

# Student and Parent Transportation Handbook

— **BE KIND** • **BE ON TIME** • **BE SAFE** —



**BE KIND**

We treat everyone  
with kindness.



**BE ON TIME**

We arrive ready  
and prepared.



**BE SAFE**

We look out for  
ourselves and others.



**BE RESPECTFUL**

We treat everyone  
with respect.



**RIDE TOGETHER**

We work together  
to keep everyone safe.



**Norwayne Local Schools**  
**Transportation Department**  
161 S Main St  
Creston, Ohio 44217  
330-435-1141 / 330-435-1142

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## Meet the Norwayne Transportation Team

Lori Weinman, Transportation Coordinator

330-435-1141

Kristyn Johnson, Transportation Assistant

330-435-1142

| <b>Driver</b>    | <b>Bus</b> |
|------------------|------------|
| Donna Mandley    | Bus #1     |
| Jill Gasser      | Bus #3     |
| Lisa Bowen       | Bus #5     |
| Chrissy Brown    | Bus #6     |
| Lori Hoyt        | Bus #8     |
| Josh Chaffin     | Bus #9     |
| Kristen Campbell | Bus #10    |
| Chris Smith      | Bus #12    |
| Rob Brookshire   | Bus #13    |
| Cheri Crawford   | Bus #14    |
| Mike Schar       | Bus #15    |
| Isaac Graf       | Bus #16    |
| Nikki Wincek     | Bus #20    |

## Welcome Aboard!

Welcome to the Norwayne Local Schools Transportation Department. You have chosen the safest, most efficient and environmentally friendly way to transport your student to and from school. At Norwayne, we are committed to delivering safe, friendly, and reliable transportation for more than 1,000 students daily.

Your child should appreciate the important role he/she plays in accomplishing SAFE and EFFICIENT school bus transportation. Your child should understand that riding a school bus is a privilege, conditioned on appropriate, safe and respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus. Your cooperation in communicating this very important message would be most appreciated.

The goal of this handbook is to help ensure that our students are given a safe and enjoyable experience riding the school bus.

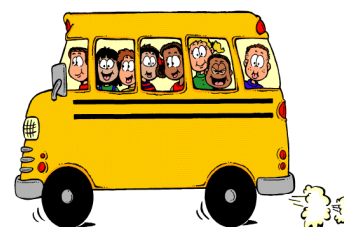
Keeping everyone safe and ensuring efficient transportation requires rules and procedures to be in place.

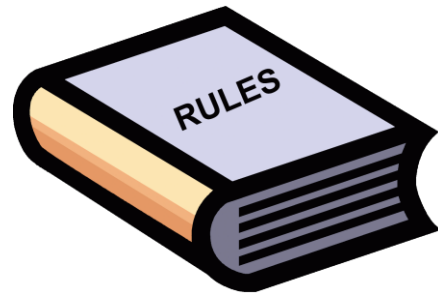
Three rules sum up this entire manual. **BE KIND, BE ON TIME, AND BE SAFE!**

Please visit or call our office anytime if you have questions or concerns regarding school bus transportation.

Have a safe school year!!

Lori Weinman, Transportation Coordinator  
Kristyn Johnson, Transportation Assistant  
161 S Main St Creston, Ohio 44217  
330-435-1141/330-435-1142





## **General Rules**

- School bus riding to and from school, extracurricular trips, and field trips is a privilege, not a right.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship that are required in the classroom.
- The bus stop is an extension of the bus and all bus rules will apply.
- All bus safety rules and policies must be followed to maintain bus riding privileges for field trips, extracurricular trips and bus routes.
- Drivers have the authority to direct students in any reasonable manner to maintain order and safety. Drivers are responsible for seat assignments on school buses.

## **Eligibility**

- The Board provides transportation for resident elementary students in grades kindergarten through eight, who live more than 2 miles from the school, and for all students with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional.
- The District will provide transportation for eligible students who attend community, STEM, and private schools in compliance with State Law when practical. When transportation for any student is not practical by any means approved by State law, the Board may resolve to declare transportation impractical and offer the student payment in lieu of transportation.

## Scheduling and Transportation Changes

To ensure student safety and efficient transportation, please follow the guidelines below regarding any changes to your child's transportation plan.

All transportation arrangements and changes must be scheduled through the Transportation Office. Once confirmed, we will notify the appropriate school building.

- Students are not permitted to ride buses other than their assigned route unless it is an emergency, and the change has been approved by the Transportation Department in advance.
- Changes such as moving, switching daycare/sitters, or new pick-up/drop-off locations must be submitted at least 24 hours in advance.
- Handwritten notes to the school, bus driver, or transportation office regarding transportation changes will not be accepted. For emergencies, please call the Transportation Office directly.
- Students must ride their assigned bus and use their assigned stop unless an approved change has been made.
- Same-day or last-minute changes will not be accepted unless there is an emergency. If plans change during the school day, the parent or guardian must meet the student at their assigned stop or make alternate arrangements.
- Temporary changes to a student's assigned bus stop may be granted for special situations (e.g., medical reasons, family emergencies, job loss), but only with prior approval and enough time to process the request.
- Transportation changes take effect only after approval and proper notification to all affected parties.
- If a parent plans to pick up their student instead of using bus transportation, please call the school office early in the day. This allows enough time for staff to inform the teacher and student. The school office may confirm the caller's identity and authorization before making changes.

## Updating Transportation Information

To ensure your child's transportation needs are met safely and efficiently, it is essential that parents and guardians keep their Final Forms account updated with any changes to transportation plans (such as a new address, daycare provider, or pick-up/drop-off location).

In addition to updating Final Forms, please notify the Transportation Department **directly** of any changes. This helps us ensure accurate routing and timely communication.

Timely updates help us avoid delays or miscommunication and ensure your child is routed correctly from the first day of any change. 📱 *We highly encourage all families to download the Stopfinder app and enable notifications. It's the easiest way to receive important updates, schedule changes, and announcements from the Transportation Department.*

# School Bus Stop Locations

The Norwayne Transportation Department establishes bus stop locations with student safety as the top priority. When determining bus stops, factors such as traffic patterns, visibility, road conditions, student age, and weather conditions are considered.

To help ensure safe and efficient transportation:

- Students in grades K-8 may be assigned a bus stop up to one-half mile from their residence.
- Students are assigned a specific bus stop and are expected to use only that stop unless an approved change has been made through the Transportation Department.
- Bus stops are selected to maximize student safety and visibility for motorists.
- Students should arrive at their bus stop at least five minutes before the scheduled pick-up time.
- Students should wait in their designated place of safety and remain there until the bus arrives.
- Students who must cross the roadway should always cross in front of the bus and only after receiving the driver's signal.
- Students should remain at their designated place of safety after unloading until the bus has departed.
- School bus drivers are required to follow established routes and stop only at approved bus stop locations.
- If a bus arrives early, drivers will wait until the scheduled pick-up time whenever possible.

For complete Ohio school bus stop requirements, please refer to Ohio Administrative Code 3301-83-13.

# SCHOOL BUS SAFETY

★ BE KIND • BE ON TIME • BE SAFE! ★



**FOLLOW THE RULES TO KEEP EVERYONE SAFE!**

## AT THE BUS STOP

- Arrive on time
- Wait at your assigned stop
- Stay off the road and out of the danger zone
- Be kind and respectful



## BOARDING THE BUS

- Wait for the bus to stop completely.
- Wait for the driver's signal to board.
- Use the handrail.
- Walk – don't rush.
- Go directly to your seat and sit down.



## ON THE BUS

- Stay seated, facing forward
- Keep feet on the floor
- Keep hands to yourself
- Use quiet voices
- No eating, drinking, vaping, drugs, or tobacco
- Keep aisles clear
- Follow driver instructions right away



## THE DANGER ZONE

The danger zone is the area around the bus where the driver may not be able to see students.

This area extends approximately 10 feet around all sides of the bus.



Never retrieve anything in the danger zone. Tell the driver!

## CROSSING IN FRONT OF THE BUS

- 1 Wait for the driver's signal.
- 2 Look LEFT – RIGHT – LEFT for traffic.
- 3 Walk at least 10 feet in front of the bus.
- 4 Keep looking and walk across.



## GETTING OFF THE BUS

- Stay seated until the bus comes to a complete stop.
- Use the handrail.
- Walk away from the bus.
- Take 10 giant steps away from the bus and wait in a place of safety.



## RAILROAD CROSSINGS

- Remain seated.
- Stay quiet.
- Listen to the driver.
- Never distract the driver while the bus is approaching or crossing railroad tracks.



## IF YOU MISS THE BUS



Return home immediately.



Notify a parent or guardian.



Call the school or transportation department if you need help.

## ILLEGAL PASSING IS DANGEROUS



If a vehicle illegally passes a stopped school bus, students should never react or chase after the vehicle. Follow the driver's instructions and continue safely.

## ELECTRONIC DEVICES



Keep phones, tablets, and other electronic devices put away while boarding, exiting, or crossing near the bus so you can focus on safety.

## EMERGENCIES



- ✓ Follow all driver instructions immediately.
- ✓ Leave personal belongings behind if directed.
- ✓ Move to a safe location away from the bus.



**SAFETY IS EVERYONE'S RESPONSIBILITY!**

Thank you for doing your part to keep our school community safe!



## Bus Stop Rules

- **Be out at the bus stop waiting for the bus at least 5 minutes prior to the scheduled stop time.** Wait 5 minutes past the scheduled stop time before leaving the stop or calling the transportation office.
- Students must board/depart the bus at the location which they have been assigned unless they have administrative/transportation authorization to do otherwise.
- Behavior at school bus stop must not threaten life, limb or property of any individual.
- Bus drivers cannot wait for students who are not at the bus stop.
- Stay out of the road while walking to and waiting for the bus.
- Stay in a single file line 10-15 feet off the roadway or away from the curb while waiting to board the bus.
- Wait for the bus to come to a complete stop before moving toward the bus.
- When the school bus arrives, your child should wait until the bus comes to a complete stop, the door opens, and the driver gives the proper hand signal to let the student know it is safe to approach the bus. Your child should use handrails to avoid falling.
- Your child should never walk behind a school bus. If your child must cross the street in front of the bus, tell him/her to walk on the sidewalk or along the side of the street to a place at least five giant steps (10 feet) in front of the bus before crossing. Your child should also make eye contact with the driver before crossing to make sure the driver can see him/her. If your child drops something near the school bus, like a ball or book, the safest thing is for your child to tell the bus driver right away. Your child should NOT try to pick up the item, because the driver might not be able to see him/her.
- Never run toward the bus. If you miss the bus, go home and call the transportation department.
- Always look both ways when crossing the street.
- Be alert for driver instructions, hand signals, or warning signals and follow them immediately.
- When boarding the bus go directly to your assigned seat and be seated so the bus may resume motion.





# Electronic Device Expectations

To maintain a safe and respectful environment on the school bus, students are permitted to use cell phones/electronic devices under the following guidelines:

## ✓ Allowed Use

- **Texting** is permitted during the ride.
- **Listening to music** with headphones or one earbud is allowed, as long as:
  - The volume is kept low enough not to disturb others.
  - Students can still hear driver instructions and announcements clearly.

**🔔 Important:** *Device use must never interfere with safety signals or announcements from the driver.*

## 🚫 Prohibited Activities

- Taking photos or videos of others on the bus is not permitted.
- Using the phone in a way that causes disruption or distracts the driver is strictly prohibited.

## 📦 When Not in Use

- Electronic devices should be stored safely in backpacks, bags, or pockets when not actively used for texting or listening to music.

## ⚠️ Compliance and Exceptions

- Bus drivers have the authority to monitor and enforce this policy.
- Failure to follow these guidelines may result in disciplinary action.
- Exceptions for medical or other special needs will be reviewed and approved by school administration as needed.

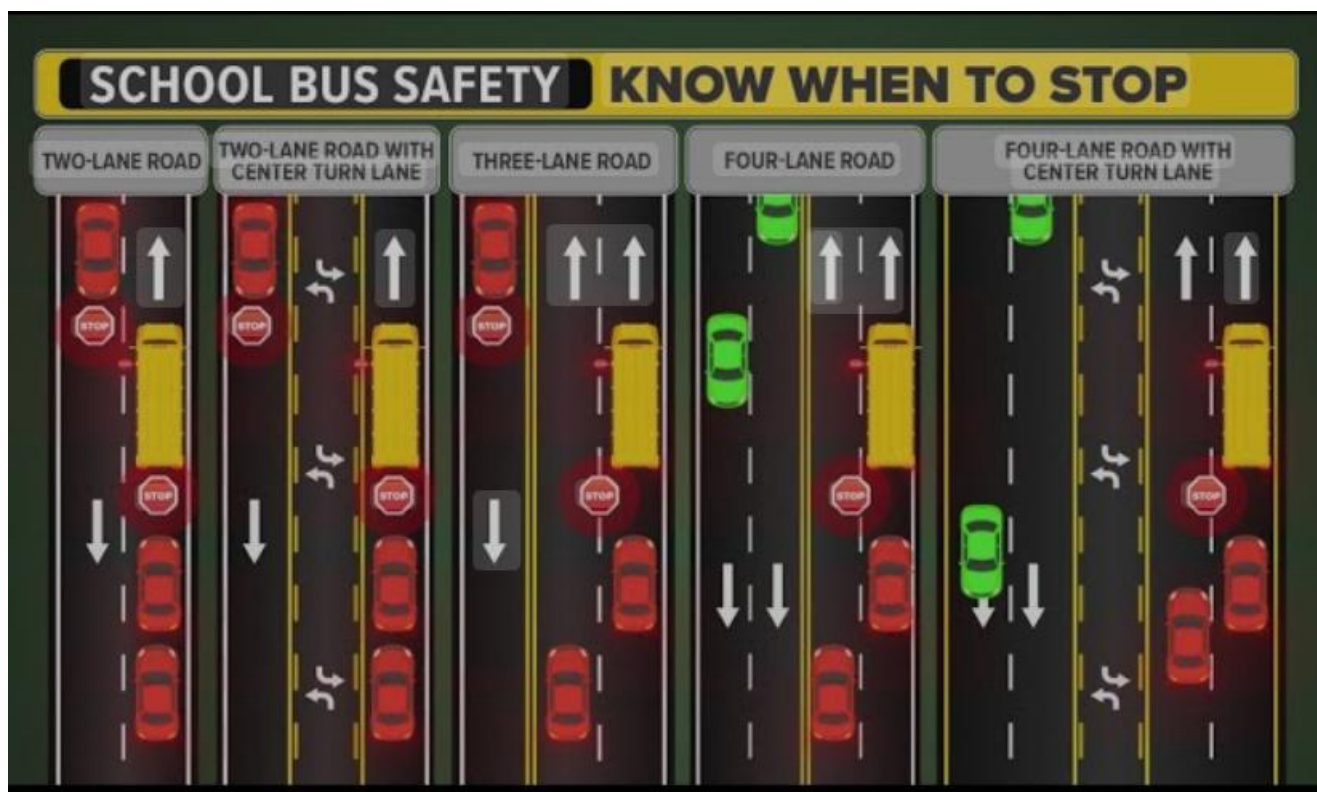
## Ohio School Bus Stop Law Violations

Ohio law requires all drivers to stop **at least 10 feet** from the front or rear of a school bus that is displaying red flashing lights while loading or unloading students. Vehicles **must remain stopped** until the bus has resumed motion or the driver signals that it is safe to proceed.

The **only exception** to this law is on a **divided highway**.

### Violation Consequences:

- Fines of up to **\$500**
- Mandatory **court appearance** (no written pleas or waivers allowed)
- Possible **license suspension** (driver's license, CDL, temporary permit, or nonresident operating privileges)



### In the Event of a Bus Accident:

Students may **not leave the scene** with a parent or guardian until **law enforcement arrives and officially releases them**.



## District Responsibilities

- Establish appropriate bus stops, routes, and schedules.
- Provide school buses that meet or exceed state and federal requirements.
- Provide for certified and qualified staff.
- Provide for student safety while on the bus.



## Parent Responsibilities

- **For students under first grade: parents/caregivers are required to be present when the bus arrives. Ensure that you make yourself known to the driver.**
- Provide for your students' safety to, from, and while at the bus stop.
- Ensure your student is at the bus stop at least five (5) minutes ahead of the scheduled stop time.
- Visit and review the bus stop with your child and determine the safest route to take to the stop, where to wait (approximately 10 feet from the roadway), and to be aware of unsafe situations.
- Review all bus safety rules with your child, encourage proper conduct.
- Have your student dress for times of inclement weather.
- Backpacks are helpful for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting the bus. Teach your children to secure loose drawstrings, long backpack straps, and other objects that may get caught in the handrail or door of the bus as they are exiting. All items brought on to the bus must be under the students' control (on their lap) at all times.
- Have a plan with your child if the bus is missed.
- Have a plan in place for unexpected schedule changes, including **morning delays** and **early dismissals**.
- Provide the necessary transportation if your student is suspended from riding the bus.
- When picking up your child from school be sure to only use the parent pick up area. No vehicles are allowed in bus loop when loading or unloading students.



## Student Responsibilities

The number one priority of everyone in the Transportation Department is the safe transport of students to and from school. In order to achieve this goal, the following basic guidelines governing the behavior of students are required to ensure a safe and orderly environment.

- **Be at the bus stop five minutes before pick up time.**
- Walk safely to the bus stop and wait in a safe manner away from traffic.
- Respect the rights of property owners while walking to or from and while waiting at the bus stop.
- Wait until the bus comes to a complete stop prior to boarding. Wait for hand signal.
- Watch your step and use the handrail when getting on and off.
- Proceed to your assigned seat promptly and remain seated during the ride to and from school.
- Sit facing the front and keep your feet, books and belongings out of the aisle.
- Always keep your hands and head inside the bus.
- Speak quietly and respectfully to your bus driver and other students.
- Do not damage any part of the bus and report any damage that you see to the driver.
- Eating, drinking, smoking, weapons or the use/possession of drugs is strictly prohibited.
- Do not use obscene or inappropriate language or any hurtful language directed at another student.
- Only bring objects on bus that can be held on your lap.
- Do not tamper with any of the bus equipment or controls.
- Your conduct should be quiet and orderly so the driver is not distracted from the important job of driving.
- Never throw any object on or outside the bus.
- Your driver is responsible for the safe operation of the bus; listen to his/her instructions.
- For everybody's safety, be completely silent at railroad crossings.
- Wait until the bus has come to a complete stop before leaving your seat.
- Always cross ten feet in front of the bus under the protection of the red warning lights.
- **Never cross behind the bus.**
- Always look left, right, then left again to check for traffic before crossing any street, even when crossing in front of the bus with the red warning lights on. Make eye contact with the driver.

# **Disciplinary Procedures**

## **Riding the school bus is a privilege**

A student who does not follow the school bus safety rules, endangers himself or others or does not respect the rights of others may lose his/her riding privilege. In order to maintain a safe and orderly environment on the school bus, it may be necessary to use disciplinary measures with students displaying unacceptable behavior. The disciplinary steps a driver may implement varies based on the severity of the behavior.

Offenses may result in immediate suspension. Administration may issue suspension, detention or in school suspension depending on offense. A removal from school transportation must be given notice as soon as practical. Transportation Administrator will contact the building administrator for all referrals or request of discipline.

## **Bus Camera & Video Monitoring**

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize digital cameras with video and audio capabilities in order to protect students and staff as well as provide for a safe and orderly environment. The privacy of students and recordings are kept secure and are reviewed only by authorized personnel.



## Inclement Weather Procedures

When inclement weather conditions occur, a decision might be made by the Transportation Coordinator and/or the Superintendent to delay the opening of school by one hour, two hours, to close school, or to dismiss school early. Every effort will be made to announce delays/closings by 6:00 am. Also, there may be an announcement to delay school openings with a re-evaluation period to possibly close schools. Cancellations/delays will be reported to Local television stations, the Norwayne Alert System, district website, social media channels, and Stopfinder. Families are encouraged to sign up for Stopfinder and district notifications to receive transportation updates as quickly as possible.





# Transportation Handbook Acknowledgement Form

Parents/Guardians:

1. Review all school bus rules with your child.
2. Teach your child that the driver is the person with authority on the bus and is to be respected.
3. Make sure that your child is outside waiting for the bus at their designated bus stop.
4. Provide supervision for your child going to and from the bus and while waiting for the bus, if necessary.
5. Make sure your child is dressed appropriately for the weather conditions.
6. Have a plan for your child in case he/she misses the bus, and/or school delays, early dismissal or unplanned cancellations.
7. Discuss with your child about avoiding suspicious people and vehicles. Have a plan of action the child should take if they encounter a problem.
8. Provide transportation for your child if the privilege of riding the bus is withdrawn.
9. Please make a reasonable effort to understand and cooperate with those responsible for student transportation.
10. Accept responsibility for the proper conduct of your child.

For route information, problems concerning buses or drivers please call: 330-435-1141/435-1142

**Cut on the line and please return to the school.**

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**I have read and understand the above rules and regulations.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Bus#

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
Cell#

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature