students, parents, teachers, teacher assistants, and the staff of the transportation department.

In our continued effort to provide safe transportation services, this guidance has been developed for transportation of students with a disability, including those who use a wheelchair for mobility.

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## Resources

If you need assistance with your student's transportation, please call the Char-Em ISD Transportation Department at (231) 308-0301 or (231) 308-0302 from 6 a.m. to 5 p.m. After-hours voicemail is available.

[www.charemisd.org](http://www.charemisd.org)

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Forms referenced in this document can be requested from the main office at Taylor School, (231) 439-6937, or from your student’s teacher. [They can also be found on the Char-Em ISD website.](#)

## Char-Em ISD Transportation Staff

Char-Em ISD transportation staff receive training in wheelchair securement, safe transport of children, proper use of specialized equipment, various disabilities and their effect on a child's capabilities and behavior, response to a medical emergency, support for the behavior of children with disabilities, emergency evacuation of the bus, and other issues pertaining to the transportation of students with disabilities.

## Transportation Staff Responsibilities

Successful operation of the school bus and supervision of all passengers requires careful planning prior to initiating transportation services. This includes:

- Development of written transportation plans to identify specific supports for individual students.
- Contact with the parent to confirm a pick-up and drop-off time before the first day of transportation.
- Opportunity for you to discuss the special needs of your student, including equipment that might be needed, with the transportation team.
- Review of evacuation plans annually to ensure safe exit from the bus in the event of an emergency.

## Parent/Guardian Responsibilities

The driver will contact the parent before the first day of transportation to provide an approximate schedule of transportation. It is best to plan for the student to be ready 10 minutes before pick-up time. The bus driver will only wait 2 minutes at each stop in order to stay on schedule and be responsive to all students. If your student misses the bus, the driver will not return and it will be the responsibility of the parent to deliver the student to school.

### Pick-Up and Drop-Off

At the beginning of the year and until a route has been completely established, pick-up and drop-off times may vary. Please keep in mind that students may enter or leave the system at any time during the school year. The changes in the number of students can modify the pick-up and drop-off times. It takes 3-5 business days to implement a route change. Your patience and understanding are appreciated as we develop these routes.

Your student will be picked up or dropped off at your home or permanent child care provider. The driver cannot deliver the student to an address other than what is specified on the Student Information form, as that would compromise the route and disrupt the travel time of other students. If you would like to request a permanent change to a pick-up or drop-off point, complete a Transportation Change Request form. (See next page)



## Change of Address

A [Transportation Change Request form](#) may be obtained from the Char-Em ISD program secretary or from [charemisd.org](http://charemisd.org). The form is located on the '[Student Transportation](#)' page listed under 'Special Education.' Your driver is not permitted to approve a change of address for pick-up or drop-off, as this function requires approval by the transportation department supervisor.

## No Adult Supervision at Home When Student Arrives

A caregiver must meet the student when the student arrives at home. The driver has been instructed to keep the student on the bus and apply the following procedures when no one is home:

1. The driver will arrive at documented drop-off time.
2. The driver will wait 2 minutes.
3. The driver will contact the transportation department with student's name.
4. An attempt will be made to contact the emergency phone numbers listed on the student information form.
5. The driver will continue with route to shorten delay time for other students.
6. A second attempt to drop off the student may be made.
7. If neither a parent or caregiver is able to be contacted, the Department of Human Services Child Protective Services will be contacted through the local law enforcement jurisdiction and the student will be picked up by a representative of either agency for safekeeping.

## Parent Permission Provided for Unsupervised Drop-Off

When a student is able to be left alone and you allow for an unsupervised drop off, **prior written parent permission** must have been designated on the Student Information form. If you elect this practice, the student must be at least 13 years old, and must have the skills to walk to the home and enter without transportation staff assistance.

## School Calendar and Inclement Weather Procedures

A copy of the school calendar is provided to parents each August. In the event of a school closure due to inclement weather, transportation may be altered for your student. Listen to your local radio or television station for school closings or delays.

### **Your student will not be transported if:**

- The school district in which you live is closed.
- The district of your student's classroom or program is closed, if different than home district.
  - For example, Taylor School in Petoskey is closed when the Public Schools of Petoskey close, even if your home district is open.

## Transporting Prescription Medications, Food, Latex Products

For the safety of all children, special rules apply for the transportation of prescription medications. All medications transported to or from school must be:

- In the original prescription container.
- Placed in a sealed envelope with the Inventory of Medication Form provided to parents by school staff.
- Provided by the parent to the bus driver upon entering the bus.

The driver provides the teacher with the student's medication upon arrival at school. Students may not carry prescription medication on their person or in their backpack when transported on the bus.

Student allergies and choking hazards require transportation staff to restrict food, drink, or products containing latex (e.g., balloons) on the bus. Food or drink is only permitted when included as part of a student's positive behavior support plan.

## Specialized Transportation Plans

Students may require an individualized transportation plan developed by members of the IEP team. Supports required are provided based upon state law and federal motor vehicle safety standards. These supports may include a car seat, a STAR seat, a safety vest, or an integrated child safety seat.

# Procedures for Transporting Students Requiring a Wheelchair

Wheelchairs must be in proper working order when used to transport students safely on a bus. This includes the frame, the footrest, and headrest. The parent is requested to secure the wheelchair seat belt, other necessary positioning straps, or the safety vest prior to placing the student on the bus. Transportation staff monitor the wheelchair to ensure the following:

- Wheelchair is structurally sound.
- Brakes are in working order.
- Wheels are stable and in proper alignment.
- All tires are fully inflated.
- Wheelchairs include a headrest or an extended back during transportation.
- A lap belt is secured by a positive latch system. The belt should be attached to the frame in a position that will not allow the belt to cross the student's abdomen.
- Battery on a motorized wheelchair does not contain acid.
- Tilt-in-Space mechanisms are in a locked position in which to maintain the wheelchair.
- Wheelchairs are equipped with foot rests and anti-tippers when applicable.
- Chest harness is secured through a buckle fastener.
- Neck collar is used to provide head control.
- Heel loops and foot straps are in place.

## ***Please inform the transportation staff when:***

- You have questions about the structural integrity of the wheelchair.
- Your student will be getting a new wheelchair.
- Your student will be using an approved substitute device for a short period of time.

## **Wheelchairs in Need of Repair**

Safe transport of a student in a wheelchair requires the wheelchair to be free from structural failure. The maintenance of a student's wheelchair is the parent's responsibility. If improper function of the wheelchair impacts the safety of the student or other riders on the bus, the parent will be required to correct the issue before the wheelchair can be used to transport the student.

## **Loading and Unloading**

Students unable to access bus steps will use a wheelchair or stroller and the lift to enter the bus. When possible, and with necessary assistance, students will transfer to a bus seat. However, for their safety, students shall not be secured in strollers while riding on the bus to or from school.

All occupied wheelchairs must be secured by a four-point tie down system in a forward facing configuration. The tie-downs must be attached to the wheelchair frame. The securement system consists of a lap and shoulder belt.





It is the **mission** of Charlevoix-Emmet Intermediate School District to provide leadership and services to local school districts.

It is the **vision** of Charlevoix-Emmet Intermediate School District to be an indispensable partner with every district we serve.

## Schools served by Char-Em ISD

Alanson Public  
Beaver Island Community  
Boyne City Public  
Boyne Falls Public  
Central Lake Public  
Charlevoix Montessori Academy for the Arts  
Charlevoix Public  
Concord Academy Boyne  
Concord Academy Petoskey  
East Jordan Public  
Ellsworth Community  
Harbor Springs Public  
Pellston Public  
Public Schools of Petoskey  
and non-public schools



Supporting Schools  
Supporting Students

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[www.charemisd.org](http://www.charemisd.org)

AdvancED® Accreditation | NCA

*Revised August 2021*

It is the policy of Charlevoix-Emmet Intermediate school district to comply with all federal laws and regulations prohibiting discrimination. Char-Em ISD does not discriminate on the basis of race, color, national origin, age, sex (including sexual orientation or transgender identity), marital status, religion, disability, language, diversity or lack of English language skills. For more information contact the Civil Rights Coordinator at 231.547.9947.