

**TRANSPORTATION GUIDELINES FOR STUDENTS
ATTENDING SHORT TERM PROGRAMS**
For Parents

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. TSBVI will not request reimbursement for this cost. TSBVI buses run on Fridays and Sundays only.

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. TSBVI will not request reimbursement for this cost.

3. Public Transportation by Greyhound bus

When students travel to or from TSBVI by Greyhound 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.

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

Local districts should reimburse the driver in accordance with their own local procedures. The district may request reimbursement for this expense after the trip is complete.

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, the airport, or the 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. If parents have a unique reason for their child to use a more expensive form of transportation, they can ask for approval in advance by the Special Programs principal.

3. TSBVI will not pay for an escort to accompany a student for any form of travel.