
TRANSPORTING SPECIAL EDUCATION STUDENTS (TRA-P024)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

1.1 This procedure discusses the process that is used by the dispatch office handles the receipt of Transportation Notification for special education student in Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Scheduler/Dispatcher

Signature on file

2.2 Fleet Supervisor

3.0 APPROVAL AUTHORITY:

3.1 Director of Transportation

Signature

Date

4.0 DEFINITIONS:

4.1 1 Q & A Windows Database Program: Stores special education student information

4.2 Assignment Work Sheet – List of absent drivers, routes, shop runs to be covered.

4.3 Trans Traks: Computerized school bus routing system and student database

4.4 Green Bar Sheets: Report out from Q & A Windows Database Program by route

5.0 PROCEDURE:

5.1 Scheduler/dispatcher receives Transportation Notification Form with student's new address or change of address.

5.2 Scheduler/dispatcher examines location of special education routes going to designated school and assign student to the appropriate route.

5.3 Special Education Information Data sheet (TRA-F020) is filled out and given to driver (put on hook in drivers' lounge).

5.4 Student information data is entered into Q & A windows database program.

5.5 Print green bar sheets containing student, routing and driver information and give to driver and dispatch.

5.6 File dispatch copies of student, routing and bus driver information in the designated areas.

5.7 Scheduler/dispatcher receives information from driver regarding pick up and drop off times at the end of the route. Information is entered into the Q & A windows database program.

5.8 Enter student information into Trans Traks computer program

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Route Assignment Log (TRA-F029)
- 6.2 Transportation Notification Form (External Form)
- 6.3 Bus Routing instructions (TRA-F036)
- 6.4 Special Education Information Data sheet (TRA-F020)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Route Assignment Log (TRA-F029)	File Cabinet	7 y ears	discard as Desired	Secured Office
Transportation Notification External Form	File Cabinet	7years	discard as Desired	Secured Office
Bus routing instructions (TRA-F036)	Route Cabinet	Route Life	Discard as Desired	Secured Office

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/27/06	A	Initial release

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