

Lake Local School District Student Transportation Handbook

VISIT OUR WEBSITE AT:

Lakelocal.org/departments/transportation



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Welcome to the
Lake Local Schools'
Transportation
Program



SAFETY IS OUR #PRIORITY

GENERAL INFORMATION



The Lake Local School District provides transportation to all students living within the school district boundaries. The intent and purpose of the Board of Education policies and procedures is to provide safe, reliable and efficient transportation service to all eligible students. The overall rules and laws for the transportation of students are covered by the Ohio Pupil Transportation and the Safety rules are adopted by the Ohio Department of Education.

The school district provides a link for parents and students prior to school for bus stop information. (lakelocal.org/departments/transportation). This schedule and locations may change throughout the school year as a result of changes in the number of students riding on a specific school bus route.

School Bus Routes



Pickup/Drop off Locations

Each student will be designated one residential bus stop for pickup five days per week. The designated bus stop may be changed with the proper "Alternate Stop" form on file with the transportation office. Requests require a two (2) advanced notice and only if there is room on the bus for additional riders before authorization will be granted.

Students Safe Road Crossing Rules

Always watch the bus drivers hand signal when crossing the road and do the following steps:

- Watch the bus driver for his/her hand signal, walk to the middle of the road, traffic edge of the bus and stop.
- Look in both directions ON YOUR OWN. Look at the driver and when you see that it is clear and the driver drop his/her hand down, cross to your place of safety (resident side). Students must go to the driver's designated place of safety and wait until the bus departs.
- If the driver blows the horn, it means DANGER, STOP & check traffic again. If you see no danger, look back at the driver for further instructions.
- After you have crossed the street, stay at your designated place of safety and wait until the bus departs.

Student Pickup

Please note: At the beginning of the school year, there is a minimum of 8-10 minutes for the school bus to arrive. After the first several weeks of school the bus will be on a regular schedule and times may only vary a little depending upon traffic, mechanical breakdowns or other unforeseen delays.

Students are expected to be waiting at the designated bus pickup location five (5-8) minutes prior to the arrival of the school bus. The bus picking up the students will not wait for students to walk from their home/front porch to the end of the driveway or other locations in order to meet the bus. When a student is not waiting at the bus stop, a delay is created for students riding on the bus later in the route. Therefore, in order to provide consistency to all riders, it is necessary for students to be waiting at the bus stop. The school bus will not return to a pickup location for a student that has missed the bus.

Also note: If your student has not been regularly been riding the bus, please contact the transportation office to reactivate the use of your student's bus stop location.

Alternate Stop Forms

Alternate stop forms are available on Lake Local Schools website (www.lakelocal.org) Click on departments/transportation. You can also pick one up at the transportation office, or your student's school. Please make sure that you notify the transportation office at least (2) days prior to avoid interruption to your student's transportation service. The school district will make transportation provisions for court ordered joint custody for students.

Temporary Emergency Change

ONLY after authorization has been given by the Transportation Office may a student ride an alternate bus to or from home. Emergency changes cannot be used as an alternate drop-off location on a regular basis. There must be room on the bus for additional riders before authorization will be granted. A note/email from both parents are required for this emergency change.

School Responsibility

The school district is responsible for student behavior from the time the student boards the school bus until the student exits the school bus. The school district is not responsible for the behavior or safety of students while they are waiting at their bus stop for the arrival or upon the departure of the school bus. We encourage parents to be with their students at the bus stop.

Eating and Drinking

Eating and Drinking on the bus are prohibited on the school bus unless there is a signed doctor's document on file with the Transportation Office indicating a medical need for food/drink. Food allergies and potential choking hazards are a concern as well as proper hygiene.

Personal Belongings

Any personal items brought onto the bus must be in the students bookbag/enclosed case. The item (s) must be able to fit on a student's lap. The aisles must remain clear for safety reasons. Permission must be obtained from the bus driver or Transportation Office for any item that does not fit on the student's lap. A student's instrument cannot displace a student's seat on the school bus.

Parent Plan B

In case no one is at home when your student is dropped off, please have a "Plan B" in place. An example would be going to the neighbor's house, hid a key for them to enter the home, or arrange a relative/friend to be at the bus stop when your student arrives. Please make sure you give your bus driver a note stating what your Plan B is. This will eliminate any unsafe environment for the student.



Bus Evacuation Drills

The school district will conduct bus evacuation drills during the first month of school each year for all eligible riders.

Video Security Cameras

Video security cameras are installed on buses and utilized by Lake Local Schools.

Unauthorized Passengers

Only students who are eligible for transportation through Lake Local School district are permitted on the school bus. If an unauthorized individual enters a school bus, contact will be made with the appropriate law enforcement agency.

Weapons

All weapons are prohibited on school buses.

Dismissal

Buses will depart the school anywhere from 5-15 minutes after dismissal.



Bus Driver

- Secure vehicle and display appropriate warning devices
- Survey all individuals involved in the accident for extent of injuries
- Call the transportation office – 911 if unable to contact transportation office
- Report the location of the accident and bus number
- Report any injuries
- Report whether another bus is needed to complete the route/field trip
- Keep all students on the bus unless safety conditions warrant their removal
- If threat of fire, move children and others to a safe location, at least 100 feet from the side of the roadway, if possible
- Administer critical first aid
- Recruit assistance to flag approaching vehicles
- Do not move vehicle until instructed to do so by safety personnel or administrator
- Account for all students and record extent of injuries
- Give your name, address, driver's license number, and insurance card to safety personnel
- Obtain information from other party involved in accident and any witnesses
- Make no statements to media or bystanders – only information to be given to investigating officers and school officials
- Upon returning to the transportation department, assist in completing all necessary accident reports

Transportation office

- Receive the emergency call from the bus driver and write down all accident information
- Call 911 and give location and advise what is needed: police, fire, ems
- Notify the Transportation Supervisor, Business Manager & Superintendent. One of them will head to the scene and communicate information back to the Transportation office
- Give location of accident and all known information regarding possible injuries
- Obtain a list of students on board the bus with phone numbers, birthdates and addresses
- Send another bus to the location to transport students
- Superintendent will send call out to parents once all information has been obtained

Business Manager/Administrator

- Go to the scene ASAP
- Take hand held radio & phone
- If EMS has not arrived – assist in first aid
- Get a list of students involved in accident and injuries, if possible
- Report new information to the transportation office
- Take pictures of the accident and gather information
- Assist the bus driver in any possible way
- Go to the hospital and stay until everyone has been seen by a physician
- Complete all necessary paperwork, and forward to the appropriate personnel



Rules while riding the school bus

In addition to the school district's code of Pupil Conduct, the following rules apply when students are riding the bus:

SCHOOL BUS SAFETY RULES

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stop at the “designated point of safety”.
- Behavior at the school bus stop must not threaten life, limb or property of any individual.
- Pupils must go directly to an available or assigned seat.
- Pupils Must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct rules and obey the driver promptly and respectfully.
- Pupils may not use any verbal or physical threats to bully other students on the bus.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol and drugs in their possession on the bus.
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may only carry on the bus objects that can be held in their laps.
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental, administrative and transportation office authorization to do otherwise.
- Pupil must not put head or arms out the bus windows.