

Stark County Board of Developmental Disabilities

Transportation Procedure 044 Confidentiality	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Subject: Confidentiality

Information about the student/individual, either in written or verbal form is considered the property of that person and cannot be released or provided without informed written consent of the student/individual or legal guardian except as indicated below.

Information about those using Board transportation is made available to the Van or Bus Driver and Bus Rider on what is termed a “need to know” basis. Need to know means that a Van or Bus Driver and a Bus Rider have a need to know certain information that is necessary in order for him/her to carry out their assigned job. This includes information contained on the emergency forms, profile sheets, or behavior plan. This specific information may be shared with another staff person based only upon their professional need to know. For example, the sharing of behavioral information with a Behavior Trainer who is developing or monitoring a bus behavior plan is acceptable.

The sharing of student/individual information with another Van or Bus Driver or Bus Rider, or other Board employees or anyone else who does not have the need to know is prohibited.

Providing emergency forms to emergency personnel when an accident or other similar emergency occurs is permitted.

If you have any questions see your Supervisor.