



Parma City School District Transportation

Parents/Guardian/Student Transportation
Handbook

Riding the bus is a privilege, not a right.

Table of Contents

1. School Bus Disciplinary Plan
2. Place of Safety for All Bus Riders.
3. Delivery of Students Receiving Modified Services
4. Inclement Weather Schedule
5. Bus Stops and Routes
6. School Bus Rosters
7. Evacuation Drills
8. Transportation of Large Articles
9. Parents'/Guardians' Responsibilities
10. Student Responsibilities
11. Cell phones/Electronics

1. School Bus Disciplinary Plan

Each school is required to develop its own disciplinary plan. The following plan is intended to serve as an **example** for school sites. The principal has the authority to suspend a student from the bus and to determine the length of the suspension.

When a principal/designee receives a school bus incident report, the administrator **may** use the following disciplinary plan:

- 1st Offense A warning to the student with a report to the parent/guardian will be issued. It is expected the parent/guardian will work with the student to help prevent a recurrence.

- 2nd Offense Disciplinary action will be taken at the discretion of the Principal, depending on the seriousness of the infraction. A report to the parent/guardian will be made.

- 3rd Offense Suspension of riding privileges could result. The length of suspension will depend on the seriousness of the infraction. A report to the parent/guardian will be made.

* A different sequence in handling an incident may be selected.

Severe Disruption and Dangerous Behavior will result in immediate suspension of transportation privileges. This may include, but is not limited to the following:

1. Physical harm to any student.

2. Physical harm to the driver/monitor.
3. Physical harm to the bus.
4. Possession of a weapon.

In addition to the suspension of transportation privileges, legal action against the student and/or parent/guardian may be taken.

Students receiving special needs transportation services may be suspended from the bus.

Students who are suspended from the bus are not necessarily suspended from school. Transportation to and from school for students who are suspended from the bus is a parental responsibility.

2. Place of Safety for all School Bus Riders

Policies for bus procedures are in place through both our Transportation Department and Ohio State law. ORC 3301-83-13 mandates this section and it is non-negotiable. All students who ride a bus to school are instructed to remain in their designated "place of safety" 10 minutes before the bus is scheduled to arrive. Students are not to proceed to load the bus until they are signaled by their bus driver to do so.

Students are not to wait at their house, vehicle, on their front porch, or in their garage. If the driver cannot see the student waiting, the driver will continue to the next stop.

Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.

When students exit the bus at the end of the day, they are to go to their designated **place of safety** and remain there until the **bus departs** to ensure drivers can visually account for all students to avoid any injury or accident. Students who do not follow these policies and procedures are subject to disciplinary reports from the driver. Please keep in mind that bus reports can result in the loss of bus privileges.

Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school. Please reinforce these policies with your child to promote the safety of all students being transported back and forth to school each day.

3. Delivery of Students Receiving Special Needs Services

Transportation will refer to the student's Confidential Emergency Information form when delivering a student receiving modified transportation services if the parent/guardian is not present to receive the student.

- A. If, on the transportation form, the parent/guardian has authorized that the student can be left unattended, the local transportation provider may leave the student at the delivery position.
- B. If the parent/guardian has not authorized that the student can be left unattended, the local transportation provider will not leave the student unattended.
 - (1) The Transportation Department will attempt to contact the student's parent or guardian at work or at other phone numbers provided or call emergency contacts listed on the form.
 - (2) While attempting to make contact with the student's parents/guardians or the emergency contacts listed

on the form, the driver may proceed on the designated route to deliver any other passengers on board to their destinations and then return to the student's delivery locations.

- (3) If the Transportation Department is still unable to contact the parents/guardians or with emergency contacts listed on the form, the provider will make an effort to transport the student back to the school. Staff will accept the student and continue to attempt to contact the parents/guardians or the emergency contacts.
- C. If school staff is unable to contact the parents/guardians or the emergency contacts, the student may be referred to the appropriate personnel for child protective services.

4. Inclement Weather Schedule

The most common change of the school day schedule occurs when severe weather causes street conditions, which would endanger the safety of students going to school. The schedule may be adjusted by **two hours**.

The decision to institute an adjustment schedule will be made and announced through the news media. Following the decision to implement an adjusted schedule, weather conditions occasionally worsen to the point that it is necessary to close the schools.

5. Bus Stops and Routes

1. Notes from parents/guardians or principals/designees authorizing the bus driver to drop off a student at a point other than his/her regular stop will only be permitted in emergency situations. The note must be signed by the

parents and the school Principal.

2. Students will not be required to walk a greater distance to a bus stop than the walking distance specified by State Statute (1/2 mile).
3. All requests to move or add bus stops on a route must be submitted to the Transportation Department in writing on the appropriate form.
4. The Assistant Transportation Supervisor will address complaints regarding route schedules or school bus stops. The principal will address complaints regarding discipline on board school buses.
5. Drivers will not transport any persons who are not students Or approved school personnel assigned to their bus.
6. Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, or law enforcement personnel to board the bus.
7. If a student is at an a. m. stop, but is ineligible for transportation, the student will be given a ride to school, and the driver will notify the principal/designee.
8. In the p.m., the bus driver will not be required to wait More than six minutes after the dismissal bell has rung. The driver and/or monitor will not be allowed to leave the bus to search for unaccounted students. Once the bus departs, the driver will not stop in the loading zone or be expected to return to the school for students who are late for the bus.
9. The driver is required to assign students to seats.

10. In consideration of student safety, live animals, unless specified in a student's IEP or 504 Accommodation Plan, will not be transported. Toys, items in glass containers, or other dangerous objects, as well as large articles, which might block the aisle, the emergency door, or the service doors of a school bus, will not be permitted.

6. School Bus Rosters

School bus drivers will maintain a student roster and student seating chart for each school bus run for every school that is serviced. Student rosters will contain the following information:

1. First and last name of each student on the bus
2. Each student's address, phone number and birthdate.

Information contained on student roster sheets will remain confidential and in the school bus. Student rosters and seating charts will be made available to school officials and law enforcement officers upon request.

7. Evacuation Drills

Student emergency evacuation drills or an emergency evacuation demonstration will be conducted each school year within four weeks of the beginning of school. An evacuation of the front, back and front and back will be conducted for every school bus run.

8. Transportation of Large Articles

In transporting large musical instruments, school projects, or other large articles, the following will apply:

1. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
2. No item will be placed in the driver's compartment.
3. All items carried by a student will be under his/her control at all times.
4. The size of an item should be such that it can be carried on the student's lap or under the seat in front of the student. The length of the item cannot exceed 40 inches.
5. Some students may need the assistance of oxygen or mechanical ventilation devices during their bus ride. All equipment used by students who are technologically dependent must be secured so that it does not become detached from the individual dispensing unit nor become a projectile in the event of an impact. Health plans for students who are technologically dependent will be attached to their Special Needs transportation form.

9. Parents'/Guardians' Responsibilities

In order for their child to safely ride on a school bus, parents' / Guardians' responsibilities include the following:

1. Are expected to encourage their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in district documents pertaining to student transportation.
2. Are responsible for instructing their children about their assigned bus stop and advising them to leave the bus only at their assigned stop.
3. Are responsible to see that their children are at the assigned stop ten minutes before the scheduled arrival of the bus.

4. May be held responsible for any observed acts of vandalism of private property by their children while on the bus or at the bus stop location and restitution may be pursued by law enforcement agencies.
5. Will not be transported to or from a school on the school bus.
6. Will arrange for their students to have physician-prescribed medication that is to be transported to school for use during the school day appropriately labeled and in a backpack or parcel to be kept in the student's possession during the route. No medication will be administered during the route by either the school bus driver or the attendant.

The parent/guardian of students who have been approved for Special Needs Transportation services will:

1. Cooperate in the completion of the Confidential Emergency Information (CEI) Transportation form by providing emergency phone numbers and addresses of responsible persons to be contacted in case of an emergency such as illness, injury, or abbreviated school day due to inclement weather.
2. Allow at least three working days to implement any changes in pick-up and/or drop-off locations. The driver is not permitted to change or modify a bus route.
3. Have the student ready to board the bus at the assigned pick up time.
4. Transport their student when exceptional situations arise which call for a deviation from established bus service (e.g., the student needs to be dropped off at a different

address temporarily).

5. Transport their student in the event of bus suspension.
6. Make arrangements to have a responsible person meet the bus when it is indicated on the CEI modified transportation form that a student cannot be left unattended.
7. Notify the Transportation Department in advance (one full school day, if possible) or day of transportation in the event the student does not plan to attend school on a specific day.

Special Needs Transportation services should begin three to five schools days after the Transportation Department has received a completed Request for Transportation form from the Special Education Department. All affected parties will be informed if route reconfiguration will exceed five days.

10. Student Responsibilities

For safe riding on school buses the following are students' responsibilities. Remember-riding the bus is a privilege.

1. Students who are required to walk a distance to meet the bus should walk on the side of the road to their left facing traffic, except on divided or multi-lane roadways.
2. Students must be at their regular bus stop 10 minutes prior to scheduled stop time. The bus driver will not wait for students who are not making an effort to reach the bus. Students receiving Special needs Transportation Services will be ready at the assigned pick-up time. In the p.m., the buses will depart from school six minutes after the bell has rung.

3. Students will exhibit safe and appropriate behavior when waiting for and boarding the bus.
4. Students follow the driver's and/or attendant's instructions promptly. When a principal/designee is on the bus, he/she is authorized to enforce student discipline, also.
5. Students will not get on or off the bus while it is in motion. Students must remain seated and keep the aisle and exits clear.
6. Students will occupy the seat assigned to them by the driver. If the bus is equipped with seat belts, students must wear them.
7. Students will not be permitted in the driver's area while the bus is in motion. Students will not tamper with any equipment on the bus.
8. Students are not to engage in unnecessary conversation with the driver while the bus is in motion.
9. Students will exhibit respect, act responsibly, be trustworthy, practice fairness, have a caring attitude, and display good citizenship while on the school bus.
10. Students will not use profane language or make obscene gestures while on the bus.
11. Students will cooperate with the bus driver in keeping the bus clean.
12. Rough or boisterous conduct will not be permitted in the bus. Students will be quiet when the bus is approaching a railroad crossing and will remain quiet until the bus is safely across the tracks.

13. Students will not eat any food or drink any beverage while being transported to or from school.
14. Students should remember that misconduct and/or carelessness endangers not only their own safety, but also the safety of the other students on the bus.
15. Students will not extend their hands, arms, heads, or any objects out the bus windows.
16. Weapons, explosives, breakable glass, or other dangerous objects are not permitted on the bus. Animals, except those animals authorized by an IEP or a 504 Accommodation Plan, are not permitted on the bus.
17. No item that will block the aisle or is unsecured will be carried on the bus.
18. Students will not open or close the bus windows without the permission of the bus driver.
19. Students will not throw any item inside or outside the bus while boarding, riding or leaving the bus.
20. The use, possession or distribution of tobacco, drugs, alcohol or any other controlled substance will not be permitted while on the bus.
21. Students will not ride on the outside of the school bus at any time or attach an item to the bus.
22. Students and parents/guardians will be held responsible for malicious destruction to the bus.
23. Passengers will report damage to the bus from any cause to the driver, and the driver will, in turn, report it to the proper school official.

11. Cell phone and Electronics Policy

Due to privacy, safety and security concerns- cell phone usage is not permitted on school district owned vehicles. Any communication that needs to happen should take place outside of the bus. If there is an Emergency, the parent should contact the Transportation Department at 440-885-2326 to get a message to the student.

(example- If a parent requires a text message in the morning when the bus arrives to ensure their child is safe, that message should be sent as the bus is pulling up and they are waiting to board.)