

SOP: Regulations for Transport of Students with Special Needs

This SOP defines the **regulations for transport of students with special needs**, covering vehicle requirements, driver qualifications, safety protocols, communication procedures, emergency response plans, and accommodations to ensure safe, reliable, and accessible transportation. The goal is to provide a secure and supportive travel environment tailored to the unique needs of each student, promoting their well-being and compliance with legal standards.

1. Purpose

To establish standardized procedures ensuring the safe, accessible, and compliant transportation of students with special needs.

2. Scope

This SOP applies to all personnel, vehicles, and operations involved in the transportation of students with special needs within the educational institution.

3. Vehicle Requirements

- All vehicles must comply with accessibility standards (e.g., ADA, local regulations).
- Equipped with ramps or lifts, wheelchair securement systems, and accessible seating.
- Regular inspections and preventative maintenance to ensure operational safety.
- Proper climate control to address medical or sensory needs.
- First aid kit and fire extinguisher accessible and up to date.

4. Driver & Attendant Qualifications

- Hold valid and appropriate driver's licenses and clear background checks.
- Complete specialized training in:
 - First aid and CPR
 - Behavior management
 - Disability awareness
 - Emergency evacuation procedures
- Attendants must be present as required by student needs and IEPs (Individualized Education Plans).

5. Safety Protocols

- Mandatory use of seat belts/restraints at all times.
- Staff assist with boarding, disembarking, and securing mobility devices.
- Daily safety checks before transport begins.
- Document incidents and report any safety concerns immediately.

6. Communication Procedures

- Maintain up-to-date student profiles (medical info, emergency contacts, specific needs).
- Establish clear communication channels between drivers, attendants, parents/guardians, and school personnel.
- Notify stakeholders promptly of delays, incidents, or emergencies.
- Use communication devices compatible with assistive technology if necessary.

7. Emergency Response Plan

- Staff trained in emergency evacuation, medical intervention, and crisis management.
- Individual plans for students with significant medical or behavioral risks.
- Clear procedures for fire, accident, breakdowns, or behavioral incidents.
- Post emergency contact numbers within the vehicle.

8. Accommodations for Students

- Review and implement accommodations per each student's IEP/504 Plan.
- Assign designated seating or equipment as required.
- Provide sensory supports or medical devices as needed (with instructions/permissions).

9. Documentation & Compliance

- Maintain records of training, vehicle inspections, student incidents, and trip logs.
- Regular review and updating of SOP to ensure compliance with current laws and best practices.

10. Roles & Responsibilities

Role	Responsibility
Transportation Coordinator	Oversees transport operations, schedules staff, communicates with stakeholders
Driver	Ensures safety, compliance, and daily operation of vehicle
Attendant/Monitor	Assists student boarding, secures devices, provides support
School Nurse/Health Staff	Provides relevant health information and emergency procedures
Parents/Guardians	Supply accurate student information and support communication

11. Review & Revision

This SOP shall be reviewed annually or as needed to address policy, legal, or operational changes.