Wellington Exempted Village School District

Transportation Student Handbook



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Transportation Handbook

This booklet has been prepared for the parents and guardians, students, bus drivers, and school administrators of the Wellington Exempted Village School District.

This booklet shall help to create a better understanding of the bus drivers', Administration's, and the Board of Education's positions in regards to the laws, procedures and rules pertaining to student transportation.

Our goal is "SAFETY FIRST" for our students in the Wellington Village School District.

Buses are inspected by the Ohio State Highway Patrol Inspection Team on a regular basis. Bus stops and routes are reviewed, and the students' safety is considered first. Drivers receive on-going professional development.

The bus driver shall not be distracted by continuous behavior problems. Distractions take the driver's attention away from the safe operation of the school bus. For the safety of all students, a disorderly student will be reported to the school administrators.

We hope this information will help to provide a positive relationship between the student riders and the bus driver. Better cooperation can occur if you are completely informed about transportation practices.

WHO SHALL BE TRANSPORTED
The following is the Ohio Revised Code, Section 3327.01:

In all city, local, and exempted village school districts where resident school pupils in grades kindergarten through eighth grade, live more than two (2) miles from the school for which the state board of education prescribes minimum standards pursuant to division (D) of the section 3301.07 of the Revised Code and to which they are assigned by the board of education or to and from the nonpublic school which they attend, the board of education shall provide transportation for such pupils to and from school except when, in judgment of such board, confirmed by the state board of education, such transportation is unnecessary or unreasonable.

The board of education may provide transportation for resident school pupils in grades 9-12 to and from the high school to which they are assigned.

Ohio Attorney General 74-040 states "transportation is provided for resident students attending public vocational high schools".

The foregoing paragraphs explain why transportation for some is a privilege and not a requirement.

BUS STOPS

Ohio Department of Education, Rule #3301-83-13:

"It is the responsibility of the superintendent or transportation supervisor to determine the location of all school bus stops, which shall be approved annually by the district's board of education within ten (10) days following the opening of school. Authority to designate or relocate subsequent school bus stops may be delegated by the board of education to the superintendent or the transportation supervisor".

The following are Ohio Department of Education rules:

1. Each student shall be assigned and required to use a specific school bus stop.
2. Students will be assigned a designated place of safety.
3. Students must board or leave the bus at their assigned bus stop.
4. Students must ride their assigned bus.
5. Students who do not have an assigned bus route are not allowed to ride on buses.
6. Buses shall not be required to drive in cul-de-sac streets.
7. Students may be required to walk to a designated bus stop.
8. School bus stops shall be limited to as few as possible.
9. Students must be in line at their designated place of safety at the bus stop before the bus arrives.
10. Students that have to do a crossover procedure shall follow the driver's instructions.
11. Students that are required to have a crossover pick up or drop off must cross at least 10 feet in front of the bus.
12. At drop off students are required to stay at their designated place of safety until the bus has departed.
11. Drivers are required to count the number of students getting on or off at any designated bus stop.
12. Drivers are not required to wait on tardy students.

Pupil Instruction

Ohio Department of Education Rule # 3301-83-09

Safety instruction shall be given annually to all regularly transported students in grades kindergarten through third grade.. Pupils enrolled in grades 4-12 shall be properly instructed in safety procedures on and around the school bus.

Ohio Department of Education Rule # 3301-83-15

Students will be instructed annually on the emergency and evacuation procedures. This includes accident procedure, disability of driver, school bus failure, and weather conditions.

The drivers and a school administrator will conduct three emergency exit drills for all students who ride buses to and from school. This is done at least once annually.

Drills will be the following:

1. Everyone exits through the front door.
2. Everyone exits through the rear emergency door.
3. Front half of the bus exits the front door and the rear half exits the rear emergency door.

These drills are done on school property. The drills may be done in the morning before school starts or in the afternoon after school.

<u>Getting On and Off the Bus</u>

Ohio Department of Education Rule #3301-83-13

The bus driver will instruct the students as to the school bus stop procedures. It is very important for the student to follow this procedure. The bus driver must not be interrupted for any reason during this procedure. Bus drivers need to ensure the safety and welfare of all school bus passengers.

1. Students must be at the bus stop five minutes before the bus scheduled time.
2. Students must wait in the designated place of safety assigned by the driver.
3. Students are to wait at the bus stop without playing or pushing other students.
4. Students are to go directly to their assigned seat, so that the bus may resume motion.
5. Students must remain seated, keeping the aisles and exits clear.
6. Students may only bring on objects that can be held in their laps.
7. Students must board or depart the bus at their assigned bus stop and go directly to their designated place of safety.
8. Students are not to move from seat to seat.
9. Students are required to be ready to depart bus when arriving at their assigned stop.
10. Students are required to remain seated until the bus comes to a complete stop.
11. Students must cross at least 10 feet in front of the bus if they have to cross the roadway.
12. Students must enter and leave the bus in an orderly, single-file line.

Forbidden Items on the Bus

The bus driver is responsible for determining forbidden items on the school bus. The students shall comply with the bus driver's decisions concerning any questionable items included but not limited to:

1. No pets, animals, insects, or other crawling or jumping critters.
2. No chewing gum.
3. No glass items.
4. No food or drinks.
5. No guns, ammunition, knives, explosives, or other dangerous materials or objects.
6. No toy guns or other noise distracting toys.
7. No tobacco products, including cigarettes and vapes.
8. No alcohol products.
9. No drugs or drug products.

Mobile Phone/Cell Phone Guidelines

All school rules apply to the appropriate use of mobile phones. Upon permission from the bus driver, student cell phones may be used only as a music listening device with the use of one earbud, as to keep one ear open to listen to the bus driver in case emergency directions are given. Students are not to take video and pictures on the bus nor are they to show videos or pictures to other students.

Announcements of School Closings

During severe or extreme weather conditions, the official announcement for school closings or canceled activities will be broadcast by the following:

Television Stations: Channel 3, Channel 5, and Channel 8
School Automated Phone and Message System
Social Media Pages

Student Equipment

The bus driver shall not allow items to block the front door, aisles or rear emergency door. These three areas are to be clear of items at all times. Having items in these areas may endanger the safety of the students or the safe operation of the school bus. The driver will make decisions that must be respected by the students.

The following items may be placed on the floor of the bus under the seat the student sits in:

1. Band instruments.
2. Book bags.
3. Athletic bags or other sport equipment.

Discipline

Safety and the proper social attitude in bus transportation as well as in all phases of the school program is of prime concern to the Administration and the School Board. Students need to familiarize themselves with the obligations and courtesies of public transportation. The Wellington Exempted Village School District uses video on our school buses. Students may be disciplined for actions captured on video tape. A student who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on another means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus and in accordance with the Ohio School Code. The relationship of the operator and student must be one of cooperation. No pupil will be permitted to get off at any stop other than his/her own established stop. All guidelines governing student behavior pertain to school-provided transportation.

The bus driver is responsible for the behavior of the students on the bus. The bus driver has the authority to handle discipline problems to ensure the safety of all students on the school bus. The bus driver is required to assign seats. Students are to have classroom conduct on the school bus. If a student does not obey the bus rules, the bus driver can assign a sentence writing assignment for the student, the parent must sign the assignment and the student will return it to the driver. Also the driver may document the behavior problem on a bus conduct form for the school administrators. A repeat of disorderly conduct on a school bus is sufficient reason for losing your bus riding privileges. Failure to comply with bus rules that interfere with the safe transport of students will result in the following procedures: (these are subject to change as deemed necessary by the district):

Minor Violations:

1. Discourteous to other and/or bus drivers.
2. Failure to obey the bus driver's instructions.
3. Refusing to sit in the assigned seat.
4. Standing or changing seats while the bus is in motion.
5. Crowding to the door before bus stops.
6. Pushing and jostling when getting on the bus.
7. Other behaviors which school officials feel warrant disciplinary action.
8. Chewing gum on the bus.
9. Misuse of cell phones or other electronic devices.
10. Not being quiet at railroad crossings.
11. Bringing forbidden items on the bus. If the item is related to a major violation it will be treated as a major violation.
12. Not properly handling or storing student equipment.

Minor Violation Discipline:

1. First Offense: Written warning and report by bus driver to transportation coordinator. Parent/guardian notified. Additional discipline may also be given (detention, in-school suspension, bus suspension, etc.)
2. Second Offense: Written warning and report by bus driver to transportation coordinator. Parent/guardian notified, with parent conference. Additional discipline may also be given (detention, in-school suspension, bus suspension, etc.)
3. Third Offense: To be treated the same as that for a major violation of conduct.

Major Violations:

1. Repeated minor violations.
2. Trying to distract the bus driver's attention.
3. Smoking, e-cigarettes, vaping, and/or possessing tobacco in any form. Using lighters or matches for any reason.
4. Flagrant disobedience to the driver.
5. Destroying bus property. NOTE: Repayment of damages to school also required before the offender can be reinstated onto the bus.
6. Use of profanity, vulgarity, or obscene gestures or behavior.
7. Tampering with security camera equipment.
8. Hitting, fighting and/or assaulting others.
9. Throwing objects in, out, or around the bus.
10. Spitting on the bus.
11. Impairing or endangering the lives of students or drivers.
12. Getting on or off the bus at any stop other than his/her own.
13. Bringing guns, knives, ammunition, explosives or any other dangerous materials and objects onto the bus.
14. Possessing any drugs, alcohol or related products or being under the influence of such items.

Major Violation Discipline:

Note: In-school discipline and/or out-of school discipline (suspension / expulsion, etc.) may be given in addition to the bus disciplines outlined below. If out-of-school discipline is issued to a student, bus related discipline will be served on days the student attends school.

1. First Offense: Loss of transportation services of five (5) to nine (9) days. The student will be permitted to resume bus transportation after the transportation suspension and after such time as the parents have a consultation with the school officials, and a pass is presented by the school official to the driver.
2. Second Offense: Loss of transportation services of ten (10) to twenty (20) days. The student will be permitted to resume bus transportation after the transportation suspension and after such time as the parents have a consultation with the school officials, and a pass is presented by the school official to the driver.
3. Third and Subsequent Offenses: Indefinite loss of transportation services. Cases may be appealed by the parent or guardian to the superintendent.

The above requirements should be followed as closely as possible. It is recognized, however, that each situation is unique and the administration must consider the current problem as well as past experiences with the individual(s) involved. In cases where mitigating circumstances prevail, the administration shall have the right to modify specific punishments for misbehavior in order to fairly and equitably resolve those problems.

The bus driver shall not be distracted by continuous behavior problems. Distractions take the driver's attention away from the safe operation of the school bus. For the safety of all students, a disorderly student will be reported to school administrators.

Office and School Phone Numbers

Westwood Elementary School	440-647-3636
McCormick Middle School	440-647-2342
High School	440-647-3734
Superintendent Office	440-647-4286
Transportation Office	440-647-7969

We hope this information will help you to better understand our commitment to safe transportation on the "Big Yellow School Bus". As you can see, the safety of your child/children always comes first.

This handbook is issued as a transportation guideline to students and parents. It is not a complete summary of all the Ohio Revised Codes, state laws and transportation regulations set by the Ohio Department of Education, or board policies. Our bus drivers must adhere to many federal and state standards.

Thank you for your interest in the safe transportation of our students. If you have any comments or concerns, please contact the Transportation Office at 440-647-7969.