Enable Special Needs Equipment Guides

Process Begins when
Request is made: E-mail, phone, in person

Process complete when
Students secured safely on school buses

- NTSHA Guidelines for the safe transportation of pre school age children in buses
- Proper Use of Child Safety Restraints System in School Buses (Booklet)
- MCPS EBI-RA, ERA, ERA-RA, EBH-RA
- Bus Configuration Software (MCPS Owned)

Guides

Special Needs Equipment

Inputs
- IEP (star form)
- Route sheets
- Special needs guidelines (attachment)
- Height and weight
- Equipment
- School list
- Supplies
- Research
- Sped office staff
- BRS/TCM
- Bus Operators
- Bus Attendants
- Buses
- Coordinators

Outputs
- Properly installed equipment
- Configured wheelchair buses
- Accurate data base
- Distribute equipment
- Inspection - proper use
- Adequately maintained inventory control

Enable Special Needs Equipment Guides

Enablers
- School staff
- Physical Therapist
- Depot Managers
- Auto Parts Supervisor
- Fleet Maintenance Secretary
- MCPS Warehouse staff

Vendors
- Trainers
- Students
- Auto shop