**SCSD Bus P.A.S.S.**

Promoting Actions for Student Success

**Procedure for Bus Plan Use in SCSD**

**Who may need a documented Bus Plan?**

Students who exhibit repeated behavioral challenges on their transportation routes may benefit from having their bus plan documented. In other words, a simplified, driver-friendly version of their ICMP/ ISP-B, including only the most essential actions for promoting student success, would be transferred to a Bus Plan template and shared with SCSD transportation supervisor, **Al Valochovic:** [**valachovica@schenectady.k12.ny.us**](mailto:valachovica@schenectady.k12.ny.us) and SCSD transportation assistant, **Nicole Stabinski:** [**stabinskin@schenectady.k12.ny.us**](mailto:sabinskin@schenectady.k12.ny.us) to be uploaded to TransFinder, where bus drivers can access it.

Bus Plans must be simple (½ to 1 page long), targeted, specific to things that can be done on the bus, geared toward bus staff capabilities.

**Who develops Bus P.A.S.S. Plans?**

The same teams who develop Individual Crisis Management Plans (ICMPs) and Intervention Support Plans for Behavior (ISP-B) are responsible for simplifying and adapting the contents of those documents to include only information relevant to bus riding. The Bus P.A.S.S. template our district will be using aligns exactly to the ISP-B template to facilitate usability.

As a reminder, Bus P.A.S.S. plans (like ISP-Bs) are *not* confidential, and should contain only the information necessary for coordinated, systematic behavior planning (not diagnoses, psychiatric medication, details about personal or family history, etc.).

**Where can Bus P.A.S.S. templates be located?**

The Bus P.A.S.S. template can be found in “Bus Behavior Plan” folder under the “Behavior” folder in the PPS Toolbox. The Bus P.A.S.S. template can also be accessed on the Behavior Team’s website: <http://scsdbehaviormatters.weebly.com/scsd-template--tool-library.html>

**How are Bus Plans shared with Transportation Staff? Where should they be uploaded?**

If teams wish to meet with a bus driver or monitor to review a bus plan / update or discuss any concerns about plan feasibility from bus / monitor’s perspectives, they should contact **Al Valachovic**: [**valachovica@schenectady.k12.ny.us**](mailto:valachovica@schenectady.k12.ny.us) and **Nicole Stabinski:** [**stabinskin@schenectady.k12.ny.us**](mailto:sabinskin@schenectady.k12.ny.us)to arrange this. As Bus P.A.S.S. plans should not contain any confidential information, they can be e-mailed to Mr. Valachovic and Ms. Stabinski for upload to TransFinder. Ms. Stabinski will arrange for printed copies of student bus plans with drivers, and they will also be accessible to substitute drivers and bus monitors.

**Who is the school’s Liaison for Bus Plans?**

Each school Principal has identified a Bus Liaison (e.g., Administrator or other staff person whose school day extends through transportation hours) in their building who will be responsible for communicating with **Al Valochovic:** [**valachovica@schenectady.k12.ny.us**](mailto:valachovica@schenectady.k12.ny.us) and **Nicole Stabinski:** [**stabinskin@schenectady.k12.ny.us**](mailto:sabinskin@schenectady.k12.ny.us). Ms. Stabinski will e-mail the school Liaison any Bus Communication Logs she receives.

**How will themes from district Communication Logs be communicated to Behavior Team and connected to PD offerings?**

Mr. Valochovic and Ms. Stabinski and the SCSD Behavior Team will be in regular communication about potential PD needs related to themes of behavioral challenges noted in bus plans. School liaisons can also reach out to the behavior consultant assigned to their building to share recommendations.

**What supports are available for out of district students with challenging bus riding behaviors?**

The SCSD transportation department or PPS administrators may request that the SCSD Behavior Team offer targeted PD to bus drivers and monitors, as indicated. The SCSD Bus P.A.S.S. template and this Procedure for Bus Plan use in SCSD may also be shared and summarized with Out of District Placements who may benefit from use of the same (or a similar) process.