

SPECIAL SERVICES

- Special needs transportation will be provided according to terms identified in a student's Individualized Education Plan (IEP).
- Communication between a student's school bus driver and their parent/guardian is encouraged so that the student's IEP plan is implemented effectively.
- Modified Transportation forms must include all information to ensure safe transportation of students.

TRANSPORTATION FOR STUDENTS IN WHEELCHAIRS

- Wheelchairs should be transported in a forward-facing orientation.
- Securement systems for wheelchairs should be used in accordance with the manufacturer's specifications and recommendations and should include an occupant restraint of a minimum of a lap/shoulder belt and a 4-point wheelchair tie-down.
- Wheelchairs designed for transportation safety have a securement point called "transit options," which will be labeled appropriately. The manufacturer's designated securement point shall be used.
- On wheelchairs without the transit options, points are frequently located just below the seat of the wheelchair on non-detachable structural frame members. In addition, the following beneficial criteria should be taken into account:
 - Welded sites are preferred; but
 - Frame members held together with hardened bolts are acceptable.
- Rear tie down straps should be anchored directly behind the securement point on the wheelchair, with the front straps angled slightly outward to increase stability.
- A lap belt must be installed on the wheelchair and student secured with the belt before being put onto the lift. The belt should be secured by the parent/guardian when picking up from home and the teacher/EA when picking up at the school.
- The lap portion of the occupant restraint system should be threaded through the space between the armrest and the seating frame to achieve proper placement low over the hipbones of the occupant. The

- lap belt should never be placed over the armrest or with the belt assembly twisted. When optimally placed, the belt's webbing's bottom edge should be touching the occupant's thighs. When looking at the lap belt's path to the floor from the side of the chair, the belt should be angled between 45 and 75 degrees to the horizontal. When using an integrated system (in which the occupant restraint is attached to the rear tie downs of the wheelchair securement system), the rear wheelchair securement site must be selected with this in mind. Whether using an integrated or a parallel system (in which occupant restraint belts are separate from tie downs belts). At no time should the occupant ever carry the load of the wheelchair or its tie down system. The occupant must be secured separate of the wheelchair and its tie-downs.
- Proper positioning for the shoulder restraint is over the shoulder and across the upper chest or torso of the occupant when connecting it to the lap belt.
- On a tilt-in-space wheelchair, the four sites must be either on the base of the wheelchair or on the seat/frame portion of the chair. For example, it is not effective to have the front hooks on the base of the chair and the rear hooks on the seat/frame portion of the chair since that combination would create a "teeter-totter" effect.
- Wheelchair securement must not be attached to the crossbar, since this may cause the wheelchair to collapse.
- Homemade brackets are never acceptable. Securement and restraint systems installed to secure wheelchair/mobility aids and to restrain the occupants should be used all together and in accordance with the manufacture's recommendations.