

## **TRANSPORTATION GUIDELINES FOR STUDENTS ATTENDING SHORT TERM PROGRAMS**

The following guidelines describe procedures for the Texas School for the Blind and Visually Impaired to provide financial support to local school districts when their students attend a Short-Term Program (STP) class at TSBVI.

### **MODES OF TRAVEL AND PAYMENT PROCEDURE**

Students typically travel to TSBVI and home again using one of the following modes of transportation:

**1. TSBVI Weekends Home Buses**

Students may ride one of the TSBVI Weekends Home buses to or from TSBVI whenever the buses are scheduled to run. There is no cost to the district or family.

**2. Public Transportation by airplane**

When students travel to or from TSBVI by plane, TSBVI will purchase the ticket after consultation with the local district and/or parent. There is no cost to the district or family.

**3. Public Transportation by Greyhound bus**

When students travel to or from TSBVI by bus, the local district will purchase the ticket after consultation with TSBVI (about appropriate travel times) and the parent. The district may request reimbursement for this expense after the trip is complete by submitting an invoice for the total cost to our Business Office (attn: Cindy Adcock). The invoice must be submitted within 30 days of the completion of the class for which it applies. Be sure the student gets to the station in enough time to get a seat, because having a ticket does not guarantee a seat.

**4. Personal Transportation (parent, school, or other private arrangements):**

Local districts should provide reimbursement to the driver in accordance with their own local procedures. The district may request reimbursement for mileage after the trip is complete by submitting an invoice for the total cost to our Business Office (attn: Cindy Adcock) at 1100 W. 45<sup>th</sup> St., Austin TX 78756. The invoice must be submitted within 30 days of the completion of the class for which it applies.

### **ADDITIONAL CONSIDERATIONS**

1. TSBVI will not reimburse costs associated with getting to the transportation pick-up and drop-off points. This includes, for example, travel to get to the TSBVI van or to get to the airport or Greyhound bus station.
2. TSBVI will not pay a more expensive choice for transportation if an effective and efficient alternative is available. For example, if a TSBVI van travels within 50 miles of a student's home, payment will not be provided if the student chooses instead to take the plane or be driven by family. Similarly, TSBVI will not reimburse districts that decide to transport students in their own bus if a more economical transportation method is available. If parents have a rationale for their child to use a more expensive form of transportation, they can discuss this with the Special Programs principal.
3. TSBVI will not pay for an escort to accompany a student for any form of travel.