



# ***North River Collaborative***

## **Parent/Guardian Transportation Handbook**

**2025-2026**

**North River Collaborative Transportation Office**

**Eileen Millett, Transportation Director  
Susan Hardie, Asst Transportation Director**

**198 Spring Street, Rockland, MA 02370  
781-878-6056 ext. 4 • FAX 781-982-9787**

**Student Absent Line: 781-878-6056 ext. 4**

Dear Parents and Guardians,

North River Collaborative has provided special education services in partnership with our school districts for the past forty years and special needs transportation to students with disabilities for over 17 years. Our goal is to provide the safest, most reliable, timely, and courteous transportation service possible for your child. We have developed this handbook to ensure clear communication and to provide pertinent information regarding your child's special education transportation services. Please use this handbook as a reference throughout the school year.

We are proud of our long-standing partnerships with the school districts we serve. This collaboration ensures that your child's transportation needs are being met using safe and properly maintained vehicles equipped with GPS, cameras, and two-way radios for prompt and efficient communication. All of our drivers are carefully screened, trained, and supervised. They have your child's safety and well-being as their primary concern.

We are committed to providing high-quality transportation services to our students, families, and districts. Please feel free to contact the North River Collaborative Transportation Office with any concern, questions, problems, or suggestions you may have regarding our services.

Thank you for your cooperation and support.

Sincerely,

*Paul Tzovolos*

Paul Tzovolos  
Executive Director

*Eileen Millett*

Eileen Millett  
Transportation Director

*Susan Hardie*

Susan Hardie  
Assistant Transportation Director

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## ***Welcome***

Welcome to the North River Collaborative Transportation Department. This handbook has been prepared for the convenience and use of students and their parents. The information contained in this handbook will help you gain a deeper understanding of policies related to the Transportation Department. North River Collaborative recognizes that parent involvement is critical to maximize the learning process. We are committed to creating a partnership with families that is supportive, cooperative, and nurturing.

### ***Non-Discrimination Statement***

The North River Collaborative Learning Center programs do not discriminate in employment on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, age, disability, pregnancy or pregnancy-related medical conditions, or military service or marital status. The North River Collaborative Learning Center programs do not discriminate in admission to, access or treatment in its programs and activities on the basis of age, race, color, sex, gender identity, religion, limited English speaking ability, national origin, or sexual orientation, disability or homelessness.

### **If you need this booklet translated, please contact the Program Coordinator.**

Portuguese / Portugues

Se voce necessitar este livreto traduzido, ontate por favor o escritorio principal da escola da sua crianca.

Spanish / Espanol

Si usted necesita esta librete traducido, intre in contacto con por favor la officinal principal de la escuela de su nino.

French / Francais

Si vous avez bsdoin de ce livret traduit, entrez en contact avec svp le bureau principal de votre enfant.

German / Deutsch

Wenn Sie diese ubersetzie Broschure benotigen, treten Sie Bitte mit dem Haupiburo der Schule Ihres Kindes in Verbindung.

**NORTH RIVER COLLABORATIVE**  
**Mission/Vision/Guiding Beliefs**

<b><i>Mission</i></b>
North River Collaborative will act as a leader in cooperatively developing and delivering innovative and cost-effective educational and therapeutic services for students, families, school districts, partner organizations, and communities in order to offer excellent, equitable, and highly relevant education for all.
<b><i>Vision</i></b>
North River Collaborative will utilize a culture of accountability, transparency, equity, and continuous improvement to fulfill our mission and remain at the forefront of educational innovation to meet the individual needs of students in our region within the most inclusive settings possible.
<b><i>Guiding Beliefs</i></b>
<p><i>We Believe....</i></p> <ul style="list-style-type: none"> <li>- All students and families deserve equitable access to high quality educational services that support student success in all domains as well as a life-long success as an independent adult.</li> <li>- In an educational landscape where the needs of students are at the forefront of decision-making that includes personalized learning, individualized support systems, and commitment to nurturing the holistic development of each learner at their highest potential.</li> <li>- All students should be challenged to learn in a caring, inclusive, and flexible environment that appreciates diversity, values life-long learning, and prepares students to be successful.</li> <li>- High-quality professional development combined with a rigorous informal and formal staff evaluation system is essential for improving educational practices and maximizing student achievement.</li> <li>- Providing opportunities for collaboration and inviting feedback from a diverse community of voices will foster growth and innovation and allow us to build and sustain cutting edge programs and services for all students.</li> <li>- Through collegiality and shared commitment, we as a staff will continue to perform at our highest potential and be empowered to operate with agency and grow as individuals serving our organization in the fulfillment of its mission.</li> </ul>

**EQUITY STATEMENT**

North River Collaborative believes that equity is rooted in a reflective practice that permeates all facets of our organization. We actively seek to promote inclusion and the celebration of what makes our community members unique as we continue to maintain their dignity, civil rights, and safety. We understand that equitable practices guide us to continue to seek to mutually understand one another and expand the representation of all stakeholders in order to create a more diverse organization.

**DISCLAIMER**

The laws, policies, and school rules in this handbook are intended to ensure the safe, orderly, and educationally sound operation of the Learning Center programs. In addition to these written provisions, there may be times when, to further ensure the safe, orderly, and educationally sound operation of the school, the North River Collaborative may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or Board policy not written in this handbook. The passage of any new laws supersedes current rules.

## **TRANSPORTATION POLICIES AND PROCEDURES**

### **ABSENCES**

If your child will not be attending school due to illness, vacations, or appointments, please call the North River Transportation Office in Rockland (781-878-6056 extension 4) as soon as possible prior to the pickup time.

Please speak loudly and clearly when leaving your message. Your message should include:

- **Date of Absence/Change**
- **Student's Name**
- **School Name and Town**

If you drive your child to school, and you would like North River Collaborative to transport him/her back home, please notify the transportation office before 10:00 AM, so we can be sure to include your child on the route home.

If the student is dismissed for disciplinary reasons or sickness, it is the parent's responsibility to pick up the student at school. **Also, please contact the transportation office if you are picking up your child at school for any reason including illness.**

To ensure accuracy in routing, all communication must be reported directly to the North River Transportation Office in Rockland (781-878-6056 extension 4) **Please do not leave messages with the driver, they have been instructed not to deliver messages to prevent any confusion and to protect confidentiality.**

### **ACCIDENTS**

If an accident occurs, the driver will immediately contact the North River Transportation Office. The police may also be immediately notified. The driver will not leave the students unattended in the vehicle until the proper authorities have arrived. The driver will complete an accident form as required by the Commonwealth of Massachusetts Registry of Motor Vehicles. The parents/guardians and school district will be notified of the incident on the day of the accident.

### **BEHAVIORAL PROTOCOLS**

Appropriate behavior is expected at all times to ensure the safety of students. The following rules along with your child's school code of conduct must be adhered to:

1. Students must wear a correctly fastened seat belt and shall not attempt to enter or disembark until the vehicle has come to a complete stop.
2. Students are required to be courteous and respectful at all times (e.g. profane and abusive language is not allowed).
3. Students must not distract the driver so as to not endanger the safety of others.
4. Students will cooperate with the driver regarding noise level and behavior in the vehicle; (for example, students are expected to keep their hands to themselves, use indoor voices, and appropriate language).
5. Students must remain in their assigned seats at all times when the bus is in motion.
6. No eating, drinking, smoking, vaping, or drug use is permitted on any North River Collaborative vehicle.
7. Electronic devices (cell phones, video games, personal music devices, etc.) are permitted in the van if used appropriately. Please see the frequently asked questions section at the end of this handbook for more information.
8. The decision to use the van AM/FM radio is the driver's.

9. Students shall not open the windows without permission. Students shall not throw anything out of the window.
10. Sharp objects, weapons, loose toys, or other large items are not allowed on the van.
11. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **DROP OFF/PICK UP**

- Drivers are not allowed to leave vehicles:
- If your child is less than 12 years old, he or she must have parental supervision to transition on and off the van. Exceptions to this policy may occur on a case-by-case basis, if at a minimum, signed consent is provided by the parent/guardian and the district Special Education Director or his/her designee. Consent shall be obtained on a release form provided by the North River Collaborative. However, the North River Collaborative reserves the right to require parental supervision for transition on and off the van.
- Students are not to approach the vehicle until it comes to a complete stop.
- If an object has fallen near the vehicle, please notify the driver before picking up the item.
- Seat belts must be worn at all times. Parents must buckle their child into the safety restraint system. ***It is imperative that we work together in explaining to your child that the safety restraint system must be worn at all times.***
- Students under the age of eight (8) shall be fastened and secured by a child passenger restraint, such as a car or booster seat, unless the student measures more than 57 inches in height according to Massachusetts General Law Chapter 90, Section 7AA. The child passenger restraint must meet the manufacturer's instructions and be approved by federal regulations 49 CFR 571.213. North River Collaborative will provide all car seats, boosters and safety vests that have a manufacturer's safety inspection label and meets all Federal Motor Vehicle Safety Standards.
- Wheelchair van drivers and/or monitors will operate the liftgate for students in wheelchairs to ensure that the wheelchairs are secured, and all seat belts fastened. The parent/guardian is responsible for securing their child into the wheelchair in preparation for transit.
- Parent/Guardian is to label all personal items sent to school.
- All book bags, lunch boxes, and other items must be placed in the front seat of the vehicle near the driver.
- We are not allowed to transport animals (except for service animals) or any large objects due to safety concerns.
- North River Collaborative assumes no responsibility for lost articles.
- Pickup times are subject to change due to ridership and/or route reassignment.
- At least the day before your child is scheduled to begin using North River's transportation services for the first time, you will receive a call from North River Collaborative Transportation with the designated pick up time. If you do not receive a call, please contact the North River Collaborative Transportation Office in Rockland (781-878-6056 extension 4)

### **MORNING PICK-UP**

For prompt pickups, students should be ready for pickup at least **ten (10) minutes** before the vehicle is due to arrive. For unanticipated situations, the driver will wait up to **three (3) minutes** past the designated pickup time before continuing with their route.

#### **AFTERNOON DROP-OFF**

Student drop-off will only be made at the child's residence unless an alternate drop-off location has been approved.

If the parent/guardian of a student under age 12 is not able to be at home at the drop-off time, then he/she must contact the Transportation Office to provide the name of the person that will be authorized to take the student off the vehicle, unless a signed consent is on file.

In the event that a responsible and authorized adult is unavailable to meet the student at the designated drop-off point and there is no authorization on file to drop the student off unattended, the following procedure will be utilized:

*The driver will notify the dispatcher by radio immediately that no one is home and, if other students are on board, continue the route. The dispatcher will make every attempt to reach the parent/guardian of the student and inform them that the student is still on board the van. At the completion of the route, if there is still no responsible adult present at the designated drop off location, the transportation office will notify the school district and follow the school district's instructions. **Consistent failure to meet the bus may result in a referral to the Massachusetts Department of Children and Families.***

Please note that drop-off times are subject to change due to factors such as weather, ridership, route reassignment, traffic, etc. As a result, it is imperative that parents don't make time sensitive appointments at drop-off time.

#### **Changes in Pick-up/Drop-Off Locations**

Students may not be picked up or dropped off anywhere except at their own home unless the school district has authorized a different arrangement. Only requests for permanent changes (ie: an after-school program, relatives who are home and reside in the same town, moving to a new address, etc.) will be considered. Requests for changes should be made **in writing to your child's district special education office** for authorization at least three days prior to when the request would go into effect. If approved, the district special education office will notify North River Collaborative of the changes by either email or phone. North River Collaborative will attempt to accommodate these requests whenever possible.

Day-to-day changes will not be considered. Drivers cannot accept notes from parents/guardians. They are not responsible for any requests or changes from parents/guardians.

#### **Procedures for Pick-Up and Drop-Off at School**

School staff will be present when the students are dropped off and picked up at school. School staff will ensure that students are safely buckled into their seats. Drivers will verify that school staff have followed this requirement.

In the case of students who require a wheelchair, van drivers and/or monitors will operate the liftgate to ensure that the wheelchairs are secured, and all seat belts are securely fastened. School staff is responsible for securing the student into the wheelchair in preparation for transit.

School staff, along with the driver and/or monitor, are responsible for de-escalating behaviors in order to ensure students entering and exiting the van exhibit safe behaviors. School staff will work with NRC staff to identify possible solutions when behavioral



problems occur on the vehicles. School staff should contact the North River Transportation Office if any problems occur or there are inconsistent arrival and/or departure times.

#### **Early Release for Discipline**

If a school needs to send a student home for disciplinary reasons, it is the parent/guardian's responsibility to pick up the student at school. The school must notify the North River Collaborative Transportation Office that the student will not need a ride home that day and, in the case of suspension, the date of return.

#### **EMERGENCY INFORMATION FORM**

To protect the safety of your child and maintain effective communication, you must complete an Emergency Information Form yearly and return it to the North River Transportation Office. This form must be updated on a yearly basis. However, if you have already completed and returned the form for summer school transportation, then you do not need to complete it again.

Please notify North River Transportation in writing if your child is diagnosed with a new medical condition or if there are any changes to emergency contact numbers. In such cases, North River Collaborative may need to work with your school district to convene the student's 504 or IEP Team.

#### **INCIDENT / DISCIPLINE POLICY**

Serious or recurring incidents will be reported to the school district and placement program, special education administrators, and the Executive Director of North River Collaborative and/or his/her designee. If discipline issues arise on the vehicle, the following procedures will be followed:

1. The driver will contact the North River Collaborative Transportation Coordinator and/or his/her designee immediately. If the incident requires a police or fire response, 911 will be called.
2. The driver and/or monitor in collaboration with the Transportation Coordinator or his/her designee will write up the problem on an Incident Report Form. The district special education administrator will be notified of the incident directly by the Transportation Coordinator or his/her designee. A copy of the incident report will be sent to the district's special education office.
3. If the incident on the transportation presents a danger to the student or others on the van, North River Collaborative may terminate or refuse to provide transportation. If additional action is warranted, all decisions will be made in collaboration with the school district liaison, the director of the child's school program, the student, and/or the parent/guardian. A plan may need to be developed to ensure that North River Collaborative can safely provide transportation for the student. The plan may include such action(s) as a risk assessment, a behavior plan, and/or the addition of a monitor to be assigned to the student.
4. In the event of intentional damage caused to seats or other parts of the vehicle by a student, the student and/or the parent/guardian or the district must reimburse the cost of repair to North River Collaborative.
5. We encourage parents/guardians to notify the North River Collaborative Transportation Department if your child reports an incident on the bus to you.
6. If appropriate, the incident will be reported to the Department of Children and Families (DCF).

### **MEDICATIONS**

Massachusetts Department of Public Health Regulation 105 CMR 210.008 states that “a parent, guardian or parent/guardian-designated responsible adult shall deliver all prescription medications to be administered by school personnel or to be taken by self-medicating students, if required by the self-administration agreement, to the school nurse or other responsible person designated by the school nurse.” Therefore, should your child require medication during the school day, it is the parent/guardian’s responsibility to deliver it directly to the school nurse. To the extent your child may require medication to be administered to him or her or to self-administer medication on the vans, the school nurse where the student attends school and North River Collaborative will determine a plan for transporting the medication after receiving the medication directly from the parent/guardian. Without explicit written authorization from North River, neither the North River driver nor the student will carry any medication on the van for transport to school. North River Collaborative drivers have been instructed to refuse any requests from a parent/guardian to transport medication to and from school without written authorization. Any rescue medicine or medicine to be transported on the van must be delegable and not be classified as a substance that requires administration by a medical professional.

### **RESIDENTIAL STUDENT TRANSPORTATION**

North River Collaborative will work with your district’s special education office concerning Friday afternoon pickup times from the school and the Sunday or Monday return times of residential students. Any changes to the established time will need to be requested in advance and approved through the district’s special education office. The pickup times will be based on factors such as, but not limited to, traffic concerns, weather conditions, cost factors, disruption of other students’ pickup times, or availability of vehicles/drivers.

If the forecast calls for inclement weather, North River reserves the right to transport home a day early. When the North River Collaborative Transportation Office informs you of the decision to transport early and, if you decline, you will be responsible to transport your child home.

### **SEIZURE PROTOCOL**

It is important that medical information be provided through an updated emergency information form. For students with a known history of seizure events, NRC drivers monitor the situation and report to the dispatch as well as parent/staff if there is a seizure event. If a seizure for a student with a known and communicated history of seizure activity lasts more than five minutes the driver or monitor will call 911. If the parent or doctor has written a seizure protocol for us to call immediately if there is a seizure event we will follow that guidance. If there is no previous documentation or knowledge of a student having seizure activity the driver or monitor will call 911 immediately.

### **VIDEO RECORDING POLICY**

NRC has a responsibility to maintain discipline and protect the safety, security, and welfare of our students and staff, while at the same time safeguarding NRC facilities, vehicles, and equipment. The organization seeks to ensure that all members of the community are treated with respect and dignity despite their area(s) of need.

As part of fulfilling this responsibility, NRC authorizes the use of video/digital surveillance cameras in NRC vehicles, in the program and common areas of NRC buildings, and in classrooms located in district schools. Digital or video recorder placements shall be based on the presumption and belief that students and staff have no reasonable expectation of privacy in public areas that occur in plain view of other students, staff, or bystanders.

Signs shall be posted on NRC vehicles, property, and classrooms to notify students, staff, and

visitors that video or digital cameras may be in use. Students and others will be held responsible for any violations of school rules, NRC Personnel Policies/Procedures, or law recorded by the cameras.

NRC acknowledges that there exists an expectation of privacy in various locations within and on the North River facilities including within the lavatories, changing rooms/locker rooms, and in the nurse's offices. Cameras shall not be used to monitor inside such areas.

The Executive Director shall ensure that proper procedures are in place and are followed regarding the use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras, in accordance with applicable laws and regulations, as follows:

- Access to video recordings from security cameras shall be limited to school administrators (Executive Director or his/her designee, Program Coordinator or his/her designee).
- A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of North River Collaborative. The right to inspect such recordings is limited to North River personnel and as required by law.
- Any type of activity detected through the use of video surveillance cameras that might constitute a violation of the law will be reported immediately to the appropriate law enforcement officials by North River Collaborative, consistent with Federal and State law.
- All video recordings will be stored in a secure location to avoid tampering and to ensure confidentiality. Videos may be viewed in this secure location but will not be shared or sent to parties outside of North River Collaborative, except as required by law.
- In exigent circumstances, such as a building lock down or shelter in place situation or when there are other circumstances in connection with a health and safety emergency, security camera recordings may be accessed in real time by law enforcement at a location most convenient to the involved law enforcement agencies.
- Security cameras will record video only and will not record audio.

Video recordings (with the exception of those segments that constitute evidence of a crime being committed or used in connection with student or staff discipline) will be maintained for as long as there is sufficient storage space on the surveillance server or for thirty (30) days, whichever is longer, and then deleted. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the Collaborative except through a lawfully issued subpoena, court order or as otherwise required by law.

All video recordings will be stored in a secure location to avoid tampering and to ensure confidentiality. Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system, or otherwise misuses their surveillance system, will be subject to appropriate disciplinary action as well as possible criminal charges.

NRC reserves the right to record using audio subject to applicable law.

### **WEATHER-RELATED SCHOOL CANCELLATIONS/DELAYS**

Weather related or other cancellation of schools is based upon the location of the host school. Please follow the cancellation/delay announcement for the town in which the student attends school.

It is the parent/guardian's responsibility to ensure that the area where the student is picked up/dropped off is reasonably clear of all snow and ice. Transportation may be canceled if the driver cannot safely maneuver the vehicle into the driveway or if they see the potential for getting stuck or damaging property.

#### **Cancellation Procedure:**

- If the town in which a student resides cancels school for weather-related reasons, then North River Collaborative will not transport to or from that town.
- If the town where the student attends school cancels school for weather-related reasons, then North River Collaborative will not transport to that town location.

#### **Delayed Opening Procedure:**

- If the town in which a student resides has a delayed opening for weather-related reasons, then North River will follow that delay.
- If the town where the student attends school has a delayed opening for weather-related reasons, then North River will follow that delay.
- Out of an abundance of caution, the longest delay will be followed in cases where there is variation in the amount of time.

#### **Early Release Procedure:**

- On occasion, weather conditions or school emergencies dictate that students be released before the normal dismissal time. Please arrange to be home or have another person at home to receive your child in case of early dismissal in bad weather. It is the responsibility of your child's school to contact you about an early release. The school will also contact the North River Collaborative Transportation Office.

**Please note that North River Collaborative may also cancel transportation if the above conditions are met but the Transportation Director and Executive Director believe that it is not safe to drive students. In this case, school districts and parents will be notified through the use of the call alert system and notification will be posted on the North River Collaborative Website ([northrivercollaborative.org](http://northrivercollaborative.org)).**

*During hazardous weather conditions, safety is our priority. Your patience and anticipated cooperation are greatly appreciated as we strive to provide the safest possible transportation for your student.*

### **WHEELCHAIRS**

Wheelchairs shall be equipped with brakes and a seat belt properly maintained by the owner of the chair. All wheel chair brakes must be maintained to prevent the wheels from moving when the brakes are applied, and Velcro fasteners must not be used as the sole source of seat restraint because they do not meet minimum state requirements.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place. Wheelchair power shall be turned off prior to being transported in a school bus. Batteries used to propel electric wheelchairs shall be both leak-resistant and spill-resistant or

shall be placed in a leak-resistant container. Batteries shall be secured to the wheelchair in such a manner as to prevent separation in the event of an accident.

It is the parent/guardian's responsibility to ensure that their child's wheelchair meets the minimum state safety requirements. If there are any changes made to your child's wheelchair, please notify the transportation office immediately.

## **Appendices**

## **APPENDIX A**

### **FREQUENTLY ASKED QUESTIONS**

- Q:** My child has a long ride in the morning. Can my child have breakfast in the vehicle?
- A:** No. Students, drivers, and monitors may not eat or drink while in the vehicle at any time.
- Food is a potential choking hazard and allergies to food may cause a life-threatening reaction to your child or others riding in the vehicle.
- Q:** Can I give the driver some money to stop for snacks at a drive-thru?
- A:** No. Unscheduled stops are not allowed.
- Q:** Can my child play video games, use his/her cell phone, or listen to a music device in the van?
- A:** Students may use electronic devices (cell phones, video games, personal music devices, etc.) if the electronic device is used appropriately. Please note that students may not make personal phone calls and earphones must be worn when listening to music or when playing video games. Students must not transmit any material that might be construed as threatening, obscene, inappropriate, or harassing when using electronic devices. If these devices are used inappropriately, become a distraction to the driver, or cause a problem with other students, the privilege will be revoked, and disciplinary action may be taken. Appropriate law enforcement personnel will be notified if it is believed that a student has broken any local, state, or federal laws. North River is not responsible for personal items left in the vehicles.
- Q:** Can I call the driver in the vehicle to speak with him/her directly?
- A:** No. If communication is necessary, please call the North River Transportation Office in Rockland (781-878-6056 extension 4).
- Q:** What do I do if I have a transportation service-related question, or I have a problem with a driver or want to make a general complaint?
- A:** Please contact the Transportation Department as soon as possible at 781-878-6056, extension 4. If the issue is not resolved, please contact Eileen Millett the Transportation Director, and she can be reached at 781-878-6056 extension 126.
- Q:** What happens if the vehicle breaks down while my child is on the van?
- A:** The driver will contact the North River Transportation Office and remain with the student(s) at all times. If necessary, a replacement vehicle will be provided in a timely manner. Programs and parents/guardians will be notified.

## APPENDIX B

### Emergency Information for Transportation Provider PLEASE FILL OUT AND RETURN THESE PAGES TO YOUR DRIVER

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ School Name: \_\_\_\_\_

#### Contact Information for Parents/Guardians:

Parent/Guardian 1: \_\_\_\_\_  
Name Address  
Home/Cell Phone Work Phone Email Address

Parent/Guardian 2: \_\_\_\_\_  
Name Address  
Home/Cell Phone Work Phone Email Address

List two neighbors or nearby relatives who will assume temporary care of your child including picking up at school if you cannot be reached.

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

**PLEASE NOTE THAT NORTH RIVER COLLABORATIVE WILL NOT LEAVE A CHILD WITH ANYONE OTHER THAN THOSE PERSONS LISTED ON THIS PAPERWORK UNLESS THEY HAVE RECEIVED VERBAL/WRITTEN PERMISSION FROM A PARENT/ GUARDIAN OR SCHOOL DISTRICT**

#### Permission for Independent Pick Up/Drop Off (12 yrs and older):

If your child is 12 or older, are they able to be left alone? YES \_\_\_\_\_ NO \_\_\_\_\_

**PLEASE NOTE:** If you checked YES, it indicates that your child has the skills necessary to be home alone and you give permission for unsupervised pick-up and drop-off. Neither North River Collaborative nor your School District will be responsible for any occurrences before the child is picked up and after the child is dropped off.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

If your child is less than 12 years old, he/she must have parental supervision to enter and exit the van both morning and afternoon. Occasional exceptions may be made for 10- and 11-year-olds with District approval. Please contact our office for details.



**Personnel/Equipment (check off all that apply):**

<b>Equipment:</b>	Child Safety Seat: Booster _____ Car Seat _____ Wheelchair _____
<b>Other Safety Equipment:</b>	Safety Vest/Harness _____ Seat Belt lock _____
<b>Personnel:</b>	Nurse _____ Monitor _____ (APPROVED BY DISTRICT)
<b>Supervision/Assistance</b>	
<b>Level if Ambulatory:</b>	Verbal Cues _____ Handheld _____ Significant Physical Assistance _____

**Please note: In case of a medical emergency, drivers/monitors should contact the Transportation Director or his/her designee. If driver/monitor is unable to reach the Transportation Director or his/her designee, then driver or monitor must call 911).**

**\*In order for NRC to follow other protocols we must receive specific instructions from a parent or doctor.**

**Medical/Behavior Information check all that apply and provide pertinent information.**

<b>Behavior Concerns:</b> Yes _____ No _____ If yes, please describe or attach behavior plan if relevant.
Feeding Tube _____ Shunt _____ Central Line _____
Swallowing/Choking _____
Seizures <u>*PLEASE BE SPECIFIC * 911 will be called if no information is attached * see parent handbook *</u>
Diabetes _____
Asthma _____ Uses Inhaler _____
Allergies _____ Carries EPIPen? Yes _____ No _____ If yes, place it in front pocket of backpack.
Is there a Medical Crisis Intervention plan? Yes _____ No _____ If yes, please attach.
Hearing Impaired _____ Visually Impaired _____
Non-verbal/Limited Speech _____ Communication Method/Device _____ Loud Vocalizations _____
Physical or Orthopedic Limitations/Conditions _____

**Physician Information/Authorization for treatment**

Physician's Name: _____ Office Phone: _____
Address: _____
In case of an accident or serious illness, I request that the school or transporter contact me. If unable to reach me, I authorize you to call the physician indicated above and to follow his/her instructions. If it is impossible to contact this physician, in an emergency, I give permission for my child to be treated by any licensed medical practitioner(s).
Parent/Guardian signature _____ Date _____

## APPENDIX C

### Transportation Program Handbook Acknowledgement

PLEASE SIGN AND RETURN THIS PAGE TO YOUR DRIVER

\_\_\_\_\_ I am aware that the **Transportation Program Handbook** is on the North River Collaborative website.

\_\_\_\_\_ I acknowledge and agree that the student and parent/guardian will abide by the provisions incorporated in the handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Student Attends

Thank You,

*Eileen Millett*

Eileen Millett  
Director of Transportation