

**Additional Information**

- ☛ Keep your child's information current. It is critical that the Transportation Department have good, current phone numbers. Also, keep your emergency contact information current.
- ☛ If you have questions or need assistance, in regard to your child's transportation, please contact one of the individuals listed below.

**Transportation Department**

607 West Rickenbacker • 739-1790  
(Located next to Jarman & Rose Field)

Ron Stearns..... Director  
Jackie Miller.....Special Transportation

**Special Services Department**

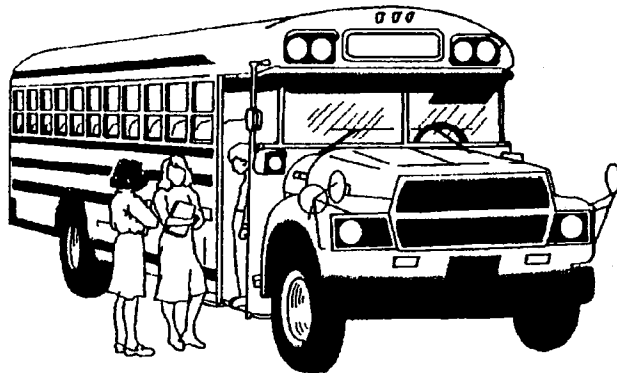
7217 SE 15th St. • (405) 737-4461

Dean Hinton..... Director

**Notice of Non-Discrimination**

It is the policy of Mid-Del Public School District No. I-52 not to discriminate on the basis of race, color, national origin, sex, veteran status, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

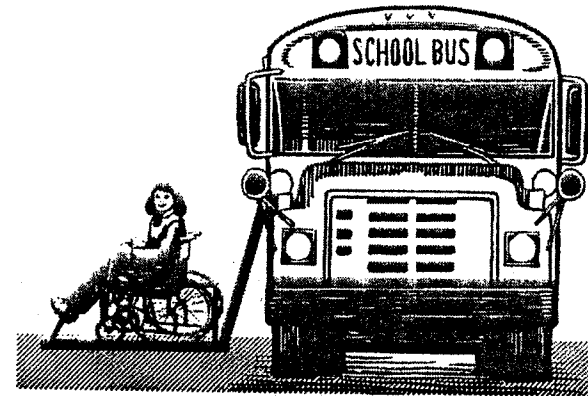
Civil rights compliance inquiries related to the Mid-Del Public School District No. I-52 may be directed to the Assistant Superintendent of Teaching and Learning, 7217 S.E. 15th, Midwest City, Oklahoma 73110, telephone number (405) 737-4461, Ext. 1226.



**TRANSPORTATION DEPARTMENT**

**GUIDELINES AND INFORMATION FOR  
SPECIAL TRANSPORTATION**

***BUS RIDERS***



**Ron Stearns, Director  
Transportation Department**

**Dean Hinton, Director  
Special Services Department**

# Guidelines

*Our goal is to provide the safest and least disruptive ride to and from school for our children. The guidelines listed below are needed to help up both work toward that goal as well as possible for a smooth and consistent operation.*

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## ***Before Transportation Can Begin. . .***

- Special Transportation Request Forms are to be filled out in your child's IEP meeting.
- Special Transportation Request Forms **must** be approved by Special Services **before** transportation can begin.
- Once the Transportation Department has received the approved Special Transportation Request Form from Special Services, every effort will be made to assign your child to a route within five (5) working days (*depending upon the difficulty and circumstances, this could be longer*).
- Once your child has been assigned to a route, we will contact you by phone and furnish you with all the information needed for transportation to begin for your child. If we are unable to make contact with you in a timely fashion, we will contact your child's teacher and provide them with the information.

## ***Once Transportation Begins. . .***

- Please have your child ready for school each day when the bus arrives at your pick-up location. When you are notified of your child's pick-up time, **please allow ten (10) minutes before and ten (10) minutes after the time you have been given.**  
***Please bring your child to the bus immediately upon the arrival of the bus.***
- Please allow the same time variations in the afternoon when your child is being brought home or to the designated drop-off location.
- If the parent or guardian is unavailable to bring the student to the bus, please see that some other responsible person performs this duty.
- Loading responsibility...**The local school district is responsible for the special education student from the time the student is loaded at the "home curb" until returned and unloaded at the "home

curb". The parent or their designee is responsible for "door to curb", "curb to door", and "street crossing" of the child to the designated loading and unloading point.

- If the bus goes to your home or the school of your child and the student has not ridden the bus for 3 consecutive days, the bus **WILL NOT** return again for your child until the parent/guardian notifies the Transportation Department office.
- A parent/guardian, or someone they designate, needs to be at home and ready to come to the bus to receive your child when he/she is returned from school. **In order to maintain the bus schedule, the bus cannot wait more than three (3) minutes** for someone to appear to receive the student from the bus.
- If your child is returned home and no one is there to receive him/her, or no one comes to the bus to receive the student, the bus driver may try to return (if possible). If this fails, your child will be delivered back to the school, if school personnel have not already departed the school. If delivery back to the school is unsuccessful, the driver will deliver your child to the Director of Elementary or Secondary Education or designated location. If not available, then the child will come to the Transportation Department and Child Protective Services and the Police Department will be contacted.
- The pick-up and delivery location of your child needs to remain constant.** It causes a general disruption for the other students when we change a route, both for their delivery schedule and their personal daily routine. Changes **MUST** be restricted to the following:
  - residence changes that are within the school district
  - baby sitter or child care changes**Any changes** will require that new Special Transportation Request Forms be completed and submitted to Special Services for approval. After approval, these requests will be forwarded to the Transportation Department.
- Both for their own personal safety and that of the other students, students cannot be permitted to board the bus while eating, not fully clothed, when ill, or when bodily functions need attention.

***Thanks For Your Continued Cooperation***