

BUSSING FOR STUDENTS WITH SPECIAL NEEDS SD61 COMMUNICATION

Transportation	<ul style="list-style-type: none"> • Liaises/communicates between schools and Thirdwave • Sends incident reports to School and District Administrator via email • Communicates with District Administrator on various aspect of bussing • Sends monthly BC Transit passes to schools via school mail • Emails route information/riders lists to schools and other bussing information/reminders • Communicates with parents around all aspects of bussing • Maintains a webpage/calendar for parent/school use: https://www.sd61.bc.ca/our-district/departments-services/facilities-department/student-transportation/ • Emails: efischer@sd61.bc.ca jwalker@sd61.bc.ca Transportation@sd61.bc.ca • Transportation phone: 250-920-3447 Eric Office: 250-920-3456
Schools	<ul style="list-style-type: none"> • Communicates incident reports to parents • Communicates with Transportation around incident report problem solving or other issues • Provides annual application process information and reminders to new applicant parents • Refers parents to Transportation and webpage regarding applications and any questions/concerns • Communicates early dismissals and any school scheduling information and changes to Transportation • Can contact Thirdwave if the bus is over 10 min late (Thirdwave 250-382-4333) or an item is left on a bus, all other communication with Transportation
Thirdwave	<ul style="list-style-type: none"> • Incident reports are filled out by the driver, signed off and sent to Transportation from the Manager • Receives communication from parents around daily absences • Contacts Transportation regarding all aspects of their service • May contact school and parents directly if the bus is late or early • Will contact the parent directly if they are not home to receive their child after school, or are a no show in the morning • Will contact the school if the bus is cancelled
Parent	<ul style="list-style-type: none"> • Contacts Thirdwave if their child is absent on any given day: 250-382-4333 • Contacts Transportation with all changes in regards to their schedule, application information, concerns and questions regarding all aspects of bussing • Works with school and their child regarding incident reports • Contacts Transportation or schools if they have any concerns or questions

Revised: July 26, 2022