

Pupil Transportation Handbook



Lexington Local Schools
Lexington, Ohio

A Letter From The Director Of Transportation

Dear Parent or Guardian,

Our goal is to insure the safety of student transportation at Lexington Local Schools. With this in mind, the Transportation Handbook has been developed to establish guidelines that will help make our school year successful for everyone. It cannot be stressed enough that to obtain this goal, the cooperation of students, parents/guardians, and bus drivers is of the utmost importance!

Your bus driver is a highly-trained professional who has been chosen to represent Lexington Schools because of his or her integrity and desire to serve the district. Let us not underestimate the great responsibility that they take each and every day while transporting your children.

I would like to encourage you and your children to take a few minutes to look over the Transportation Handbook and become familiar with the responsibilities of all of those who are involved. If you have any questions, concerns, or suggestions, please call the transportation department at (419) 884-2349.

Yours in Service,

Robin Boggs
Director of Transportation

I. Bus Stops - Time Schedule

- A. Busses will run within a five minute schedule except during emergency situations and inclement weather.
- B. Students may be asked to walk a reasonable distance to a bus stop. The bus cannot stop at every house.
- C. Students will use the assigned bus and bus stop on a daily basis. In the event that a bus stop or time is changed, the student and parent will be notified in advance by the bus driver or Director of Transportation.
- D. Students are expected to be at the bus stop when the bus arrives. The bus cannot wait for tardy students.
- E. Do not run up to the bus - **PLEASE WALK.**
- F. Stay out from under the bus for **ANY** reason. Notify the driver if something is under the bus.
- G. When crossing in front of the bus, walk far enough away from the bus that the driver can see you and you can see the driver. Wait for the driver's permission to cross the road.
- H. Students are expected to stay back from the street and the point where the bus stops.
- I. Students should behave in an orderly manner at the bus stop.
- J. Students should report to the bus driver any suspicious persons around the bus stop.
- K. When getting off the bus, walk away from the bus. Do not get the mail, paper, etc, until the bus has gone.

II. Loading and Unloading on School Grounds

- A. Never run up to or away from the bus. **PLEASE, ALWAYS WALK.**
- B. **DO NOT** walk between the front of one bus and rear of another. Walk along beside the bus out of the danger zone (10 steps) and in front of the first bus.
- C. Know where your bus parks.
- D. Know your bus number.
- E. Get on the bus and find your seat quickly.
- F. Never push or shove.

III. Student Behavior

- A. In general, students must behave on a bus as they would in a classroom.
- B. Reasonable conversation is permitted; however, noise should be kept to a minimum.
- C. All pupils should enter and exit by the front door except during an emergency.
- D. Complete silence shall be maintained at railroad crossings and other points of danger.
- E. Students shall remain seated while the bus is in motion.
- F. Seat saving will not be permitted. Pupils will be requested to sit three to a seat when necessary. Drivers may have assigned seating.
- G. Pupils should hold their belongings or place them on the floor below their seat. The aisle must be kept clear.
- H. No part of the body or any object should be placed out of the window.
- I. Glass containers will not be permitted without the prior approval of the driver.
- J. No eating or drinking will be permitted without the prior approval of the driver.
- K. No drugs, alcohol, or tobacco will be permitted on the bus.
- L. Profane language will not be permitted
- M. No water or shaving cream fights will be permitted.
- N. Pupils will be expected to help keep the bus clean. Please place paper and trash in the containers provided.
- O. Aerosol cans are not permitted on the bus.
- P. In accordance with State Law, parents will be held fully responsible for any damage done to the bus by their children.
- Q. Students must sit in the seat assigned by the bus driver.

The above items are a general but not complete listing of expected behavior. Questions on any of the above will be answered by the driver.

IV. Citation for Misbehavior

Parents will receive a written notification that their child has misbehaved or violated a bus rule.

The driver will fill out a **Citation for Bus Regulation Violation** and give to the student. It will tell what the child has done and will indicate one of the following:

1st Violation – Written notification to the parents that there has been a problem. No punishment will be given unless there has been a serious or flagrant violation, such as fighting, horseplay, smoking, and/or vandalizing the bus, which will result in a 5 day suspension from riding privileges.

2nd Violation – As above, except that the student may be suspended from the bus for up to ten school days. This does not excuse the student from school attendance.

3rd Violation – As above, except that the student will be suspended from the bus for an extended period of time as the situation warrants.

Parents must sign the citation and the student must return it to the driver before the student will be permitted back on the bus.

We urge parents to talk to their children and help them understand how very important it is that the bus be orderly, for their own and other(s) safety. The driver needs to give his full attention to driving the bus and should not be distracted by unruly and misbehaving children.

V. Emergency Evacuations

Emergency Evacuation drills will be held at least three times a year. Treating these as actual emergencies will help students know what to do in case of a real emergency. Your fullest cooperation is a must, as the driver has many responsibilities during these times and it could mean a life or death situation.

- A. Pupils should stay on the bus until told otherwise by proper authorities.
- B. Stay calm, quiet and remain seated.
- C. Follow the directions of the driver.
- D. When you are told to leave the bus, do so quickly and quietly. Walk to the indicated place of safety and stay together.

VI. School Closings

Each year, there is a possibility that the schools will be forced to close for such emergencies as bad weather, equipment failures, etc. In such cases, the superintendent will notify radio stations WMAN, WMFD, Y-105, TV68, and WVNO who will start broadcasting the announcement at about 6:15am.

If children are already at school when it is necessary to close, these same stations will make the announcement that the children are being sent home early.

It is highly recommended that parents make advance arrangements with neighbors or relatives so that their child will have care in case school is closed and the parents are not at home. Parents should provide drivers written instructions, if different from normal procedures for early dismissal situations.

VII. Substitute Drivers

During the year, it is probable that you will have a substitute driver on your bus. These people are fully trained, licensed, and qualified bus drivers.

However, because they are new on your route, they may have some problems the first few days. We ask students be

cooperative, help the substitute with bus stop locations, and follow all rules and regulations. Substitutes always report back to the regular driver when that person returns. Your regular driver should not have to be ashamed of your behavior during his or her absence.

VIII. On Board Video & Audio Monitors

For the safety and protection of students and employees, all buses have the capacity to monitor on board activity by use of audio and video recording equipment. Recordings from this equipment will be used only for insuring that all passengers comply with transportation rules and regulations.

IX. Class & Student Activity Field Trips

During field trips, some specific rules should be followed:

- A. Students should be on their very best behavior. The name on the side of the bus will tell people where you are from! Lexington has PRIDE. Show it.
- B. No signs or posters may be placed or painted on the outside of the bus.
- C. No signs or posters may be placed in the rear windows.
- D. Students must follow exact directions, stay together, and be back to the bus by the scheduled time.

POLICY FOR STUDENT PICK-UP AND DROP-OFF

The purpose of this policy is to clarify the proper procedure to follow when picking up and dropping off students at their bus stop.

Bus routes are scheduled and timed to include all bus stops for all students on that particular route. It shall be the responsibility of the bus drivers to stop at all designated stops on both pick-up and drop-off. Buses shall maintain the time schedule assigned to that particular route with the exception of inclement weather or breakdown. In the event that the bus is running late, the bus driver shall notify the transportation office.

If, for some reason, a student is not dropped off at his or her regular bus stop, it shall be the bus drivers responsibility to notify the transportation office of the situation and a decision will be made at that time as to what to do.

If there is going to be a delay before the student is returned to his or her bus stop, the transportation office shall contact the parents and notify them of the situation. Any special instructions, after contacting the parents, will be given to the bus driver through the transportation office. The student will be taken to his or her regular bus stop unless told otherwise by the parents.

EMERGENCIES, ACCIDENTS, AND/OR OTHER UNUSUAL CIRCUMSTANCES

In cases of emergency, accidents, and/or unusual circumstances, students will only be released to a custodial parent/guardian, unless the custodial parent/guardian has written permission on file in the building of attendance explaining an alternative arrangement.

Also, no student will be released until he or she has been checked for injuries, all necessary information has been obtained, and/or school officials have determined the health and/or safety of the student not in jeopardy.

The **WRITTEN PERMISSION** on file in the building of attendance is to include **CHILD'S** name and grade; custodial parent(s) name, address, and phone number, name(s), address(es), and phone number(s) of the person(s) authorized to take responsibility for the child in case of early dismissal, emergencies, accidents, and/or other unusual circumstances.

We will ask any custodial parent/guardian or other authorized person taking a child to sign a form indicating the child was released to his/her responsibility.

We ask your understanding and cooperation and we share your primary concern that each child arrive at school and back home safely.

