

**Jefferson County  
School District 509J**

Code: EEADA-AR  
Adopted: 8/14/07  
Orig. Code(s):

**Transportation for  
Early Intervention/Early Childhood Special Education**

**Procedures**

When transportation services from Warm Springs Early Childhood program are not available or appropriate, the child's resident school district (Jefferson County School District 509-J) is responsible for providing transportation services. Transportation services are provided so that the child may access his/her early intervention/early childhood special education services if it is identified as a need and written as a related service on the child's Individual Family Service Plan.

When identifying transportation needs the following steps must be followed:

1. Typically developing peers are transported to preschool and other activities by their family members. When a family member transports the child, it provides an opportunity for regular, daily contact with the child's teachers and familiarity with the classroom environment. This familiarity with the classroom environment provides the family member information to talk about with their child and first hand knowledge of the experiences the child is having. Therefore, whenever possible, family members are requested to transport their child as this will help to minimize differences.

If Step 1 is not a viable option, then Step 2 is considered.

2. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Warm Springs Early Childhood Education program.

If Step 1 and Step 2 are not viable options, then Step 3 is considered.

3. If it is determined that transportation services from Warm Springs Early Childhood Education are not available or appropriate, and transportation services from Jefferson County School District 509-J are necessary for the child to receive their specially designed instruction, then transportation services from Jefferson County School District 509-J Transportation Department are considered.

Transportation services from the Jefferson County School District 509-J may be provided by:

- (a) Accessing regular bus routes provided by the school district, or
- (b) Accessing a special education bus.

When a request for transportation services is made to the Jefferson County School District's Special Programs Director from the Warm Springs ECSE coordinator via email and by written request (see attached Form A), transportation services via the school district's regular bus routes provided by the Jefferson County School District 509-J will be considered.

Transportation Early Intervention/Early Childhood Special Education EEADA-AR

If transportation services via the Jefferson County School District's regular bus routes are not available or appropriate, then transportation services by accessing a special education bus provided by the Jefferson County School District 509-J will be considered.

## **Transportation Request**

To request transportation services for children identified as needing special education services to access their specially designed instruction, the following steps must be followed:

1. The Warm Springs ECSE coordinator should notify the Jefferson County School District Special Programs Director of the need for transportation services. The request should be sent to the following email address: [bgarland@509j.net](mailto:bgarland@509j.net).
2. Complete the special transportation request form (Form A) and attach the Individual Family Service Plan cover sheet specifying transportation as a related service. Also attach the parent signature page of the IFSP. The completed Form A with attachments are to be mailed to the following address:

Special Programs Director  
Jefferson County School District 509J  
445 SE Buff Street  
Madras, Oregon 97741

3. Jefferson County Special Programs Director will respond to the Warm Springs ECSE coordinator regarding the request for transportation services within 5 school days of the receipt of Form A.

## **Transportation Reimbursement**

Reimbursement for mileage may be provided to the parent for transporting their child only when the following conditions have been met:

- (1) transportation services have been identified as a need by the IFSP team and written on the Individual Family Service Plan as a related service, and
- (2) transportation services are necessary in order for the child to access his/her early intervention/early childhood special education services, and
- (3) when Step 1 and Step 2 (listed above under **Procedures**) are not available or inappropriate as determined by the EI/ECSE Coordinator, and
- (4) when it is determined by the Jefferson County Special Programs Director that transportation services cannot be provided through Jefferson County School District's Transportation Department either by accessing the regular bus routes or by accessing a special education bus (Step 3 listed above under **Procedures**), and
- (5) when reimbursement has received prior approval by the Jefferson County School District Special Programs Director.

For those cases where reimbursement for mileage has received approval, mileage is calculated from the child's home (when the child is in the car traveling) directly to school and calculated from school (when the child is in the car traveling) directly to home.

Transportation Early Intervention/Early Childhood Special Education EEADA-AR

\*NOTE: If a family has more than one child receiving EI/ECSE special education services and also has been approved for mileage reimbursement, the reimbursement is based on the miles traveled directly to and from school (when the children are traveling in the car) not on the number of children in the vehicle.

Reimbursement for mileage (with prior approval) is provided in order for the child to access his/her early intervention/early childhood special education services. This does not include reimbursement for mileage on days when the child is not receiving specially designed instruction from special education service providers.

\*Example: If a child has been identified as having a Communication Disorder and the Individual Family Service Plan indicates a need for specially designed instruction two times per week for thirty minutes, transportation will only be provided two days per week so the child may participate in the special education services.

When transportation services are available for the child from either Warm Springs Early Childhood Education or Jefferson County School District via busing and the parent elects not to access the transportation services, the Jefferson County School District will not be responsible for reimbursement for mileage to the parent.

\*Example: When the child misses the bus provided by the Warm Springs Early Childhood Education Head Start Program and the parent elects to transport the child to school, reimbursement for mileage would not be the Jefferson County School District's responsibility.

If transportation services are available from Warm Springs Early Childhood Education program or Jefferson County School District and the parent declines the transportation services, mileage reimbursement for the parent will not be provided by Jefferson County School District.

### **School District Holidays**

Transportation services will not be provided by the Jefferson County School District during designated [Jefferson County School District breaks and/or holidays, e.g., winter break, spring break, conference days.](#)