



Procedure

Procedure #
TSP101

Title:

Application for Transportation for Medical Reasons Procedure

Section:

General

Approved Date:

July 8, 2013

Revised:

May 7, 2015

Associated Documents: TSP101A – Application for Transportation for Medical Reasons

The form “**TSP101 - Application for Transportation for Medical Reasons**” is available for students residing within the walk zone to their school but due to a medical condition (example, asthma, heart problems, etc.) they are unable to walk to school.

Also, on occasion the need may arise when a student has a broken limb or is unable to walk without the aid of crutches. This student if currently riding a bus, for safety reasons will be moved to a special vehicle for the duration of their medical condition. If the student resides within the walking zone to the school, but is unable to walk due to a broken limb and/or crutches, transportation will be made available.

It is the first responsibility of the school to inform STEO as soon as possible when a student is unable to walk due to a broken limb and/or without aid of crutches, in order that special transportation can be promptly made available.

No student who presents at a bus stop with a broken limb and/or crutches will be denied transportation on account. The student will be permitted to ride and the driver will contact dispatch to ensure that the school is aware of the situation. The school will contact STEO to set-up special transportation. STEO may request submission of a medical note in order to ensure that the student is effectively accommodated.

PROCEDURE:

1. The “Application for Transportation for Medical Reasons” form must be submitted annually.
2. The “Application for Transportation for Medical Reasons” form is initiated by the Transportation Clerk/Receptionist on receiving the request from a parent/guardian, school or STEO staff.
3. The Transportation Clerk/Receptionist completes the **Date, School Year, whether or not this is new request and the General Information** section of the “Application for Transportation for Medical Reasons” form.
4. The form is forwarded to the parent/guardian of the student so that the physician can complete the **Reason for Transportation** section of the form. This form can be faxed, e-mailed or mailed to the parent/guardian.

5. The parent/guardian returns the completed form to the school so that the principal can complete the **Principal's Comments/Recommendations** section.
6. The school sends the completed form back to STEO.
7. The Transportation Clerk/Receptionist will forward the completed form to the appropriate Transportation Planner who reviews the request to setup transportation. The Transportation Clerk/Receptionist will keep track that the form has been forwarded to the Transportation Planner.
 - a. **If student requires special transportation:** forward the completed form to the Transportation Planner in charge of Special Transportation vehicles who would then follow the procedure for assigning a student to a special vehicle (if not already on a special vehicle) reference procedure TSP410.
 - b. **If the student can ride a regular bus:** forward the form to the Transportation Planner responsible for transportation for that school who would then follow the procedure for assigning a student to the yellow bus (if not already on a bus).
8. If upon review of the application, by the Transportation Planner, it is determined that transportation will not be provided then the family is notified via a telephone call. The application form is returned to the Transportation Clerk/Receptionist with a note indicating that transportation is not available, the reason why and that the family has been notified.
9. When the application has been approved and the transportation has been setup the form is returned to the Transportation Clerk/Receptionist to file in the **Application for Medical Reasons** binder (located in the Transportation Clerk/Receptionist's office).