

March 2024



# SCHOOL BUS RIDER & PARENT HANDBOOK

Bellevue City Schools  
Transportation Department  
509 Moore Ave  
Bellevue, Ohio 44811  
Phone: (419) 484-5151

## **BELLEVUE TRANSPORTATION STUDENT BUSING**

The Bellevue Transportation Department is continuing to strive for excellence. Our major goals are safety, fiscal responsibility and customer service.

The Bellevue City School District Transportation Department employs approximately 14 regular drivers; 1 mechanic, 5 bus attendants, and 1 supervisor.

We operate a fleet of 28 school buses, and three vans. Our vehicles travel over 1500 miles per day on regular routes and over 310,000 miles annually which includes field trips & athletic events.

Transportation is provided to 13 locations with 1000 daily riders.

- **WHO IS ELIGIBLE TO RIDE?**

Bellevue City School District students (Grades K-5), residing more than 1 mile from the building they attend, and (Grades 6—12), residing more than **2** miles from the building they attend, are eligible for transportation services. Please check with the Transportation Office if you are uncertain of the distance to your residence or you can go on-line to [www.bellevueschools.org](http://www.bellevueschools.org) and click on the site shortcut for the Bellevue City School District Transportation Department.

- **SCHEDULES AND ROUTES**

The bus routes have been designed to promote the safest and most efficient transportation to and from school. Pupils are to ride only the buses to which they have been assigned. Bellevue City Schools will transport to an approved childcare provider. (Alternate location option must be submitted through Final Forms; transportation tab).



- **SCHEDULES AND ROUTES cont.**

If you wish to ride a bus other than your own to a one time emergency location, a parent or guardian must contact the Transportation Department.

Bus passes will only be approved if space is available and only for an emergency situation.

The Bellevue City School District does **not** transport students to afterschool Employment, overnights or to commercially operated daycares outside of the child's school attendance area.

- **AT THE BUS STOP IN THE MORNING**

1. Always be at your assigned bus stop at least 10 minutes before the bus is due to arrive regardless of the weather.
2. Wait at your designated "Place of Safety", which your driver will explain to you.
3. As the bus approaches, you should be in a single-file line to board the bus.
4. Horseplay, throwing items, and running around is **NOT** safe at the bus stop and could result in the loss of riding privileges.
5. During the winter months, you should be dressed for the weather. Sometimes the bus will be late because of traffic or weather. If you are dressed properly; this will help you to stay warm.

### **WHAT IS THE "PLACE OF SAFETY?"**

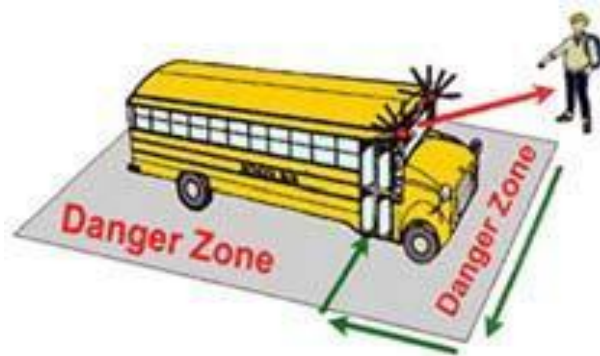
**Your driver will give you a "Place of Safety" when you start riding the bus. This will normally be a stationary object that is away from the bus. You should wait here to make sure you are out of the DANGER ZONE.**

## ● GETTING ON THE BUS & HAVING A SAFE RIDE

1. Wait until the bus is completely stopped, the door is open, and the driver signals you to board the bus.
2. Use the handrails as you climb the steps. Scan your student ID card.
3. Go to your assigned seat quickly and quietly. Face the front, and stay out of the aisle.
4. Glass objects, sharp items and animals are **NOT** allowed on the bus at any time.
5. Musical instruments, sports equipment can be brought on the bus **ONLY** if it can be held in your lap. Seats are reserved for students, not instruments.
6. Obey your bus driver's directions the first time.
7. Do not throw things on the bus, or out of the windows.
8. Eating and drinking is **NOT** allowed.
9. Trash and unwanted items are to be put into the trash can, located next to the door.

## ● LEAVING THE BUS

1. Remain seated until the bus stops.
2. Use the handrail while stepping off the bus. Scan your student ID.
3. Leave the bus without pushing and shoving. You should get out of your seats in zig-zag movement.
4. Get out of the **DANGER ZONE** immediately!
5. Take 10 giant steps away from the bus, to your "Designated Place of Safety." Your bus driver will instruct you the first week of school to your "Designated Place of Safety."
6. Remain at your place of safety until the bus leaves the stop.



- **IF YOU MUST CROSS THE STREET**

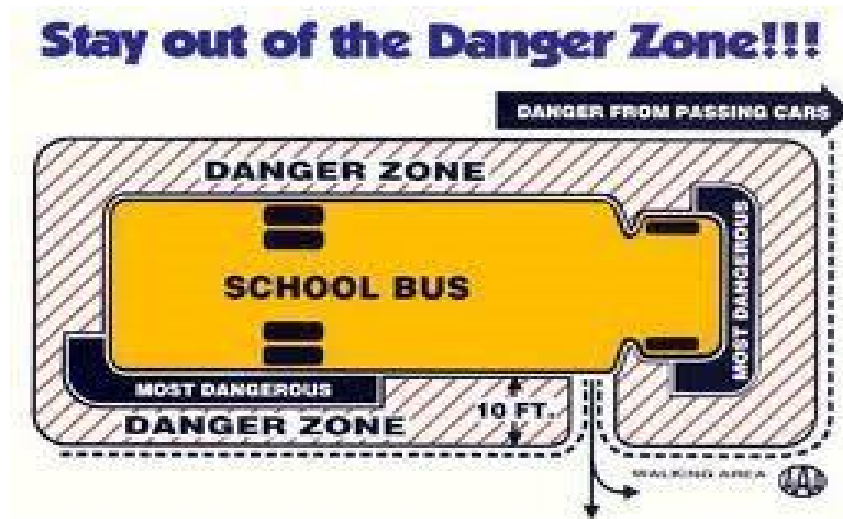
1. Take 10 giant steps in front of the bus along the curb.
2. Watch the drivers' hand signal. When the hand is lowered in the windshield, walk to the center of the street, STOP, and check traffic in both directions.
3. When it is safe, cross the street, stopping at your "Designated Place of Safety." If the driver blows the horn, that means **DANGER. Check traffic for danger. If you see nothing look at the driver for further instructions.**

- **AUTHORITY OF DRIVERS**

While being transported on a Bellevue City school bus, the students are under the authority of the bus driver, who is responsible for the orderly conduct and safety of all riders. Your driver has the authority to enforce all of the rules and regulations as described.

- **RIDING THE BUS**

No student is permitted to stand while riding a school bus. Since there maybe three students to a seat, it is important to share the space. Students may have assigned seats. Please do not move from your seat unless instructed to do so.



- **EMERGENCY EVACUATIONS**

Your driver will hold practice drills for emergency evacuations. To insure your safety, you must become familiar with the proper procedures.

If you cannot participate in a practice drill, your parent must send a written note to your school office.

- **CONDUCT ON THE BUS**

**Remember that riding the bus is a privilege granted to you.**

The bus is viewed as an extension of the classroom and conduct should be similar.

Profanity or obscene language and gestures will not be tolerated on the bus. Use of such language or gestures will be considered serious enough misconduct to have your riding privileges suspended.

Sexual Harassment is an activity of a sexual nature which is unwarranted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions or unwanted bodily contact. Students who believe they have experienced any form of sexual harassment should report this conduct immediately to the bus driver, principal or assistant principal who will conduct an investigation and if required, take appropriate remedial action.

Students ARE PERMITTED to possess "personal communication devices" including iPad devices, electronic readers, and cell phones. They must be kept on silent during the bus ride. The student is responsible for the electronic device, the Board is not responsible for preventing theft, loss, damage, or vandalism brought onto its property. Pictures, video, or audio may not be taken. If an electronic device is used in an inappropriate manner or emits a sound, consequences may range from a warning, detention, in School, Out of School Suspension, and/or the parent/guardian may also be required to pick up the electronic device at school. The administration may also refer matters to law enforcement if the violation involves an illegal activity (child pornography). Consequences will be progressive the administration and or Bus Driver reserves the right to revoke this privilege at any time throughout the school year.

Eating, drinking, lighting matches, smoking, spitting, or littering the bus floor with any material is not permitted.

Spraying of perfume, deodorants, sanitizer, hair and body spray is prohibited on the bus.

Windows may be opened with permission from your driver. Do not extend any part of your body or any other objects out of a bus window at any time. Close your window when instructed by your driver. Throwing any object from a motor vehicle is prohibited by law.

**Absolute quiet must be observed while approaching, stopped and crossing all railroad tracks.**

The parents of students that have done damage to a school bus will be billed for repair costs (e.g., damage to seat covers by pencils, graffiti and cutting).

Continued or serious misconduct, or refusal to obey a driver's instructions, shall be sufficient reason for refusing transportation services to any students.

**BEHAVIORS THAT CREATE AN UNSAFE DISTRACTING ENVIRONMENT FOR THE DRIVER TO SAFELY DRIVE THE BUS WILL NOT BE TOLERATED.**

**Transportation conduct/behavior guidelines and rules apply to all field trips.**

## **FORBIDDEN CARGO**

- No glass containers, bottles, helium balloons, skateboards, or fragile items may be carried on the bus (lunch thermos bottles are acceptable).
- Personal headphones/earbuds/cellphones are allowed only if permitted by your bus driver. They must be played as not to disturb others; lost items are not the responsibility of the driver.
- Trading cards, toys, etc. are to be kept in the book bags. These items have proven to be a problem on the buses between children.
- No laser pointers can be used on the bus
- The transportation or carrying of firearms or any other weapons or explosives on a school bus is prohibited by law.
- Animals are also prohibited, with the exception of those intended for special needs assistance.
- Sharp or pointed school supply items (pens, pencils, compasses, etc.) should be carried in a closed container and are not to be used while en route.
- Please arrange another means of transportation if you must bring any large fragile, or forbidden cargo to school. Packages, large school projects or large musical instruments may not be transported due to insufficient space.

## ● **SCHOOL BUS DISCIPLINE PROCEDURE**

1. When a student is referred to the administrator's office, he or she may receive a warning and contact be made with the parents or guardian.

2. The second time the student is referred to the administrator's office, he or she is subject to detention or suspension from riding the school bus. A letter is sent home notifying the parents or guardian of the suspension period.

3. When a student is referred to the administrator's office for the third time, he or she will be subject to suspension from riding the school bus for a longer period of time, up to the remainder of the semester. Parents or guardian are again notified by the school office.

**NOTE:** In some instances, a student may be subject to dismissal from riding the school bus without notice, or on the 1st offense. Examples of such incidents are as follows:

- 1.If a student strikes, attempts to strike, or threatens a bus driver/aide.
2. If a student cuts seats or otherwise damages the bus.
3. If a student is fighting with, injures, or presents a danger to other students.
4. If a student uses or dispenses tobacco, alcohol, vaping or drugs.
5. If a student lights a fire or is playing with matches or a lighter.
6. If a student brings a weapon or explosive on the bus.
7. If a child touches another child inappropriately.

**Right to Appeal**—Disciplinary actions resulting in suspension are accompanied by the right to appeal

## **BUS ID TAGS**

In a stride towards ensuring the safety and security of our young learners, Bellevue Elementary students have a student ID badge system for bus travel.

These student ID badges play a pivotal role in enhancing safety measures during school bus travel across the Bellevue School District. Students at Bellevue Elementary will receive their badges on the first day of school.

One of the key advantages of this new system is the enhanced visibility it offers to both parents and school staff. With each student using their school-provided ID badge to board and exit the bus, parents can now have the peace of mind of knowing exactly when and where their child got on or off the bus. This real-time insight into their child's whereabouts provides an extra layer of reassurance, especially during those crucial first few weeks of school.

For parents who wish to take their involvement a step further, the Here Comes the Bus app has been a valuable tool. This app allows parents to actively track their child's bus activity, offering an even closer connection to their daily school journey. By leveraging technology, we hope to foster a sense of partnership between parents and the school community, as we collectively prioritize the well-being of every child.

In order for students to use the transportation on the bus; badges are mandatory for grades Kg-5. Students are issued a new ID card yearly. Replacement costs for these badges are \$2.00. We provide the initial ID, plastic sleeve and lanyard. Please tie these to the right side of the book bag for the students so they have them at all times for ridership.

- **A MESSAGE TO PARENTS:**

Bellevue City Schools Transportation Department may provide transportation to/from an alternate location, provided there is room available on the route and the following guidelines are met:

- Alternate location requests must be made in Final Forms (This applies to all daycare requests).
- The alternate location is consistent five days per week for morning and in the afternoon. Example: Student may be transported from one location to school in the a.m. and from school to another location in the p.m.
- The alternate location is along a regularly scheduled route at a regularly scheduled stop.
- The alternate location must be within the same school attendance area for which the student is assigned.

Although your school bus drivers train extensively and are experienced in the many different facets of pupil transportation, they need the cooperation and assistance of both students and parents to ensure the safest trip possible.

Please take a few minutes to review this pamphlet with your child(ren). It contains information that will assist students in learning their rules and responsibilities in transportation safety.

**We ask that you discuss with your child the importance of safety both inside and outside of the school bus. Please stress the danger involved when walking or playing behind, at the sides, or close to the front of any vehicle. Familiarity with the items in this publication will help make everyone's ride safer and more convenient.**