



SCHOOL'S OPEN!

DRIVE CAREFULLY AND WATCH OUT FOR KIDS

STUDENT TRANSPORTATION
BUCKEYE VALLEY LOCAL SCHOOL
DISTRICT

MY BUS DRIVER'S INFORMATION

NAME:

BUS #:

PHONE NUMBER:

EMAIL ADDRESS:

Important Buckeye Valley LSD Telephone Numbers

Transportation Department
Dodi Andrews - Transportation Supervisor
675 Coover Rd., Delaware
M-F 5:45a - 5:15p
740-369-8735 x 5011
dandrews@mybvls.org

Administration Office
679 Coover Rd., Delaware
740-369-8735
M-F 7:30a-4:30p

Bus Garage
675 Coover Rd., Delaware
740-363-5867
M-F 5:30a-5p

Buckeye Valley High School
901 Coover Rd., Delaware
740-363-1349

Buckeye Valley Middle School
683 Coover Rd., Delaware
740-363-6626

Buckeye Valley East Elementary
522 E High St., Ashley
740-747-2266

Buckeye Valley West Elementary
4340 State Route 257 S., Ostrander
740-666-2731

STUDENT TRANSPORTATION BUCKEYE VALLEY LOCAL SCHOOL DISTRICT
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Student Transportation Buckeye Valley Local School District
Revised April 22, 2025

The transportation policies of the Buckeye Valley Local School Board are aimed at the welfare and safety of our students in providing an efficient and economical method of getting them to and from school. Policies will be in accordance with all regulations governing student transportation by the Ohio Department of Education Chapter 3301-83 Ohio Pupil Transportation Operation and Safety Rules, Ohio State Highway Patrol, Ohio Department of Highway Safety and as required by State law.

The District's transportation program is under the direction of the Assistant Superintendent who is responsible to the Superintendent.

The Board of Education provides school bus transportation to all district resident students, preschool special needs students and kindergarten through eighth grade, who live more than one-half mile from school and for those with physical and mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional. The District operates its own fleet of school buses for transporting our students and eligible vocational or special education children between their home areas and schools outside the District; however, if it is impractical to transport certain special education and private school students by regular bus, they may be transported through cooperation with other school districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The District provides transportation for students who attend private schools in compliance with State law. The District has the authority to make payment-in-lieu of transportation when it is deemed not practical to transport following the guidelines set forth by the Ohio Department of Education.

Exceptions to the established areas may be made by the Board when

–In the judgment of the Board, walking conditions to the student's school are extremely hazardous and/or

–Because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary

Bus routes are established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services. The Board approves the bus routes annually. The superintendent is authorized to make any necessary changes in the approved routes.

Currently the Board of Education has authorized double bus routes for the school district. High school and middle school students are transported first with routes beginning as early as 6:00 a.m. and arriving at the high school at approximately 7:15 a.m. with the middle school releasing about 7:25 a.m. Elementary bus routes begin as early as 7:45 a.m. and arrive at the elementary schools at approximately 9:00 a.m. Students in morning preschool ride to the school on the elementary routes. Private school students are normally transported on the high school routes in order to bring the students to a central location to transport them to their private school by a bus shuttle. The double routes in the afternoon begin right after school dismissal and begin with the middle school being released at 2:20 p.m. and the high school at 2:29 p.m. The bus drivers then go to their assigned elementary school for their afternoon dismissal at 3:30 p.m. Routes are normally completed by 5:00 p.m.

School Bus Stops

Bus stops will be limited, where possible, so students from several homes can meet safely at a central point for group pick-up. **Students may be asked to walk up to one-half mile from their home.** Students residing outside the boundary of the school district can make arrangements to be picked up/dropped off at the nearest occupied bus stop within the district. **Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.** The bus-scheduled time of arrival is dependent upon who is riding on any given day and may vary a few minutes due to the student absenteeism, traffic, road conditions, weather and trains. Pupils must wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb, or property of any individual. The Board furnishes transportation in compliance with State Law. This fact does not relieve parents of students from responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

The length of bus routes and number of stops does not permit us the time to wait for each student to come from inside their home. **Students need to be at the end of their driveway or at their appointed location 5 minutes prior to the scheduled arrival of the bus.** Our drivers have been instructed to slow down, but if the student is not at their appointed location, they are to proceed on their route. Students who miss the bus should be transported to school by or taken to a nearby bus stop by a parent. If you are choosing to meet the school bus at a different stop please contact the Transportation Department so they can notify the driver where you will be meeting them. **Time does not permit our bus drivers to circle around or to return to pick-up students who have missed the bus. High school and Middle school students not riding for three or more consecutive days are required to contact the transportation department to resume bus transportation.**

Students must board and leave the bus at the location to which they have been assigned unless they have both parental **and** administrative authorization to do otherwise.

Students are to abide by instructions and hand motions given by the driver to assure their safety and well-being at the bus stop. If it is necessary to cross the roadway, the student is to stay within the vision of the driver and wait for assurance that it is safe to cross the roadway.

Students should remain at the bus stop and within vision of the driver until the bus proceeds on the route. Students are never to reach under, in front of or in back of the bus to retrieve a dropped article. We try to set up our bus routes so we can minimize the need for this practice.

If a parent is by the road, children tend to want to run to the parents instead of watching the bus driver for directions. Please be aware of this. **Parents should wait on the side of the road and cross with their student upon the driver's signal.**

School Bus Turn-around

It may be necessary, in order to efficiently provide transportation to your student, for the driver to locate a safe location to turn around the bus. If at any point you choose to not let the driver use your driveway please contact the Transportation Department. If your driveway is used, any damage of property would be repaired including adding gravel to the driveway for the length of the bus.

Student Behavior on the School Bus

It is required by State Law that each student has an assigned seat on the school bus. When students board the bus they must go directly to their assigned seat and sit down so that the bus may safely resume motion. Students must remain seated keeping the aisle and exits clear. Students may carry on the bus only objects that can be held in their laps or on their seats. Students are NOT allowed to store their belongings that are too large for their lap in the back of the bus or under their seats. The students' items are not to be left unattended. Students are to be respectful of other students and property while on the school bus. Students must observe classroom conduct and obey the driver promptly and respectfully. Students are to maintain conversational voice level in communicating with other students without yelling or being loud enough to distract the driver. Students that choose to listen to electronic devices may do so on the bus; however, headphones or earbuds MUST be used. When the school bus is stopped at a railroad crossing, students MUST be silent until the crossing is complete. Students must not put their head, hands, arms, legs or feet out of the bus window. Students are not permitted to throw or pass objects from 1 bus to another or into the bus. Students are to refrain from using profane language. Fighting and possession of any type of tobacco or tobacco related products, alcohol, drugs, firearms, ammunition, weapons, explosives and other dangerous materials of any kind are strictly prohibited. Animals are prohibited with the exception of those intended for special needs assistance. Students are prohibited by law from eating or drinking on the bus.

School Bus Discipline

The bus driver has the responsibility of safely transporting our students to and from school. Distractions add to the stress level of the driver performing this very important task. They must be aware of all that is occurring outside of the bus with pedestrians, other motorists and road conditions as well as what may be occurring behind them on the bus.

The school bus driver's authority and/or responsibility are to maintain control in order to safely transport our students. The bus driver has permission and is instructed, when necessary, to stop the bus on route, return to school or home to immediately address a discipline problem. The bus driver may assign seats in the front of the bus for students with disciplinary problems.

Students have a responsibility to maintain decorum so the bus driver can safely transport them. Bussing is not a student's right but a privilege and this riding privilege can be suspended or denied due to the student's behavior. This puts a hardship, not only on the student, but also on the parents in either transporting their child or making alternative transportation arrangements and still arriving on time to their employment.

When the school bus driver has a problem on the bus they will turn in a "Bus Conduct Report" to the building principal for disciplinary action. Drivers may make a recommendation for discipline, however, the building administrators are responsible for assigning discipline. Major infractions include, but are not limited to; endangering student and/or driver, throwing an object on, out or onto bus, weapons on bus, lighting matches, smoking, vaping, fighting, vandalism, insubordination, profanity directed at driver. Minor infractions include but are not limited to: not riding in assigned seats, sitting backwards in the seat, being in the aisle, eating/drinking, chewing gum or littering profanity, harassing other students or failure to remain seated.

Major infractions may result in immediate removal from the bus. The length of suspension will be determined by the superintendent, designee and/or principal and may be for as long as the remainder of the school year depending upon the severity of the offense.

Minor infractions will be dealt with by the superintendent, designee and/or principal and may involve suspension from the bus.

The superintendent, superintendent's designee or principal are authorized to suspend or remove school bus riding privileges. If the immediate removal of a student is authorized the parents will be given notice as soon as possible for a hearing that must be held within seventy-two hours of the removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The length of time a student is removed from the bus shall be in accordance with school board policies.

First offense will normally have a three-day suspension from the bus. Second offense will normally have a five day suspension from the bus. Third offense will normally be a ten day suspension from the bus. The number of days of the suspension is at the discretion of the superintendent, designee and/or principal and subject to the severity of the offense.

School Bus Vandalism

Cost of repairs for holes in seats, broken windows, and other vandalism of student misuse of equipment while on the bus is the responsibility of that student and parents.

Student Clothing and Safety Issues

Student clothing, coats, and bags should not have drawstrings or objects that are dangling and can catch or snag upon entering or leaving the bus. Light-colored clothing is preferable for early morning pick-ups prior to sunrise. Students boarding or leaving the bus that are crossing the road should refrain from having their hoods up or using their hand held devices such as cell phones or iPods.

Student Safety and Emergency Instruction

Student bus riders in preschool through third grade will receive safety instructions within the first two weeks of commencement of classes each school year. Emergency evacuation procedures and drills for students will be conducted on school property at the beginning of the school year. A student is selected to respond to the bus driver's aid if they should become incapacitated en route.

Cell Phones

Cell phones are permitted on buses for parent and student communication only. Use of cell phones for taking pictures or videos is strictly prohibited on school buses for safety and student privacy.

School Bus Shuttles - DACC Main Campus as well as offsite labs, St Mary's Catholic School, The Tomorrow Center, Grady Memorial Hospital, ROTC

Students that live within our district boundaries and are attending the Delaware Area Career Center (DACC) are transported to Buckeye Valley High School and then are shuttled to the DACC or one of their offsite labs. The shuttle bus taking students to the DACC will be located in front of the High School and leaves promptly at 7:20a. Buckeye Valley supplies a daily midday shuttle bus for students who are attending the DACC half day, students who attend BVHS in the afternoon and return them to BVHS. DACC students who need to return to BVHS after school will ride the Westside DACC bus to BVHS. It is the sole responsibility of the student to let the driver know immediately upon entering the bus that they need to return to BVHS. Students attending the DACC will have a dedicated bus (1 for the Eastside and 1 for the Westside of the district) taking them directly home each afternoon.

Students attending St Mary's Catholic School, The Tomorrow Center or Project Search at Grady Memorial Hospital are transported on our high school bus routes to Buckeye Valley High School to catch a shuttle bus to their appropriate school. All transfer buses leave BVHS promptly at 7:20 a.m. and return to BVHS to catch their bus home. No mid-day shuttles are available for these schools.

ROTC - Students attending ROTC (held at Delaware Hayes HS) are self transport in the morning to Hayes HS and Buckeye Valley supplies transportation from ROTC back to BVHS at the end of the ROTC class which ends at approximately 8:10 a.m.

Bus Riding Permit and Unauthorized Passengers
All bussing changes take up to 48 hours to process.

Adults not properly vetted for an approved school program, unless assigned by a proper school official as a bus or student monitor including nurse for a student, cannot board the bus except when the adult comes onto the bus to secure their preschool student in their seat harness or car seat. Violators will be reported to the local law enforcement authorities.

Students are not permitted to ride another bus without a prior **approved** "bus riding permit" authorized by the Transportation Supervisor and the written pass being made by the appropriate school building. Any request for a change in a student's bus schedule must be approved by the Transportation Supervisor and approval is subject to the purpose of change and space on the bus.

Students not residing within the Buckeye Valley Local School District or attending Buckeye Valley Local Schools (other than those students on open enrollment who use an existing bus stop) are not able to board a Buckeye Valley School bus.

Alternate Busing Information

Buckeye Valley Local School District requires bussing to be arranged to and from the student's residence to the student's home school of residence. However the District recognizes it may become necessary to change bussing to another address (example: child care). The guidelines for alternate bussing are as follows:

There will only be one alternate address allowed in addition to the student's home address.

The alternate address must be within the boundary area of the student's current school, and there must be an existing stop for the alternate location. While we would like to be able to allow parents the convenience of multiple pick up and drop off locations it is simply impossible for the drivers to keep track of that kind of information for all the students on their buses.

If alternate bussing is necessary and the above guidelines are met, please contact the Transportation Supervisor to provide us the necessary information in order for us to properly assign your child's bus route.

In order for the transportation staff to change a home address parents must complete the necessary paperwork in Final Forms and speak to the child's assigned building to finalize the process.

School Bus Passenger Capacity

Seating will be provided that will permit each passenger to sit in a position, which will provide maximum protection by the barrier. The number of passengers cannot exceed the school bus manufacturer's rated capacity. No students are permitted to stand while the bus is in motion except for bus monitors.

Buses are "compartmentalized" with high back seats (barriers) to protect riders from sudden stops. Busses are not equipped with seatbelts with the exception of harnesses for preschool and special needs students.

Student and Medical Information

Bus drivers are required to have each student's name, address, telephone number, birth date and medical information available to the degree that such information might affect their safe transportation and medical well-being for emergency treatment. All information remains strictly confidential. Drivers depending on the severity of medical conditions may stop the route and request medical emergency assistance, return to school or alter the bus route to get ill students home as quickly as possible.

Calamity/Sow Day (Delay, Early Release or Cancellation of School)

In the event of inclement weather, impassable roads or some other event that precludes the possibility of normal transportation, which will cause a delay, early release or cancellation of school, the following procedures will take effect.

District students and families will be notified of a delayed start, cancellation or early dismissal via the area radio, local television newscasts plus a phone call/text and/or email from Parent Square. **It is very important that we have the most updated contact information in Final Forms.** Final forms is the system that provides information to Power School which supplies the information to Parent Square. Normally, this decision for a delayed start or cancellation of school is made before 5:45 a.m. prior to our school bus drivers beginning their routes. We begin notifying the news media at 5:45 a.m. Road conditions can change dramatically in a short period of time, which could alter the timing of notification.

Once drivers are en route and have students on the bus it may be deemed as safe to continue the route and bring students to school as opposed to retracting the driver's route to return students to their home. Road conditions could improve by the end of the school day to safely transport student's home at the regular time.

If weather conditions necessitate the early release of our students, announcements will be made via the area radio and local television newscasts, as well as a call/text and/or email from Parent Square to inform parents of the time of release.

Delay or cancellation of school may require parents to make back-up plans for care and/or supervision of children at home. Please have these alternative plans ready. If you have a set plan in place please notify the bus driver, school building secretaries and the Transportation Supervisor so they can make note of your plan on the students record.

On delay days breakfast is **not** served at the school buildings.

School Bus Communication

The Buckeye Valley Local School District radios work on a UHF frequency. It is a repeater system with a range of approximately 30 miles. Mobile to mobile, without repeater, will work within several miles of each other on strictly line of sight. Each school building, including the bus garage, in the district has a base unit and each bus is equipped with a radio for communication.

Lost Student

Periodically we receive a report of a lost student that was not dropped off at home as scheduled. Fortunately we have found all missing students and found they were not paying attention that their stop was coming, another parent or relative picked the child up at the school, the student was involved in after school activities or the student thought they were to get off with another student or at another address for child care.

Please notify the school immediately that the child is missing with a description of the child and clothing. We will contact the bus driver to determine if the student is/was on the bus and where the student exited the bus. We will contact all the buses on route to see if a student is on another bus.

Please call the student's friends and neighbors to see if they are aware of your student's whereabouts. Contact day care providers Normally, we find there was a miscommunication on what the child was to do after school.

Please notify the school that the student was found. We continue our effort until we hear from the parent that the student has been found.

School Bus Rerouting and/or Delayed Route

Periodically, we have a bus breakdown, an ill driver(s), or a detour on a route that creates a situation where we have to “double-up” on some routes to cover an area for route drivers and/or buses that have been disabled. We ask surrounding route drivers to converge on the route needing coverage to help out. This causes delays due to some additional roads to cover and bus stops before the bus gets to your home. Your patience and understanding is appreciated in these situations.

Sometimes roadwork, an accident, or bridge closure creates situations beyond our control that we must reroute our buses to cover a route for a period of time. This can create a temporary change in the schedule of your bus arrival time, bus number and driver. If it is going to be for a period of time, the bus driver will notify you via your student, a note or through the parent square alert system.

Lost and Found

Bus drivers, after their routes are completed, are required to check their bus for articles left behind and even students who may have fallen asleep and missed their stop. If the article has the student's name on it the bus driver will return it to them the next time they see them. If the article has no name on it the driver will ask students the next time if someone lost something. If nobody claims it they will send it into the school building if they are able to determine which building it may belong in. If they are not able to determine which building it may belong to they will bring the item into the bus garage where it will be held for approximately 2 weeks after which it will be donated or destroyed.

Students should keep their personal items in their book bag out of sight of others. Though hand held devices are permitted on the bus, they are subject to being stolen along with coats, hats, gloves and other personal items.

Students should notify the driver immediately if an item has been taken from them without their consent.

Video Cameras

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the building administrators, central office administrators, transportation supervisor, bus driver and police are authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil

services personnel to view segments of a specific tape if viewing the footage is beneficial to their role in assisting the student.

Co-Curricular Trips (Athletics, Music, Field Trips)

Although the bus driver is ultimately responsible for the safety of all who ride the bus, the school or parent chaperone is responsible for the management of the students on the bus, student attendance counts, and follow-up with parents and/or administrators concerning student behavior problems. Chaperones should check with the driver for driver expectations regarding noise level and student behavior. Students are expected to follow all school rules and expectations. Prior to leaving the school building all drivers are required to review emergency exit procedures in the event that the bus needs to be evacuated.

PRESCHOOL AND KINDERGARTEN STUDENTS

For your information the following instructions have been given to the school bus drivers regarding Preschool and Kindergarten students transported by District school buses.

Drivers are instructed to allow the parents of preschool and kindergarten students enough time to properly introduce themselves to the bus driver the first day the student is transported.

Buckeye Valley is required to transport preschool students that are considered "non typical". If your child is "typical" you are required to provide transportation to and from school. Preschool students are transported to and from schools on the elementary routes.

Preschool students attending AM Preschool will ride an AM elementary bus that starts picking up students as early as 7:45 a.m. and arrive at the elementary schools at approximately 9:00 a.m. AM preschool students are dismissed at 11:30 a.m. and will ride a mid-day bus home.

Preschool students attending PM preschool will be picked up on a mid-day bus starting as early as 11:30 a.m. and will be delivered to the elementary school by 1:00 p.m. Pm preschool students will ride home on a regular afternoon bus leaving the elementary school at approximately 3:35 p.m. Afternoon buses deliver students home from the time of dismissal until approximately 5:00 p.m.

Please have your child ready to board the bus 5 minutes prior to his/her scheduled pick up time. In the afternoon, please be waiting for your child to be dropped off 5 minutes prior to his/her scheduled drop off time.

All preschool students are required to be buckled into a harness while on the bus. When your student is being picked up it is the parent's responsibility to board the bus to harness the child into his or her seat with the help of the bus driver if needed. When students are returning home after the school day they will be buckled in by the bus driver, an

aide or the teacher. The driver will unbuckle the student once they reach their destination so the student can exit the bus. It is ultimately the bus driver's responsibility to ensure the safety of their riders.

It is the parent's responsibility to communicate with the driver who will be the responsible party receiving their child and give a written note if it will be someone other than the parent of the child.

Drivers are instructed to discharge students only at their designated bus stop.

Drivers are instructed that **NO PRESCHOOL OR KINDERGARTEN STUDENT** is to be left at a bus stop unless a parent/guardian is at the stop to receive the child.

Drivers are instructed **NOT** to leave preschool or kindergarten students with a person other than the parent unless they have a written note signed by the parent or an administrator of the School they attend.

Drivers are instructed to return preschool and kindergarten students to the Buckeye Valley Administration Office if there is not a parent at the stop to receive the child.

Please, do not put your child in this situation. Your help and cooperation is needed.

On days that school is delayed 1 or 2 hours, AM preschoolers will ride their normal bus to school 1 or 2 hours later than their normal pick up time. For a 1 hour delay, the AM session will be from 10:00 a.m. to 11:30 p.m. and the PM session will be from 1:00 p.m. to school dismissal time. In the event of a two hour delay, the AM session will be from 11:00 a.m. to 12:45 p.m. and the PM session will be from 1:45 p.m. to school dismissal time. Drop off time for the PM preschool students will remain the same.

STUDENT EMERGENCY INFORMATION & ACKNOWLEDGEMENT OF HANDBOOK
PLEASE FILL OUT A SEPARATE FORM FOR EACH CHILD

Student Name: _____

Student's Date of Birth: _____

Student's Home Address: _____

Student's Pick Up Address: _____

Student's Drop Off Address: _____

Parent/Guardian Name: _____

Contact Phone Number: _____

Contact Email Address: _____

What is your preferred form of communication? Call _____ Text _____ Email _____

Building that your student attends: _____

Does your student attend any of the following programs? Please circle all that apply:

DACC Full Day DACC ½ Day If ½ Day is it AM PM

Do they attend a DACC off site lab? _____ If yes, please circle which applies AM or PM

If yes, where is the lab located? _____

Does your student attend - please circle all that applies

St Mary's School ROTC The Tomorrow Center

Medical conditions(s) if applicable (examples but not limited to: diabetes, asthma, allergies, seizures):

I have read and understand the information provided in this handbook and my student will abide by these guidelines:

Parent Signature

Date

Student Signature

Date

Please complete and return this page only to your students' bus driver no later than the Friday of the 1st full week of school. Thank you

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STUDENT EMERGENCY INFORMATION & ACKNOWLEDGEMENT OF HANDBOOK
PLEASE FILL OUT A SEPARATE FORM FOR EACH CHILD

Student Name: _____

Student's Date of Birth: _____

Student's Home Address: _____

Student's Pick Up Address: _____

Student's Drop Off Address: _____

Parent/Guardian Name: _____

Contact Phone Number: _____

Contact Email Address: _____

What is your preferred form of communication? Call _____ Text _____ Email _____

Building that your student attends: _____

Does your student attend any of the following programs? Please circle all that apply:

DACC Full Day DACC ½ Day If ½ Day is it AM PM

Do they attend a DACC off site lab? _____ If yes, please circle which applies AM or PM

If yes, where is the lab located? _____

Does your student attend - please circle all that applies

St Mary's School ROTC The Tomorrow Center

Medical conditions(s) if applicable (examples but not limited to: diabetes, asthma, allergies, seizures):

I have read and understand the information provided in this handbook and my student will abide by these guidelines:

Parent Signature

Date

Student Signature

Date

Please complete and return this page only to your students' bus driver no later than the Friday of the 1st full week of school. Thank you