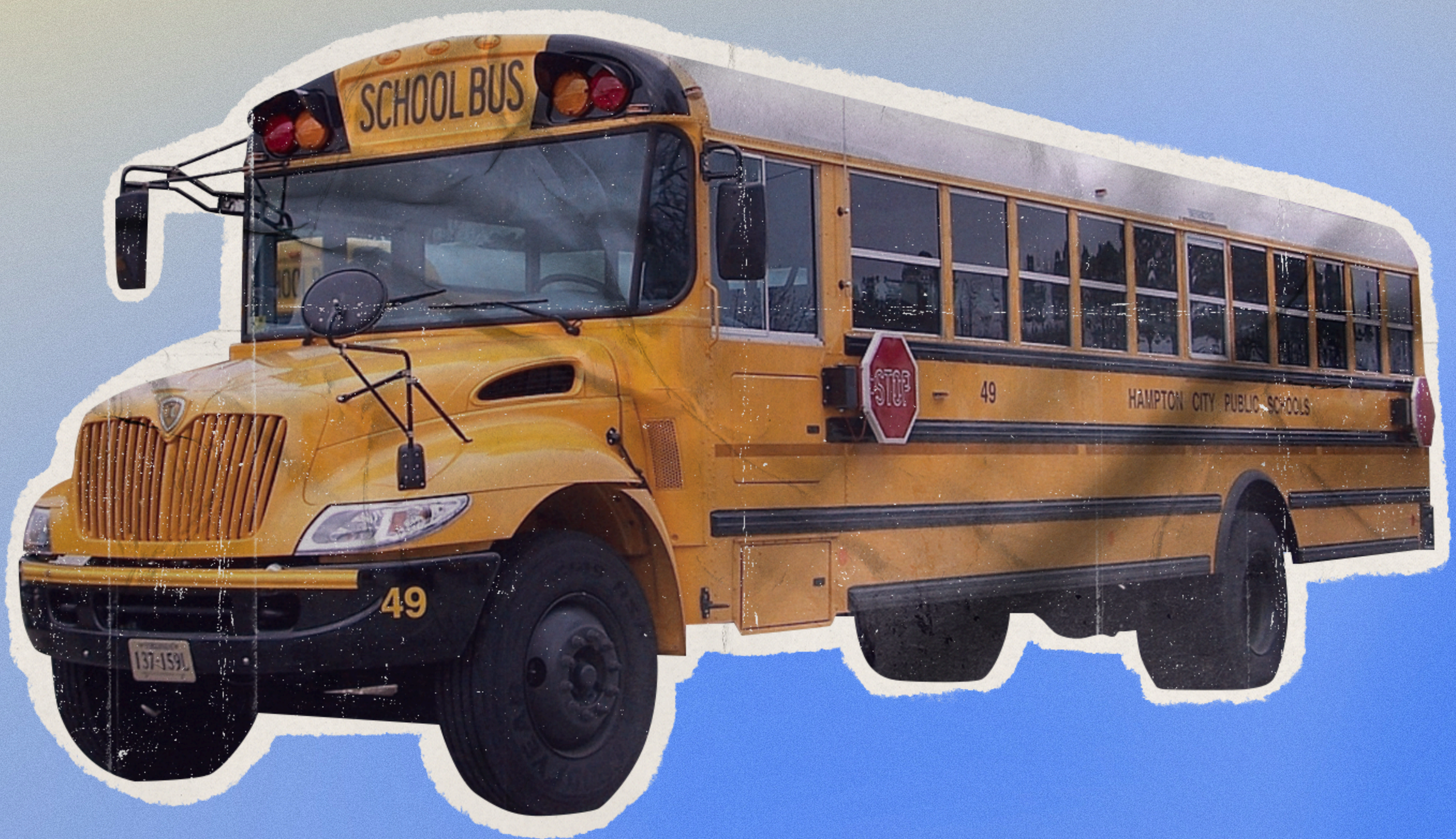
RIVER VALLEY LOCAL SCHOOL DISTRICT TRANSPORTATION HANDBOOK



OVERVIEW

THE OHIO DEPARTMENT OF EDUCATION AND RIVER VALLEY LOCAL SCHOOLS HAVE ADOPTED THE FOLLOWING RULES AND REGULATIONS FOR ALL STUDENTS RIDING THE BUS TO AND FROM SCHOOL:.

BUS ROUTES AND BUS STOPS WITHIN THE RIVER VALLEY DISTRICT HAVE BEEN ESTABLISHED BY THE TRANSPORTATION SUPERVISOR AND ARE APPROVED BY THE BOARD OF EDUCATION ANNUALLY.

THESE ROUTES ARE SET UP TO TRANSPORT STUDENTS WHO LIVE WITHIN THE BOUNDARIES OF PARTICULAR ROUTES. STUDENTS WHO WISH TO RIDE HOME WITH OTHER STUDENTS NEED TO CONTACT THE TRANSPORTATION SUPERVISOR AHEAD OF TIME FOR APPROVAL; THERE MAY NOT BE ADDITIONAL ROOM ON BUSES. IN ADDITION, PICKUP AND DROP-OFF LOCATIONS FOR STUDENTS ARE TO BE NO MORE THAN TWO DIFFERENT LOCATIONS—EXAMPLE: HOME AND BABYSITTER. THIS IS TO AVOID ANY CONFUSION FOR STUDENTS AS WELL AS THE BUS DRIVER AND SCHOOL STAFF. IN CASE OF AN EMERGENCY, CONTACT THE TRANSPORTATION SUPERVISOR WHEN THE PICKUP AND DROP-OFF LOCATIONS DO NOT WORK.

STUDENTS MUST BE AT THEIR BUS STOP FIVE MINUTES PRIOR TO THE ARRIVAL OF THE BUS; THIS IS TO ENSURE THEY ARE NOT MISSED. IF A STUDENT MISSES THE BUS AT THEIR REGULAR STOP, A PARENT OR GUARDIAN IS RESPONSIBLE FOR TRANSPORTING THEM TO SCHOOL. PARENTS ARE TO NEVER FOLLOW THE BUS AND ATTEMPT TO GET THEIR STUDENTS ON AT ANOTHER STOP. STUDENTS ARE NOT ALLOWED TO WALK UP BEHIND THE BUS AND GET ON AT ANY OTHER STOP BESIDE THEIR DESIGNATED STOP.

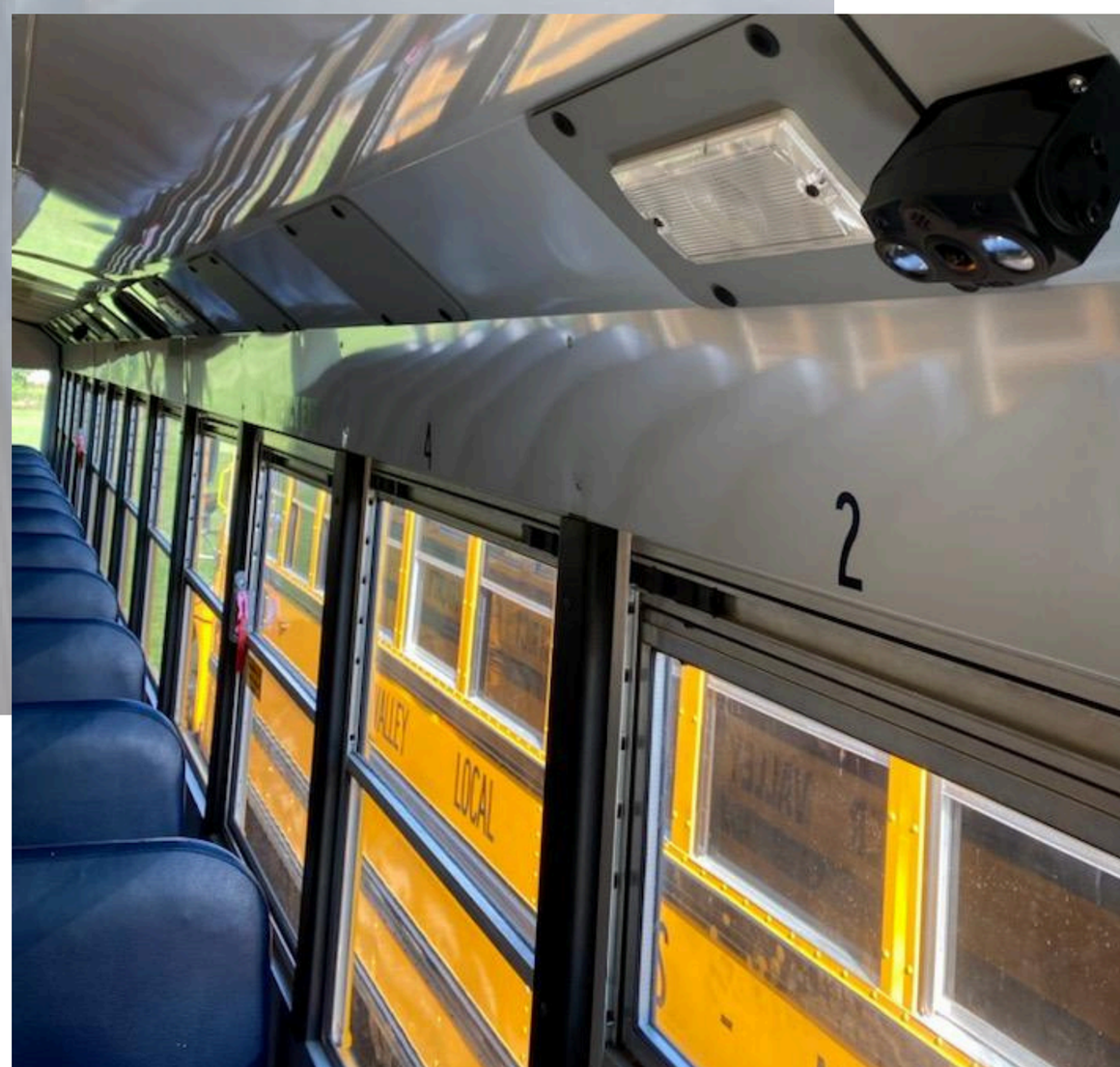
BUS RULES & CONDUCT

River Valley Local Schools provides transportation for students in grades K–12 per state law. Riding the bus is a privilege, and if proper conduct and behavior are not displayed when on the bus, students may lose their privilege to ride the bus to and from school.

- Be ready and at your designated stop five minutes before the bus arrives.
- When riding the bus, the driver is the authority and may have more rules than those stated in the handbook.
- Respect other riders; there is no harassment of any kind (verbal, physical, or sexual).
- Remain seated, facing forward with feet on the floor.
- *Talk Quietly
- Students are to keep the bus clean and sanitary; no gum, food, or drinks are permitted on the bus.
- Keep arms, hands, and head inside the bus at all times.
- Keep arms, feet, and hands to yourself and not on others.
- Throwing objects inside or outside of the bus is prohibited.
- NO DRUGS OR ALCOHOL, including PARAPHERNALIA OR VAPING
- Possession and/or threat of a weapon of any kind will result in suspension from the bus.
- No explicit language, materials, or gestures
- NO SPEAKERS or ELECTRONIC DEVICES, including cell phones, that may disrupt the driver from safely operating the bus
- DO NOT damage the bus by ripping or cutting seats, drawing on seats, or any part of the bus; if caught, you will be responsible for the reimbursement of damage.

BUS CAMERAS

All of River Valley's school buses have been upgraded with cameras. Each bus has a dash cam, one behind the driver, one above the driver mirror, and two on each side. The stop sign has a front and rear camera. These cameras are in place to help ensure your student has a safe ride to and from school. The videos also help aid in disciplinary actions that may need to be reviewed. All recorded videos are maintained and reviewed by the transportation supervisor, bus driver, building principal, and superintendent.



SEAT BELTS

Some of our buses are now equipped with seat belts, and the district is actively working to install seat belts on all buses by the 2025-2026 school year.

- **Each seat is fitted with three seat belts.**
- **Every student must fasten their seat belt whenever they are on the bus.**

Not buckling your seat belt may lead to disciplinary action, which could result in the loss of bus riding privileges.

DISCIPLINARY ACTIONS

If rules are broken, disciplinary action will come from the transportation supervisor and building principal, depending on the circumstances, which may result in removal from the bus and school suspension. The following is a guideline; more severe action may occur depending on the offense.

1st written offense-parent notified

2nd written offense-parent notified, 3-day loss of bus riding privilege

3rd written offense-parent notified, 7-day loss of bus riding privilege

4th written offense-parent notified, 10-day loss of bus riding privilege

5th Written Offense: parent notified, may result in loss of bus riding privilege for the remainder of the school year.

SUBSTITUTE DRIVERS

Throughout the school year, you may notice a substitute driver driving your student's bus. All the substitute drivers have the same training and licenses as the full-time route drivers. Substitute drivers will have the same authority as regular drivers when driving that route. Substitute drivers don't drive daily routes; we ask that you have patience. There may be obstacles preventing them from arriving at the same time as your regular route driver. Substitutes read the route from a route sheet, which may slow them down as well. All students should be cooperative and willing to help the driver with stops and locations if needed.

OPEN ENROLLMENT

Open-enrollment transportation is offered in River Valley; the current capacity of the bus determines it. There is no guarantee of open enrollment. Check with the transportation supervisor to see if there is room on the route that best meets your needs.

NO OPEN ENROLLMENT Riders will be assigned a bus until two weeks after the first day of school. Example: On the first day of school (8/16), the first day for open enrollment to ride would be 8/30.

OPEN ENROLLMENT RULES

Before the school year begins, open-enrollment parents will need to reapply and fill out an agreement. This will be mailed to all open-enrollment students who have been accepted to attend River Valley. This agreement will be your approval to ride a bus on a first-come, first-served basis.

You can always stop at the administrative office to turn in your agreement, and the transportation supervisor will see if the bus is at capacity.

Failure to follow these rules may result in losing bus ride privileges.

- A parent or guardian must be at the stop five minutes before the bus arrives in both the morning and afternoon.
- A parent or guardian must reassert with their student until they are safely on the bus.
- Vehicles must be parked in a legal parking spot. Vehicles are to remain in that parking spot until ALL STUDENTS HAVE SAFELY BOARDED THE BUS OR IN A VEHICLE BEFORE MOVING.
- Students will not be released from the bus if there is no parent or guardian at the pickup location.
- If no parent or guardian is at the stop, the bus will continue on the route, and the parent is responsible for contacting the building or transportation supervisor to arrange a safe place to pick up your student.

FAQ

What time will the bus arrive?

Drivers bid on routes in August; at that point, drivers are given student lists and begin to plan out their routes. Estimated times will be given in most cases; those will not be exact until after two weeks of school. Usually, by the 3rd week of school, times will be consistent, and that will be the time you can expect to see the bus arrive.

What time will the bus arrive after a delay?

The best answer is to add two hours to your current pickup time. For example, if your time is 7:45 AM, the delayed pickup time would be 9:45 AM.

What do I do if I miss the bus?

To help ensure you don’t miss the bus, be at your stop or outside, waiting five minutes prior to the bus's arrival. If you happen to miss the bus, call the transportation supervisor or the building you attend. Never follow a school bus, and try to have your child run from behind the bus to get on at another stop. If your child misses the bus, it is your responsibility to bring them to school that day.

Are friends allowed to ride home?

Bus routes are planned with a number of students that the bus can safely transport to and from school. If your child would like to have a friend ride home, please contact the transportation supervisor to make sure the bus isn’t at capacity.

EMERGENCY MEDICAL CARDS

The State of Ohio requires every student who rides a bus to have an emergency medical card filled out and present on the bus. This is a safety measure for your student; in the event of an accident, this is one of the first things emergency personnel will ask for from the bus driver.

These forms are in your FinalForms and can be electronically filled out.

TRANSPORTATION SIGN-UP

Anyone who is needing transportation to River Valley, morning, afternoon or both needs to sign up for this service. Signing up is done in FinalForms, under transportation. Home address, what address your student will be picked up and dropped off at or if it is different from your current address there is an alternate address.

FinalForms has the Emergency Medical Card that needs to be filled out.

The Transportation Handbook needs to be signed, stating that you and your child have read through and fully understand the expectations of riding the school bus at River Valley Schools

All these must be filled out to be able to ride a bus

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