

Please print and distribute to the transportation manager.

Actions for the Transportation Manager

LEGAL CONSIDERATIONS

- Ensure that drivers understand their responsibilities under federal and state laws that may apply to students with diabetes, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Understand the procedures for implementing these laws (**see School Responsibilities Under Federal Laws**).
- Ensure that drivers protect and maintain the student's confidentiality and right to privacy.

PLANNING, EDUCATION, & TRAINING

- Consult with the school nurse and the principal to determine the appropriate level of diabetes management training that drivers should attend for carrying out their responsibilities and ensure that they complete the training.
- Inform drivers and substitute drivers about which students on their bus routes have diabetes in a way that protects the student's right to privacy and confidentiality.
- Ensure that drivers obtain a copy of the student's **emergency care plans for hypoglycemia and hyperglycemia** and keep them on the bus in a known, yet secure place. Ensure that substitute drivers have access to the plans.
- Ensure that drivers recognize that a student's behavior change could be a symptom of blood glucose changes.
- Ensure that drivers are prepared to respond immediately to the signs and symptoms of hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose) and take initial actions in accordance with the student's emergency care plans for **hypoglycemia** and **hyperglycemia**. These plans include information on when and how to contact the school nurse, trained diabetes personnel, and emergency medical services.
- Ensure that you and drivers know where supplies are kept to treat hypoglycemia (e.g., with the student or on the bus). Supplies may include glucagon, four glucose tablets, one tube of glucose gel, four ounces of fruit juice (not low-calorie or reduced-sugar), or four to six ounces of soda (not low-calorie or reduced-sugar).
- Ensure that drivers allow students with diabetes to eat snacks and drink beverages on the bus because these items may be needed at certain times to help students manage their diabetes.

COMMUNICATION & COLLABORATION

- Ensure that drivers communicate with the school nurse, trained diabetes personnel, and other members of the school health team regarding the student's progress as well as any concerns.

DAILY RESPONSIBILITIES

- Ensure substitute bus drivers are informed about which students on the bus have diabetes and are trained to provide emergency diabetes care.
- Ensure that drivers treat the student with diabetes the same as other students, except when necessary to respond to their medical needs. Be alert for teasing and bullying of the student with diabetes due to, for example, peers' curiosity and lack of information about injections, blood glucose monitoring, or why the student with diabetes gets to eat snacks in the classroom.
- Bullying should be reported to the school administrator, school psychologist, guidance counselor, or designated school staff member.