



## Transportation Parent/Student Guidelines and Expectations

### Welcome, Families!

The Transportation Department is excited about the 2024-2025 school year and we want our families to know that we are focused on providing the safest and most efficient transportation service for our students to and from school each and every day. In order to do so, the requirements and/or recommendations that will be in place for students being transported for the 2024-2025 school year are as follows.

### Required Student Conduct on School District Transportation

**The OCS Code of Student Conduct ensures all students' right to a quality education in a safe, caring, equitable, and supportive learning environment.**

We see our schools as centers for culturally diverse learning where all students are educated to their fullest potential and as centers for our community around which we come together in support of education for everyone. The Code provides tools for ensuring that all stakeholders understand and appreciate the expectations of behavior within the school community.

**This Code applies to everyone when in any building or bus, bus stops, school campus, grounds, recreational area, athletic field, field trips, or other property under the control of the Board of Education.**

### OCS Board of Education Policy 6305 states:

The Board recognizes that providing safe transportation requires the cooperation of students, parents, volunteers, personnel, and other governmental agencies.

"A safe and orderly environment is critical whenever transporting students. The Code of Student Conduct and Board policies on student behavior apply. All students will receive training on school bus safety as required by law regardless of whether they regularly ride a school bus to and from school. All bus riders are to abide by the rules that apply to bus transportation. **Students not obeying such rules may be denied the privilege of riding school buses.**"

In adherence to Board Policy 6305 and in order to keep all students and adults as safe as possible, the following guidelines must be implemented by every bus driver across the district:

- Every student will have assigned seats and will be required to sit in their assigned seat at all times.
- No student at any time will be able to share any personal items with any other student.
- The use of cellphones and/or video equipment will not be allowed.
- There will be no food or drinks allowed on the bus.

The bus is an extension of the classroom and school environment, and students will be held to the same standards as in the classroom/school site. Every student must be respectful to the bus driver and all occupants on the bus. Failure to comply with these guidelines will be addressed through the school, and students could lose the privilege of school transportation (OCS Board Policy 6305-A) if their behavior demonstrates that they cannot adhere to safety rules on buses, at bus stops, while the vehicle is in motion, and when drivers are authorized to keep students and staff safe.

Thank you all for your help in keeping all of our students and staff safe as we move forward. We look forward to seeing everyone and traveling safely to and from school during the 2024-2025 school year.

## Bus Stops

**Please have students ready at the bus stop 10 minutes before the regularly scheduled pick-up time.**

**Afternoon:** Parents/Guardians or their designee are required to accompany students in PreK through 3rd grade to and from the bus stop. Anyone who serves as a designee must be in the fourth grade or older. If a parent/guardian or designee is not at the bus stop for a PK-3rd grade student, **the parent/ guardian will be contacted by the school** to let them know that their student is being transported back to school and to pick their student up there.

Parents/Guardians will be able to use the “**Here Comes the Bus**” app to track the real time location of their child’s bus. ([Please see how to enroll for the Here Comes the Bus phone app](#))

## Seating on Buses

Students will sit two to three students per seat. All areas above seats have been labeled with alphabet letters to help students identify their assigned seats. **Students MUST sit in their assigned seats at all times.**

OCS Transportation will only be available for students with a current bus assignment. In addition,

students using bus transportation must ride to and from their designated bus stop in **Infinite Campus**. Students assigned to a particular bus will not be allowed to ride on any other bus except the one to which they are assigned. This applies to morning and afternoon bus routes. Notes for rides home with relatives and friends will not be honored because of the limited seating. Due to ridership limits, students waiting outside in the morning at an address different than their own will not be transported to school.

If a new student enrolls and needs bus transportation they will be assigned to a bus within one week. As such, same day service from any school will be unavailable.

**Communication is key!** If your student does not ride the bus for 10 consecutive days (morning or afternoon) without notification to OCS Transportation, the student will be removed from the bus route. It is imperative for parents/guardians to notify the school about any illness or situation (such as athletics, afterschool activities, etc.) that would keep your student from their assigned spots on a bus route.

**Sickness:** Students will not be allowed to ride the bus to return home if a student becomes sick during the day. Parents/guardians will be contacted by the school to transport students home and must follow set district procedures to return to school.

## Transportation Hours of Operation

**The Transportation Department daily hours of operation are 6:00 am to 6:00 pm. If you need to contact the transportation department, please call 919-732-2531 ext. 1** for the main office or use the phone directory from the recorded message to reach individual transportation staff. If there is a bus change or delay during normal business hours, the transportation department will notify families by phone, text message, and email via the district’s mass notification system.

Sincerely,  
**Larry Albert**  
**Director of Transportation**