

MIDWESTERN INTERMEDIATE UNIT IV

453 Maple Street
Grove City, PA 16127

ADMINISTRATIVE GUIDELINES TRANSPORTATION OF STUDENTS FOR EDUCATIONAL PURPOSES

There are times when students enrolled in Midwestern Intermediate Unit IV programs will receive part of their instruction/service outside the traditional classroom. Field trips, community instruction, visits to various community agencies, or transition training, may occur when the purpose has educational merit for the individual students as dictated by the IEP or as part of the program narrative in the case of a specific state/federal project. The purpose of this "guideline" is to clarify the suggested transportation priority when students are being educated or receiving related services outside of the classroom.

Procedures to be followed include:

1. Develop individualized education program (IEP) goals and objectives that reflect the skills necessary to function in various community environments. Since the IEP should dictate the services provided for a given student, those goals and objectives provide the criteria for community training. In the case of a state/federal project, the project narrative should reflect the need for such service.
2. Involve parents/guardians in every aspect of developing and implementing such services to the student. Secure written parental permission for all such experiences. Be sure parents/guardians are informed about the purpose and need for such experiences.
3. Secure the necessary forms for documentation from your program supervisor.
4. Transportation can also be arranged through contracted carriers:
 - a.) Staff should investigate the use of host district transportation if available with either district staff or IU employees driving.
 - b.) The Midwestern IU IV transportation director can arrange transportation to specific sites for special education staff. Forms to request arrangement are available from your immediate supervisor.
 - c.) Districts may be able to schedule transportation to regularly scheduled community programs or job sites.
5. IU staff drives own vehicle voluntarily. Be assured that Midwestern IU IV's insurance package includes non-ownership automobile liability coverage. That is, MIU IV insurance covers persons who have permission to use employer owned vehicles, as well as, use their own vehicle on company business.

This guideline provision is in excess of the employee's own auto insurance limit. Coverage includes automobiles owned by employees or vehicles borrowed and used on company business. Definition of "auto" is a land motor vehicle, trailer, or permit trailer designed for travel on public roads.