

Special Needs Parent / Guardian Handbook



Killeen ISD

Transportation Services Department

August 2022

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Student’s School Bus Information Form is located inside the back cover

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the District and any employee; prospective employee; agency of the local, state, or federal Government; or any other person or legal entity of any and every nature whatsoever. The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, and from time to time, without notice, in any manner that the Administration or the Board of Trustees of the District deems to be in the best interest of the District. The contents of this handbook apply to all permanent employees (certified and auxiliary) and to all temporary and seasonal personnel in the District and do not amend, abridge, or replace Board Policies or Administrative Regulations established by the District.

STUDENT INFORMATION

TEAR OUT THIS PAGE

Please complete and return to your Bus Driver within five days

Last Name	
First Name and MI	
Prefers to be Called	
Parent / Guardian	
Street Address	
City and ZIP	
School	
Grade	
AM Bus & Stop	
Noon Bus & Stop	
PM Bus & Stop	

I have received and understand the contents of the *Special Needs Parent / Guardian Handbook*.

Student Signature OR Name

Date

Parent / Guardian Signature



KILLEEN INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF TRANSPORTATION SERVICES

110 NORTH W.S. YOUNG DRIVE • KILLEEN, TEXAS 76540-0967

Special Needs Parent / Guardian Handbook

The Killeen Independent School District is pleased to provide school bus transportation for your student to and from school and other school-sponsored activities. We sincerely appreciate the opportunity to serve your student by providing quality public school transportation. Providing this service is a tremendous endeavor and we need your assistance in helping to create a safe and enjoyable riding experience for your student. **Please take a few minutes to review this *Special Needs Parent / Guardian Handbook*.**

The Killeen ISD Transportation Services Department is committed to providing safe, effective, and efficient transportation services for special needs students. Our sincere hope is that this handbook will contribute to a clearer understanding of transportation services provided for special needs students. Our school bus drivers have a tremendous responsibility. Please support their efforts and ask your son or daughter to cooperate with the school bus driver while riding the bus.

The Transportation Services Department hopes that each student and parent or guardian has a safe, happy, and successful school year. Should you have questions or concerns about the transportation services provided for your student, please do not hesitate to contact our Routing Office at 336-0138. I hope everyone has a safe school year!

Thank you,

A handwritten signature in black ink, appearing to read "E. Thomas", is written over the printed name.

Edward Thomas
Director for Transportation Services
Killeen Independent School District

*The Bus Stop . . .
Where the School Day Begins*

NOTES

*Safely Transporting Our Future
... It Takes All of Us*

Purpose and Contacts

This Handbook has been created to provide parents/guardians and school staff and faculty with a source of information that addresses responsibilities and procedures within special needs transportation. It should be used in conjunction with the ***KISD Transportation Student Rider's Safety Handbook*** provided to you by your student's bus driver. The full scope of the special needs transportation operation is much broader than can be contained in this handbook. The handbook is not intended to be all-inclusive, but rather an avenue to share important information with all parties associated with transporting special needs students. Should you have any questions that this handbook does not address, feel free to contact:

**Transportation Department
Routing Office
110 North W.S. Young Drive
Killeen, Texas 76540-0967
Fax: (254) 336-0098**

Tad Hendrickson
Routing Specialist
KISD Transportation
(254) 336-0138
tad.hendrickson@killeenisd.org

Joseph Holiskey
Special Needs Routing Foreman
KISD Transportation
(254) 336-0138
joseph.holiskey@killeenisd.org

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Special Needs Routing Foreman
KISD Transportation
(254) 336-0138
lorna.valentinvillegas@killeenisd.org

Establishing Special Needs Transportation

In order to qualify for Special Needs Transportation, the campus ARD committee must determine that transportation is required as a related service. **The Transportation Department must receive a completed *Transportation Supplement Request* after the ARD meeting; this authorizes Special Needs Transportation to be provided.**

Students with temporary medical conditions or injuries may qualify for temporary Special Needs Transportation. Please check with campus administrators for more information (504 procedures). The completed *Transportation Supplement Request* becomes the authorization for transportation services.

Special Needs Transportation Process

Parents should assist the school by submitting accurate and timely information to be included on the *Transportation Supplement Request*. Incorrect and untimely information delays the start-up of transportation services. Note that transportation cannot be scheduled until the *Transportation Supplement Request* has been provided to the Transportation Routing Office by the school. The *Transportation Supplement Request* is analyzed upon receipt in order to implement the related service best suited to the student's needs and location. This process normally requires at least three work days before the student can ride for the first time. This allows time to adjust routes and notify affected parents and students.

Step 1: The *Transportation Supplement Request* identifying required actions involved in the safe transport of the student is forwarded to Transportation Services.

Step 2: Student is assigned to a route best suited for both the student and KISD.

Step 3: Updated route data and *Transportation Supplement Request* provided to the driver/bus monitor for review.

Step 4: Driver test drives the route to familiarize themselves with the route and pick-up location. Adjustments are made to the route as required; a second test drive may be necessary.

Step 5: When the route is finalized the driver/ bus monitor will contact parent/guardian by phone to confirm the school of attendance, pick-up and drop-off locations, and times no later than the day before transportation is scheduled to start for the child. The driver/bus monitor may also try to contact parent/guardian in person or deliver paperwork with the bus information.

Step 6: The driver/bus monitor will install required transport safety equipment as required.

Step 7: Driver/bus monitor provide parent/guardian with this *Special Needs Handbook, KISD Transportation Student Rider's Safety Handbook (yellow)*. *Emergency Address* information should have been provided to the Campus Facilitator to be included on the Transportation Supplement Request.

Step 8: Transportation services begin for student.

Transportation Procedures

The following procedures have been established to ensure the safe and efficient transport of students and to best utilize resources for the good of the entire Special Needs student body requiring transportation. Transportation relies on positive communications and cooperation among Students, Parents/Guardians, Driver/Bus Monitor, School Staff, and the Special Education Office.

General

Special Needs transportation services, when approved, will be provided to or from an address within the attendance zone where the student lives or within the attendance zone where the student actually attends school.

Special Needs buses have two adults, a Certified School Bus Driver and a Bus Monitor, on the bus at all times to assist the student when specified as a related service in the student's Individual Education Plan. Should there be any special requests regarding the transportation of a child to or from school each day, please direct those requests to the school bus driver or bus monitor.

Parents/guardians should inform the school administrator, bus driver, and bus monitor regarding any medical condition or behavior that might affect the student's safety or health on the bus. Any information provided to the bus driver regarding your child's condition will aid in safely transporting the student.

Every effort has been made to minimize the amount of time students ride the bus. Bus routes are designed for safety and the best utilization of the District's available resources. The ultimate objective is to best serve the needs of all students. The bus drivers must follow an established bus route and the Transportation Routing Specialist must approve, in advance, any changes made to the route.

Curb-to-Curb Service

Typically, the student will be picked up at the curb in front of the designated pick-up and drop-off location. Whenever safely possible, right-side of the bus pickup service is provided. Drivers/ bus monitors may assist students when boarding or exiting the bus. Drivers/ bus monitors do not assist the student

when moving between the bus and the pick-up or drop-off location; this responsibility resides with the parent/guardian.

In some instances, the pick-up or drop-off location may require the student to cross the roadway. On these occasions, the bus driver or bus monitor will escort the student across the roadway to and from the pick-up or drop-off point.

Due to extenuating conditions (i.e., weather; dead end road; congested cul-de-sacs; dirt, gravel, or narrow roadways), there may be a requirement to place the pick-up or drop-off site at a safe location away from the home or daycare location. Every effort will be made to locate the stop as close as possible to the home or daycare location, however, the bus driver or bus monitor are not responsible for escorting the student to or from the home or daycare location.

Private Drives and Parking Lots

Killeen ISD Transportation is considered to be public transportation with a primary responsibility to transport KISD students. The designated pick-up locations are always placed on public roads or streets unless otherwise approved by the Director for Transportation Services.

On occasion, condominium or apartment management companies and business owners deny school buses access to respective parking areas. In these cases, the pickup or drop-off location will be placed at a safe location close to the student's home or day care location.

Address Changes

Address changes will not be taken over the telephone by the Transportation Operations staff. Address changes will not be made without an updated *Transportation Supplement Request*. Guardians must notify the Campus Special Needs Facilitator or Coordinator of changes. Upon receipt of notification the Campus Special Needs Facilitator or Coordinator submit a updated *Transportation Supplement Request* to the Transportation Department. It is suggested that changes be coordinated in advance, if possible, so as not to interrupt services for the student. If the change of address requires rescheduling, two to three working days (from the receipt of the updated *Transportation Supplement Request*) may be needed to establish a new route or make adjustments to an existing route and develop a new time schedule. Remember, the other students on the route will also be affected by the change.

Pick-Up

Route pick-up and drop-off times are established at the start of the school year are highly susceptible to change throughout the school year as students are added to or deleted from routes. Subsequently, student ridership changes that occur after the start of the school year may affect initially planned pick-up and drop-off times. The Campus Special Needs Facilitators or Coordinators will notify parents before these changes occur.

The Special Needs driver/monitor team will attempt to notify the guardian in person and ensure that a Parent Notification of Student Transportation form is completed confirming that notification was made before the next scheduled pick-up day.

Bus routes are scheduled to accommodate each school's arrival and dismissal times and maximize efficiency of transportation for all special needs students transported. Transportation routing staff will not honor requests to lengthen or shorten a student's bus ride to accommodate daycare or parent/guardian work schedules. Students are expected to board the bus at the times indicated by the bus driver. Please have your student ready **five minutes** before the scheduled pick-up time. Drivers are authorized to wait only **one minute** past the scheduled pick-up time before proceeding with their route. Any delays to scheduled pick-up times have a negative effect on other students assigned to the route and may cause the bus to arrive late at the campus.

During pick-up and drop-off, the Driver/ bus monitor is not authorized to alert you of the bus arrival by any means (i.e., honk of the horn, ring the doorbell, knock on the door, phone call).

Please notify Transportation Operations, at 336-0138, in the event your child will not be attending school on any day. If your child is taken to school later in the day, please call Transportation Operations to advise the driver to look for your child at school in the afternoon. Please be prepared to provide your student's name and route number to ensure the message is conveyed promptly.

If your student has an extended absence (more than three consecutive days), please call the Transportation Operations Office to advise of the expected return date. If your student does not ride for **three consecutive days** without prior notification to Transportation Operations, transportation service will cease until the student attends school and the campus communicates to continued transportation requirement to Transportation Routing.

Drop-Off

Student Authorization

This information is included on the Transportation Supplement Request that is provided by the Campus Special Needs Facilitator or Coordinator to Transportation Services. The emergency address listed should be as close as possible to the student's normal delivery address, but in no case more than one-half mile away.

My Child May Be Left Alone

If you specify that your student may be left alone, he or she must have a key to the house and be instructed to go into the house immediately after departing the bus. Wheelchair students who may be left alone must be able to maneuver the wheelchair under his/her own power. If a wheelchair student needs assistance maneuvering the wheelchair, the student may not be left alone.

My Child May NOT be Left Alone

Transportation Department policy is to only release your child to the proper person(s). Therefore, for the safety of the child, it is necessary to maintain current and accurate information regarding those designated to receive the child. For this reason, this information must be included on the Transportation Supplement Request that is provided by the Campus Special Needs Facilitator or Coordinator to Transportation Services. The Transportation Supplement Request must include all persons authorized to receive your child (**no more than six individuals**), including each parent/guardian.

It is a parent/guardian responsibility to notify the Campus Special Needs Facilitator or Coordinator in writing if any changes occur or authorizations are revoked. The Campus Special Needs Facilitator or Coordinator will notify Transportation Services of the update using the automated Transportation Supplement Request

At time of drop-off, the authorized individual must be present at the stop and show a valid, government-issued picture ID before the student will be released. Drop-off arrangements for early dismissal days are also required. This is a 100% ID check every day for your child's safety.

No One Available to Receive Students

In the event an authorized individual is not available to receive the child at the indicated delivery time, the student will be taken to the emergency address specified on the *Transportation Supplement Request*. In the event no one is at home or at the emergency address, the child will be taken back to his or her campus. When this occurs more than three times, the Texas Department of Human Services / Child Protective Services may be notified.

Day Care Centers

Day care centers may provide an important link in a student's educational experience; however, it is imperative that parents/guardians are aware of policies regarding day care centers. It is strongly recommended that these policies be reviewed by the parent/guardian with the day care center management and staff prior to the student's first day of attendance at the facility.

As with home curb-to-curb service, the driver/bus monitor will not exit the bus to escort a child to and from the bus. It is the center's responsibility to escort the child to or from the bus. Procedures allowing the student to walk from the center to the bus without the assistance of an adult should be established between the parent/guardian and the day care center directly. Drivers/bus monitor will document arrival time and waiting time upon leaving without a student and the bus will not return to pick-up the student.

Day care centers must be available to meet the bus at school dismissal times. Depending upon external, uncontrollable factors, a student could be the first one delivered when he/she is normally delivered later. If the day care center does not meet the bus within two minutes of arrival, the driver will radio

Transportation Operations for telephone assistance. If contact cannot be made, the student will be returned to their campus.

Loading and Unloading

At Pick-Up and Drop-Off Locations

The driver and/or bus monitor will load and unload students at the authorized pick-up/drop-off location only. Under certain circumstances, the parent/guardian may be requested to assist with the student. Parents/Guardians are strongly encouraged to communicate to the driver or bus monitor any information about the student that could help facilitate safe loading and unloading.

Parents/Guardians should not send students to the bus with toys or with food or drink to be consumed while on the bus. As an exception, water in plastic, re-sealable containers is allowed on the bus.

At School

The school is responsible for providing individuals to meet all special needs buses when students are delivered and to bring all special needs students to the buses at dismissal times.

To facilitate a smoother student transition during loading or unloading of the bus, school personnel are encouraged to help load and unload ambulatory students; especially the ones in safety vests or car seats. As other needs arise, the driver may request other types of assistance.

School personnel should not send students to the bus with food or drink to be consumed on the bus. Some exceptions may apply on a case-by-case basis. As an example, water in plastic, re-sealable containers is allowed on the bus.

Student Behavior

KISD Transportation is responsible for the safety of all students who ride school buses to and from school. In the absence of a teacher or school administrator, the school bus driver and bus monitor are responsible for ensuring that students behave in a safe manner. The driver and bus monitor work together as a team to ensure safe transportation services including the implementation of established Behavior Intervention Plans.

All students must obey the rules established by the bus driver/bus monitor. The safety of each student depends on how well all students follow the rules. Distracting the bus driver could result in an accident.

Any continued behavior that interferes with the safe transportation of students will be reported and must be corrected. Behavior problems are handled in accordance with applicable District policies and procedures, including ARD committee approved individualized Behavior Intervention Plans. Any inappropriate behavior on the school bus will be reported to a school administrator using the *Student School Bus Discipline Referral*. The student's

school administration will review the discipline referral report and assign appropriate consequences.

Any inappropriate behavior, including suspected student-to-student sexual harassment, will be reported to a school administrator as soon as possible using the *Student School Bus Discipline Referral*.

When the behavior of a student on a special needs bus creates a potential danger to other students or adults on the bus, the driver will immediately call Transportation Operations for instructions.

Students are expected to respect the rights of the other students and adults on the school bus. Having a positive attitude each day helps everyone.

General Safety Guidelines

For the safety of each student, drinks or food are not allowed on the bus.

Small toys, books, radios with head phones, cell phones, etc. are allowed as long as such items do not interfere with other students or the safe operation of the bus. This situation will be reviewed on a case by case basis if problems arise and the Transportation Operations personnel will discuss them with the parent/guardian or school administration prior to the privilege being revoked.

Backpacks will be separately secured on the bus. Items that do not fit inside the student's backpack will not be transport.

Carrying Students On/Off the Bus

To avoid the risk of injury to students or assisting adults, students should not be carried up or down the bus steps during loading or unloading. If a student cannot negotiate the bus steps with a reasonable degree of assistance, an alternate method of loading or unloading or transporting the student will be resolved between school administrators, parents/guardians, and Transportation Operations.

Hygiene/Cleanliness/Accidents

For the dignity and health of all students and personnel, each student should maintain good hygiene when riding the bus. This includes proper bathing and grooming. Students will not be placed on the bus wearing wet or soiled underclothes, to include pullups and diapers.

Drivers/ bus monitors are instructed not to accept students who already have soiled clothing due to bowel or bladder accidents.

In an attempt to prevent students from being ridiculed by other students because of bowel/bladder accidents which occur during the bus trip, drivers/ bus monitors are instructed not to attempt cleaning during the route but to proceed to the scheduled stop at home or school. Students who have bowel/bladder accidents while on the bus will be seated on a disposable pad while riding. After unloading the student at the stop, the driver/ bus monitor will be responsible for

cleaning and disinfecting affected surfaces on the bus following established safety procedures.

Medication and Other Items

Drivers/ bus monitors are not authorized to handle any type of medication, notes, or other papers for any reason unless approved by the Director for Transportation Services. These items will be provided to the school directly by the parent/guardian or vice-versa. If these items are placed in the student's back pack or other carrying device, the driver/ bus monitors cannot be held responsible for safe keeping during the bus ride.

Parents/Guardians on the Bus

Parents/Guardians may assist the driver/ bus monitor in loading or unloading of the student if necessary. Remember that parents are not allowed on the bus unless the driver has given permission. Only transportation employees will operate the equipment on the bus.

Students Who Require a Nurse on the Bus

If a nurse is required to ride the bus with a student, the student is not transportable when the nurse does not ride with the child on the bus.

Emergency Evacuation Procedures

All students are expected to participate either physically or verbally during practice evacuation drills conducted by the driver/ bus monitor each semester. Each student should understand actions to be taken in case an actual emergency occurs while riding the school bus. Evacuation plans will be maintained with the driver.

The driver/ bus monitor will be responsible for ensuring each student fully understands those actions that must be taken if required to evacuate the bus during an emergency. The students should know which emergency door to exit through during certain types of accidents or emergency situations.

During an actual emergency, the driver will contact Transportation Operations to advise of the situation and seek instructions if necessary. Depending on time available and type of emergency, the driver should call Transportation Operations before evacuating the students. Transportation Operations will be advised as to what emergency exists, bus location, and assistance required. Transportation Operations will notify the appropriate school administrators regarding the situation and to advise which students were on the bus.

Special Needs Student Equipment

Wheelchairs

Wheelchairs that do not meet ANSI/RESNA WC-19 transportability standards will not be used to transport students on school buses, exceptions will not be granted. All brakes on the wheelchair must be working properly in order for it to be transported on the bus.

Lap trays must be removed during transport. Parents/Guardians will remove the lap tray before loading for home to school pick up. Campus personnel will remove the lap tray before loading during school to home pick up. Lap trays will be separately secured on the bus.

Wheelchairs will not be left on the bus when the student is not being transported. Transporting a wheelchair without the student affects the ability to properly serve other wheelchair students on subsequent bus routes and interferes with shuttles being conducted during the day. Exceptions to this policy must be approved by the Director for Transportation Services.

Car Seats/STAR Seats

To facilitate safe travel for students under the age of 4, less than 50 pounds in weight, or with physical challenges requiring additional upper body support, KISD provides car seats/STAR seats for use while on the bus. This requirement must be indicated on the student's *Transportation Supplement Request*.

Safety Vests

A safety vest is designed for students with behavioral/emotional or upper body challenges who need help remaining properly seated on the bus seat. The safety vest is equipped with a zipper in the back that, when properly attached, is not accessible to the student. The safety vest and mounting straps remain on the bus when not being used by the student.

Special Needs Transportation Operations will implement use of a safety vest for a student **only after its necessity is included in the student's Individualized Education Program (IEP)** and submitted by Campus Special Needs Facilitator or Coordinator via *Transportation Supplement Request*.

Seat Belt or Padded Restraints

All special needs students are assigned seats and the use of a seat belt is required, regardless of grade or age.

Walker

If a student uses a walker to assist with mobility, it will be moved to a safe area and will be separately secured on the bus. For safety reasons, neither the walker nor the student can ride the lift.

Service Animals

Assistance (Service) animals may ride on the same bus as the student they serve. The animal must have room at the feet of the seated student and towards the

outer wall of the bus. These animals are not considered to be pets and should not be touched by others.

Responsibilities

Driver and Bus Monitor

In addition to Transportation Operations, notify the parent/guardian and daycare or babysitter (if applicable) with the route number and approximate times for pick-up and drop-off by phone, stopping by to meet the parent/guardian, or leaving the proper paperwork with bus information at the residence.

Be on time for the pick-up and drop-off. Setting a high standard for providing reliable transportation service is a priority. The driver is only authorized to wait one minute past the scheduled pick-up time before proceeding with the route. If the driver arrives earlier than the designated time of pick-up, he/she must also wait one minute past the scheduled pick-up time before proceeding with the route. Alerting the parents/students by any means (i.e., honk of the horn, ring the doorbell, knock on the door, phone call) is not part of the loading and unloading procedures for students and will not be done.

Display appropriate concern and patience for each student and respective parent/guardian.

Be familiar with each student's disability and any special considerations required for providing transportation services, to include the assignment of seats.

Suspected child neglect will be brought to the attention of a transportation supervisor and reported to the local Child Protective Services office if appropriate.

Understand and support the privacy and confidentiality for the families whose students are transported.

Conduct a proper pre-trip and post-trip to ensure the overall safe operation of the bus. Operate all bus equipment safely and effectively.

Assist students boarding and departing the bus as required by their disabling condition. When appropriate or necessary, request loading and unloading assistance from school officials and parents/guardians. Never leave a student unsupervised on the bus or in an unsecured wheelchair.

Place students who have bowel/bladder accidents while on the bus on a disposable pad while riding. Maintain the student's confidentiality, but notify campus personnel or parent, as appropriate, when delivering the student.

Maintain a written, up-to-date emergency evacuation plan and seating chart, (listing each student) for use by medical personnel in the event of an accident. The plan will address specifics for students who may need extra assistance and students who may be potential runners. It should be clear enough for a substitute driver to execute.

Be prepared to provide appropriate first aid or CPR when trained to do so.

Be prepared to effectively and efficiently evacuate the bus in the event of an emergency.

Complete and submit a *Student School Bus Discipline Referral Form* to the Transportation Operations Office if a behavior problem occurs on the bus.

See the Routing Specialist or the Special Needs Routing Foreman if there are any questions regarding the transportation of student.

Campuses

Coordinate with the Special Education Office in the formulation of the Admission, Review, and Dismissal (ARD) Committee decision, and the completion of an Individualized Education Program (IEP) for each student. If transportation is required as a related service, ensure that a copy of the *Transportation Supplement Request* is submitted to the Transportation Routing Office following the completion of the initial or annual ARD. Failure to provide an accurate and complete copy of appropriate documents to the Transportation Routing Office in a timely manner may delay start-up of transportation services.

Request the presence of a Transportation Routing Office representative during the ARD if necessary.

Provide individuals to meet the bus. These assigned individuals will physically meet the bus each morning. The bus driver may need to inform the teacher/aide of discipline issues or to advise regarding students who did not ride. School personnel should also physically meet the bus in the afternoon to inform the driver/bus monitor of any in school discipline issues which may affect the students ride home and of students not riding home. Students will be escorted to and from the bus by these assigned individuals.

Ensure that students are ready for dismissal at the time established between the school administrator and Transportation Operations. This includes taking care of students' restroom needs before loading.

Notify parents/guardians of schedule changes that may affect student transportation services (i.e., early dismissals, inclement weather, etc.).

As deemed necessary, notify appropriate parents/guardians regarding any incidents reported to the campus by Transportation Operations.

Accept and act on all *Student School Bus Discipline Referrals* when submitted by Transportation Operations. The principal or designee is responsible for disciplinary action, including the suspension of the student's transportation privilege when appropriate.

Notify the Transportation Routing Office when a special needs student has an address change, withdraws from school, or has been suspended from the bus.

Special Education Office

Notify the Transportation Routing Office of any legal or procedural special education policy changes that could affect transportation services.

Verify the transportability standards of any wheelchair to be transported in an occupied status on a school bus. Notify the respective parents and the Transportation Routing Office regarding any wheelchair that fails to meet transportability standards.

Assist the Transportation Routing Office by ensuring schools submit annual *ARD Transportation Supplement Requests* with all required information by the deadline. Failure to provide an accurate and complete copy of appropriate documents to the Transportation Routing Office may delay start-up of transportation services.

Follow the District feeder plan when assigning students to special programs.

Transportation Routing Office

Coordinate with the Special Education Office on all transportation issues for eligible riders.

Establish and enforce transportation procedures, rules, and guidelines that are within the boundaries of District policies.

Develop routes and schedules that will ensure the safest and most effective and efficient use of transportation resources.

Assign each eligible student to a route that is supportive of the information provided on the *Transportation Supplement Request*.

Provide curb-to-curb bus stops for all special education students unless directed to do otherwise by the Director for Transportation Services.

Identify restraint devices as needed, including, but not limited to seat belts, safety vests, and car seats. Ensure all wheelchair tie-down restraints meet applicable federal safety standards.

In coordination with the Transportation Training and Safety Section provide the appropriate screening and training for transportation staff, drivers, and bus monitors.

Ensure buses are inspected in accordance with all federal, state, and local statutes and regulations.

Address concerns from parents/guardians, drivers, bus monitors, school administrators, and community members regarding special needs transportation.

Phone Numbers

Location	Phone
Student's Campus and Address	
Campus Principal	
Campus Special Ed Contact	
Alternate Drop-Off Contact and Address	
Alternate Drop-Off Contact and Address	
Killeen ISD Transportation Operations	336-0138
Interested in becoming A KISD Bus Driver?	336-0170

School Bus Information

Retain for Reference

Student's School	
Bus Driver's Name	
Bus Monitor's Name	
AM Bus & Time / Stop Location	
Noon Bus & Time / Stop Location	
PM Bus & Time / Stop Location	

**Killeen ISD Transportation Services Department
110 North W. S. Young Drive
Killeen, Texas 76540**