

OPERATING GUIDELINES

(Addressing Transportation During the ARD Meeting)

1. The chairperson of the Admission, Review and Dismissal (ARD) Committee should make a statement regarding Related Services and the ARD Committee Members should determine if there is a need for special transportation.
2. If the ARD Committee determines that special transportation is needed, the ARD Chairperson and the ARD Committee should begin completion of the Special education Transportation Form #129580. The Committee must address Program Location, Disability, Disability Codes and provide a Rationale for the transportation request (i.e., only site for SPED program).
3. The ARD Chairperson and the ARD Committee Members need to address special requirements such as the need for a wheelchair, safety vest, seatbelt, etc. The ARD Committee Members will also address any special equipment that may be needed.
4. When completing the Special Education Transportation Form # 129580, the ARD Chairperson and the ARD Committee will ensure that names of the sending and receiving schools, the start and dismissal times for school, and the ACTION REQUESTED (ex. the pickup and drop off locations as well as the beginning and ending dates for transportation services) are written on the form.
5. The campus administrator of the sending school will sign the Special Education Transportation Form # 129580 indicating that he/she is confirming and approving the need for special transportation services based on the determination made by the ARD Committee.
6. The Chair of the ARD Committee will leave the **GOLD copy** of the Special Education Transportation Form #129580 with the sending school and will send the rest of the form (WHITE, GREEN, YELLOW, & PINK) to the Transportation Department.

Please contact Robert Hemphill, Jr., Ph.D. at (915) 881-2524 or rxhemphi@episd.org if you have additional questions!!!