# **First Student Transportation**

First Student and Little Rock School District Special Needs Transportation are separate entities.

Late Buses for First Student contact-Dispatch (501)447-4130

## **Transportation Service Parameters**

Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. Eligible students include those living within their school's attendance zone, but outside the two mile walk zone for secondary students and one mile walk zone for elementary students.

## **Bus Passes & New Stop Requests**

#### **First Student**

Bus passes are issued by the school transportation coordinator for existing stops only! Whenever a new stop is added; stop (s) removed for non-utilization, times adjusted or any changes that are made to a route; route sheets are sent to the school. For new student(s) registering in the District and in need of a bus stop it may take anywhere from 7 to 10 business days for the stop to become effective. Parents should check with the Transportation Coordinator at the school in which the student has been assigned in order to find out the location of the stop, bus pickup time and route number.

**Routing issues**: Contact Routing Department @ First Student-(501) 447-4130 or email Twyla.jacobs@firstgroup.com

Problems with a current stop: The Transportation Coordinator at the student assigned school will have a Request for Safety Stop form available at the school for the parent to complete and return. An Administrative Transportation Review Committee composed of LRSD and First Student employees will investigate and review requests within 30 business days of the request. A decision will be made to either approve or deny the request, a written explanation will be mailed to the parent and a copy sent to the school.

# <u>Little Rock School District Special Needs Accommodation Transportation</u>

Little Rock School District transports an array of students with an array of needs. Bus stops at the student's residence with special accommodations must be described in detail and approved by the student's Individualized Education Plan (IEP) team and the Special Program Department.

For information on Late Buses for LRSD Special Needs Accommodation Transportation contact the dispatcher (501) 447-7553.

For any issue or concern that you may have with the LRSD Special Needs Accommodation Transportation please call (501) 447-7550.

If you have moved from one resident to another you MUST process a change form at the Student Registration Office (SRO) located at 501 Sherman Street-447-2950. Once the change has been processed by the parent at the SRO; contact Special Programs @ 447-1033 so that information can be sent to the LRSD Special Needs Accommodation Transportation Department. Before any changes can take place for a student needing specialized transportation information has to be received from the Special Programs Department.

Whenever a new stop is added, stop (s) removed for non-utilization, times adjusted or any changes that are made to a route; parents must contact the LRSD Special Needs Accommodation Transportation Department within 2 business days to find out the scheduled pickup time and bus information for the student.

# **Student Supervision When Bus Returns to Home**

Most Special Needs Accommodation students who ride a bus require adult supervision at home. The parent or legal guardian is responsible for completing a form provided by the LRSD Transportation Department indicating if a child may be left without supervision at the request of the parent or guardian. Many problems occur when a special needs student who requires supervision is brought home in the afternoon and no one is there to accept the student. When a parent or other caretaker is not present; the driver will contact dispatch-(501)447-7553 informing them of the situation and the student will be taken to a LRSD location (Forest Heights) (501) 447-2781 until a parent or caretaker can be contacted.