



transportation

TRANSITION INSTRUCTION ACTIVITIES (YELLOW BUSES)

PURPOSE:

The ordering of buses is intended as an instructional scaffold to create independence in transportation. Attempts should first be made to utilize existing transportation options before considering ordering a bus.

PROCEDURE:

1. Timeframe: Completed requests for Yellow Buses are due to Bob Garofalo **FOUR WEEKS** before scheduled day of Transition Instruction Activity.
2. Plan Transition Instruction Activity in consultation with the school's Master Calendar.
3. Complete DOTS Transition Instruction Activity Bus Order Cover Sheet and Appendix A (available at school site). An appropriate site administrator's signature is required.
4. Obtain Transition Coordinator signature.
5. Submit completed forms (with administrator and coordinator signatures) to Bob Garofalo, DOTS, Beaudry Building, 17th Floor, at least **FOUR WEEKS** before scheduled day of Transition Instruction Activity.
6. Secure appropriate student trip slips.

In order to ensure appropriate use of yellow buses for Transition Instruction Activities, the following is a priority list for approved LAUSD destinations:

<p><u>Ongoing Buses (Work Based Learning)</u> Occupational Center Training Classes Descanso Gardens Sheltered Work Shops Work Based Learning Trips Various Work Sites</p> <p><u>Short Term Buses</u> Job Shadow Activities Community Work Site Tours</p>	<p><u>One Day Trips</u> Community Services Sites (DMV, MTA Service Center, EDD, DR) Career Fair Opportunities in Community College Tours Special Conferences (Ability Expo) Community Adult Services Provider Tours Amusement Park Job Interviews Local High School/Feeder School Visit</p>
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CONTACTS

The following DOTS staff should be contacted for transportation questions:

Coordinators (contact your Local District Coordinator): Increases in monthly sticker orders, and extra tokens

Bob Garofalo (213) 241-8050 (can be contacted by e-mail rgarofal@lausd.k12.ca.us or pager (818) 315-0666):
 Yellow Bus Orders/Instructional Activity Trips