

How to Fill Out a Transportation Form

1. Logon to eSped (www.eSped.com)
2. Click on **ARD Forms**
3. Select **Student**
4. Click on **FERPA reason: I am writing this student's IEP**
5. Highlight and click on "eStar Transportation Eligibility (1)"
6. In the first box, add the date of the most current FIE
7. Click on the down arrow for "Evaluator" and for "Position" (person filling out form)
8. Click on box(es) of all documented eligibilities of the student
9. Click on the appropriate box(es) to select all reasons the student requires special transportation
 - a. ***Required fields are checked ONLY if the student needs it. DO NOT check if the student does not need special assistance or extra supervision.**
10. Click on the appropriate box(es) to select any special seating requirements needed by the student
 - a. If the student is in a wheelchair, put estimated weight of the student in their wheelchair. If not sure, PT staff may be able to assist you with the estimation
11. In the box provided, describe any special precautions that should be taken to ensure the safety of the student
12. Click "Next" to take you to the next screen, "eStar Transportation Eligibility (2)"
13. Click on whether the student needs special transportation every time they are transported or to and from school only
14. Add additional comments if needed
15. Click on the appropriate boxes that specify any areas of concern
 - a. **Always check whether the student is verbal or non-verbal**
 - b. **Always check whether the student is ambulatory or non-ambulatory**
16. Click on the appropriate boxes that specify any health and/or behavioral concerns
17. Specify specific health and/or behavioral concerns in the notepad provided
18. Click on the appropriate box(es) for "Medical Concerns" ; notate any information or comments in the notepad.
19. **Click on the "Pending" button only AT the ARD; if clicked before it will go to Transportation before the ARD is held.**

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- a. Clicking on this button lets the Transportation Office know that transportation is needed for the student
 - b. The Transportation Department will update the form to “Completed” once the student has been assigned to a bus
20. Add the time that the campus starts and ends its school day in the space provided
21. Add the name of the campus where services will be provided
22. Add the time in which the student must be at school each morning and when they must leave for the day
- a. Pick up time must not be before the end of the school day unless a modified day is required and it is justified and documented in the ARD
 - b. All days requiring transportation must be filled out. If a day is left blank, it is assumed that the student does not need transportation that day
23. Add the location where the student will be picked up in the morning
24. Add the location where the student will be dropped off in the afternoon
25. Respond to question “If no one is at the delivery address, can the student be left alone”
- a. Parent initials is required on the form once the form is printed if the parent requests to leave the student without adult supervision
 - b. It is never appropriate to leave a student with significant cognitive disabilities home alone regardless what the parent requests
 - c. It is never appropriate to leave an elementary aged student home alone regardless what the parent requests
26. The last box at the bottom of the screen is for use by the Transportation office only
27. Click “Next” to take you to the next screen, “eStar Transportation Eligibility (3)”
28. Add the date transportation services will begin
- a. You must give the Transportation office 4 days to prepare for **new bus services**
29. Click on the appropriate type of service
30. Do not respond to the question “Services are no longer required” unless transportation is no longer needed
31. Add additional comments if needed
32. When the form is **completed**, click on **SAVE**