



## *Elementary Bus Transportation*

### **NEW PHILADELPHIA CITY SCHOOLS** **TRANSPORTATION POLICIES AND PROCEDURES**

- All students are under the adopted student handbook and conduct code of the district. Students shall abide by the procedures and rules in order to provide a safe environment.
- Transporting your child safely is a responsibility that must be shared by all of us. Your cooperation and help in this is greatly appreciated.

Due to the Transportation Policy that went into effect in the 2002-2003 school year, all students will be transported to and from one location. A.M may differ from P.M. However, daily and or weekly changes will no longer be accommodated. A consistent schedule for the year must be set up with the Transportation Office. Other options would be for the parent or legal guardian to pick up or drop off at the regular scheduled stop. If another adult is required to pick up or drop off your child, a written note must be sent to the building principal.

### **NEW PHILADELPHIA CITY SCHOOLS** **PUPIL AND PARENT RESPONSIBILITIES**

1. School bus transportation is a privilege to the student, not a right.
2. Students are not permitted to be released off the bus at any location other than their established stop. A parent/ legal guardian must sign the student out in the school office before the student boards the bus.
3. Once a student has boarded the bus they will not be permitted off the bus until they reach their established stop.
4. Due to state regulations and availability on the bus, bus passes can only be used for medical or accidental related emergencies only. A parent/legal guardian must call the school office to request a bus pass.
5. Parents/ legal guardian are responsible for the safety of their students while going to and from pickup points and for meeting the bus on schedule. Behavior at a school bus stop must not threaten life, limb, or property of any individual.
6. Buses operate on a time schedule approved by the New Philadelphia City School Board of Education. Students must arrive 5 minutes before their scheduled pickup time. The school bus is not required to stop if the bus is running late and your child is not at their designated place of safety. The bus will stop if on schedule or arrives early for your child.
7. Students shall be waiting at their designated place of safety at least 5 minutes before the bus arrives.
8. Student shall go directly to their assigned seat when boarding the bus.

9. Students must sit properly in their seats. No arms/legs, books, book bags or instruments are allowed to block the aisles and exits.
  - SEAT ON SEAT
  - BACK ON BACK
  - FEET TOWARDS FLOOR
  - FACING FORWARD
  - HANDS TO YOURSELF
  - QUIET VOICES
10. Absolute quiet must be maintained at railroad crossings or any time the dome lights are lit.
11. Students must observe classroom conduct and obey the driver promptly with respect. Quiet voices shall be used when speaking to the person seated with you.
12. Nothing shall be thrown out of the bus nor held so it extends out of the window. All parts of pupils' bodies shall be kept inside the bus at all times.
13. No radios/headsets or tape players will be allowed on the bus.
14. Students may bring items that are school related and fit in their book bags or a bag.
15. The following items are not permitted to be transported on the school bus: animals, firearms, ammunition, explosives, glass jars, spray cans, skateboards or book bags with wheels.
16. Profanity, eating, drinking, gum chewing, tobacco products, drugs, alcohol or littering, are not permitted on the bus.
17. Parents will be responsible for any damage to a bus by their child.
18. Unauthorized passengers shall not be transported on a school bus.
19. The driver has the authority to enforce the above conduct code and regulations. The pupils shall conduct themselves on the school bus as they would in a classroom. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse pupil transportation due to misconduct, the school administration shall notify the parents of the bus suspension with a full explanation.



## ELEMENTARY TRANSPORTATION GUIDELINES

Insuring safe transportation is a large responsibility that must be shared by New Philadelphia City Schools, parents and students.

In order to insure the safety of each and every child we transport the following changes have been adopted by the New Philadelphia City School Board.

- All students must live **one mile** or further from the school in their residential attendance area to qualify for transportation.
- Transportation will be provided to and from the home address. There will be no transportation provided out of the residential attendance area.
- **Alternate transportation within the attendance area may be requested by:**
  1. Submitting a transportation registration form for authorization. (Forms are available at your elementary school office).
  2. Qualification is based on feasibility, availability and meeting any state requirements.
  3. Alternate transportation is subject to change depending on feasibility, route changes, availability, student behavior and meeting state requirements.
  4. No transportation outside of the student's residential attendance area will be provided.
  5. No alternate transportation is available for grades 6-12, unless it is an established stop already on their bus route.
  6. Students are permitted to ride one bus only.
- Consolidated bus stops will be established where feasible.
- **Students may ride only one bus.**
- AM pick-ups may differ from the PM drop off, but must be within the same residential attendance area and must be a consistent schedule Monday – Friday.
- It is recommended that kindergarten students have an adult present for pick-up and drop off.
- IEP, special needs and handicap student's transportation will be determined based on the individual needs of that student.
- Parochial student's transportation will fall under the same guidelines with their time frames and attendance area being different.
- Open Enrolled students will be responsible for their own transportation.
- Bus passes will be issued for medical emergencies only.