

## INDIVIDUAL SUPPORT SERVICES TEAM MEETING

### INDIVIDUAL SUPPORT SERVICES MANAGER CHECKLIST: TRANSPORTATION DURING THE INDIVIDUAL SUPPORT SERVICES PLANNING MEETING

	To Be Done	Completed
1. Transportation addressed at support services planning team meeting	_____	_____
2. Check done re non-disabled siblings being transported to/passing same location	_____	_____
3. Check done re parental ability to provide transportation for child	_____	_____
4. Parents notified of responsibilities re child receiving special transportation	_____	_____
5. Driver informed of responsibilities re child he/she is transporting	_____	_____
6. Vehicle properly equipped - e.g., seat belts, special restraints, etc.	_____	_____
7. Pick up/drop off time established with parents and driver	_____	_____
8. Pick up/drop off place established with parents and driver	_____	_____
9. Routine established with parents re emergency (early) pick up/drop off from school	_____	_____
10. Routine established with driver re emergency (early) pick up/drop off from preschool/school - e.g., weather, closure, sick child	_____	_____
11. Driver provided with "in bus" list of parents' and doctor's telephone numbers for contact in emergency situations	_____	_____