

Arcadia Unified School District
Transportation Department
35 West St. Joseph Street, Arcadia, CA 91007
Phone (626) 821-1435 EXT. 2002 · Fax (626) 445-2040

SPECIAL EDUCATION TRANSPORTATION

Arcadia Unified School District students who attend special education programs and qualify for transportation as indicated in their IEP documents are transported to their schools through a coordinated system.

The instructions in this letter have been set up for your information. Your cooperation will aid considerably in transporting you child with maximum service, courtesy and safety.

Questions regarding your transportation needs should be forwarded to:

Special Education

Katherine Mahoney, Director of Special Education
Bernice Carrasco, Office Supervisor
626 821-8371 EXT. 7124

Transportation Department

Gabriel Santos, Manager of Facilities & Operational Services
Luis Puentes, Dispatcher/Trainer
626 821-1435 EXT. 2002

PICK UP

All students are to be at their designated pickup stop and ready to board the bus 5 minutes before scheduled pickup time. Please do not expect the driver to sound horn or call on arrival.

DROP OFF

A parent/guardian is expected to be at the designated stop to receive their student when the bus arrives unless a Release to Self form is on file in the Transportation office. Parents must indicate in writing(Release to Self form) if someone other than the parent/guardian is to receive their student at the designated stop. The form can be obtained from the bus driver and needs to be returned as soon as possible for processing. **If the parent/guardian is unable to meet the bus to receive their student, the driver will return the student back to school of attendance (or to the Transportation Office or District Office if the school is closed). It will be the parent's responsibility to then pick the student up. In the event the district has exhausted all efforts to have the student picked up, Arcadia Police Department will be contacted.**

BUS STOP

No student will be permitted to disembark the bus at a point other than their designated bus stop.

BEHAVIOR

All behavior concerns shall be documented on a Safety Concern Notice in triplicate, and distributed to the school site, parent(s)/guardian(s) and the Transportation office. An additional copy shall be sent (via email and/or District mail) to the Special Services Department.

1st Safety Concern Notice – Written Warning

2nd Safety Concern Notice – IEP meeting will be set up that will include but not limited to:

- a. Parent/legal guardian
- b. Transportation Supervisor or Representative
- c. IEP team

In the event transportation is suspended due to behavior concerns (EC 48915.5, alternative arrangements, at no cost to the parents, will be arranged.

ABSENCE

Please notify the Transportation department as soon as possible if transportation is not needed for that day or a prolonged absence. After 3 consecutive days of absence without notification, the student will be dropped from the route. It will take 3 to 5 days to add the student to a route.

MOVING

If you are moving during the school year, please notify the Special Education office and the Transportation office as soon as possible. Do not send or take the student to school and expect the bus to bring your student home to the new address. It will take 3 to 5 days to process the change and assign the student to a route.

CHANGES

All changes (pick up or drop off location) need to be submitted to the Special Education Department and will take 3 to 5 days to process.



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By signing below, you affirm that you have read and understand the terms and conditions, and agree to abide by them.

Students Name (Print)

School

Parent/Guardian Signature

Date

Sincerely,

Gabriel Santos, Manager of Facilities & Operational Services
Where Children Are My Priority