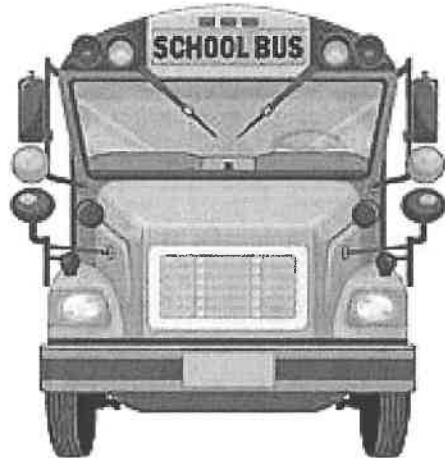


SCHOOL BUS TRANSPORTATION HANDBOOK



URBANA CITY SCHOOLS

2021 – 2022

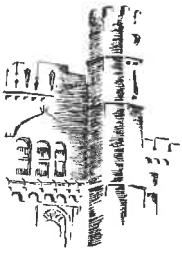
Transportation Department

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Urbana City Schools

Dedicated to Excellence

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Mr. Charles Thiel
Superintendent

Mandy Hildebrand
Treasurer

Parents/Guardians and Students:

As we begin the new school year, the Transportation Department would like to welcome you and share guidelines to ensure a safe and pleasant experience. Students and families are our partners in maintaining a safe journey to school. We encourage and support this cooperation for the safety of all students, whether they ride our school bus, walk to school or self-transport.

Urbana's team of bus drivers has over 150 years of combined driving experience. The safe transportation of students to and from school is a great responsibility and is of the utmost importance to our Bus Drivers, Transportation Department staff, District Administration and Board of Education for Urbana City Schools.

This handbook has been prepared to assist in this mission. **Please review the rules, policies, and safety tips contained in this document.** Not all rules of appropriate behavior can be covered in a handbook; however, we expect students to follow reasonable directions and not put themselves or others in dangerous situations.

I am anticipating a great year. If you have any questions about this handbook or the transportation needs of your student, please contact me at 937/653-1406.

Mike Puhalla
Transportation Supervisor
937/653-1406
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Board of Education: - Jim Arter – Jan Engle – Sarah Finch - Darrell Thomas – Amy Paul

THIS INSTITUTION IS AN EQUAL OPPORTUNITY EMPLOYER

PARENT TRANSPORTATION TIPS

PLEASE NOTE: Bus schedules are adjusted during the beginning of the school year. Please have your student at their designated stop 10 minutes before their scheduled pick-up time during this adjustment period. After the school year is well underway, 5 minutes prior to bus stop time is sufficient. Afternoon routes may also have adjustments. Traffic and weather conditions also play a role in the times that can fluctuate for bus schedules throughout the year.

1. The bus stop can be a dangerous place for your student on the way to and from school. It is recommended that a responsible adult be present at every bus stop.
2. Walking to the Bus Stop: Walk young students to the bus stop or encourage them to walk in groups. There is safety in numbers; groups are easier for drivers to see. Practice good pedestrian behavior: always walk on the sidewalk when available. If there is no sidewalk and you must walk in the street, walk single file, facing traffic and stay as close to the edge of the street as you can. Stop and look left, right and then left again if you must cross the street. Do the same thing at driveways and alleys.
3. If your student misses the morning bus, do not drive or have them walk to another bus stop. State law requires each pupil to be assigned and use his/her specific school bus stop. PARENTS ARE REQUIRED TO PROVIDE TRANSPORTATION TO SCHOOL FOR STUDENTS WHO MISS THE BUS. Remind your student that if they miss the bus home they are to go to the office to call parent/guardian to pick them up. Instruct your student where to go when getting off the bus in the afternoon. He/she should check in with adult, prior to going to play.
4. Instruct your student to report to you and/or the bus driver any stranger that may be lingering around the bus stop either on foot or in a vehicle.
5. The bus driver is responsible for the behavior of all students on the bus. Please make sure that your student understands that just as they must obey the classroom teacher, they must obey the bus driver. School code of conduct rules are in effect on the bus at all times.
6. The bus will not transport items that cannot be held on your student's lap. Other items that are not allowed include: glass containers, balloons, animals, large art projects, and oversized band instruments. Questions about specific items should be directed to the Urbana City Schools Transportation Department at 937/653-1406.
7. In the event of an emergency dismissal, instruct your student about any changes to his/her normal plan.
8. Pre-school and Kindergarten students will not be dropped off without a parent/guardian being present (Pre-school will be returned to the ESC-2200 S US Hwy 68 school & Kindergarten will be returned to the PK8-1678 S US Hwy 68 school if need be and pick-up required). An adult should be home to receive your student especially those through the third grade.

STUDENT EXPECTATIONS

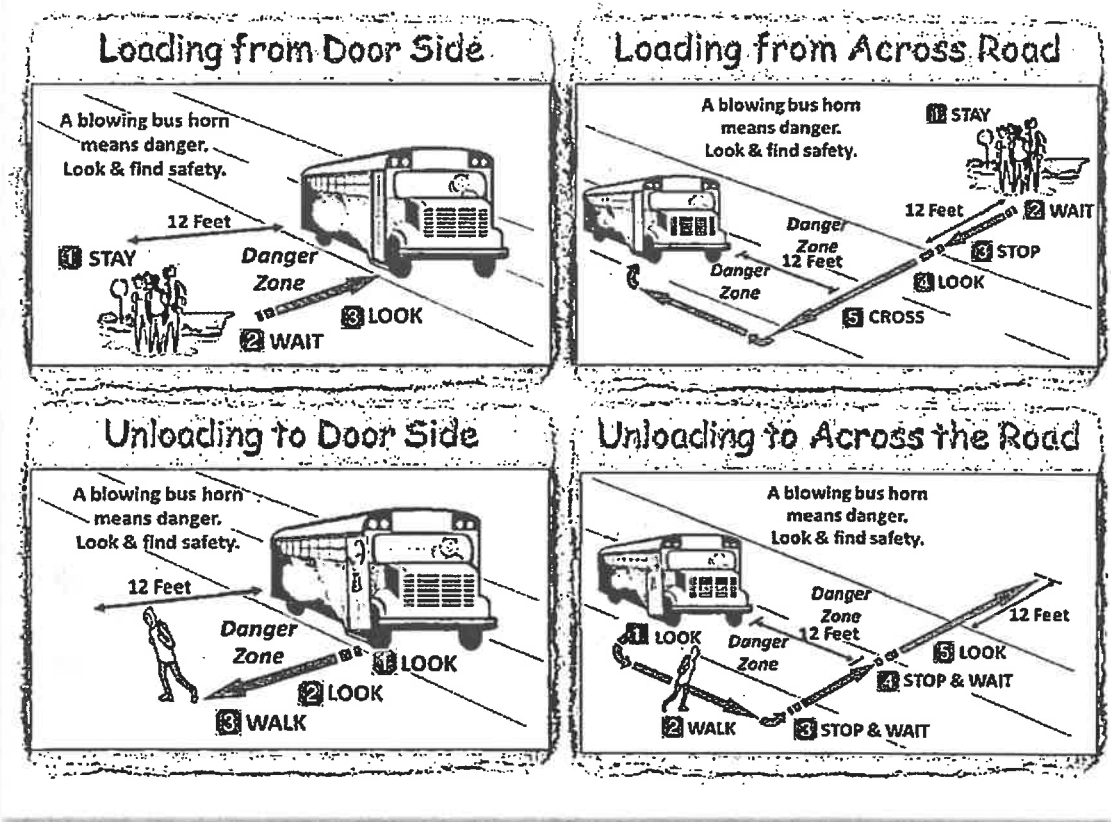
While riding the bus I will:

- _____ keep the bus clean and quiet, remain silent at all railroad crossings
- _____ keep all my body parts inside the bus, whether the bus is moving or sitting still and not throw things in the bus or out the windows
- _____ agree to pay for any damage I do to the bus
- _____ stay in my assigned seat until the bus has stopped at my designated bus stop
- _____ keep personal items out of the aisle and I am responsible to take personal items with me when getting off the bus
- _____ obey the instructions of the bus driver and/or bus aide at all times and understand that he/she is in charge of all persons on the bus
- _____ keep all electronic devices in backpack, sound muted or headphones
- _____ understand that the bus is like a classroom and all school rules apply when riding the school bus and at the bus stop

Not following these rules may result in the suspension or termination of bus riding privileges.

Bus Danger Zone

Please review with your student the 12-foot bus danger zone. This is the most dangerous area around a bus due to the limited visibility for the driver.



At the Bus Stop - Student should wait in a location where the driver can see them while driving down the street. Do not wait in a house or car. Student should never play in the street. Playing with balls or other toys that could roll into the street is also dangerous. Do not let student leave their designated place of safety until the bus comes to a complete stop and you have made eye contact with the driver. He or she will signal for you to board the bus.

Getting On and Off the Bus - Warn student that if they drop something getting on and off the bus, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions. Remain seated until the bus comes to a complete stop and the driver opens the door. Remind student to look to the right before they step off the bus. Once off the bus, immediately move out of the danger zone and go directly to the designated place of safety until the bus leaves. If your student has to cross the street, wait for the driver's hand signal before crossing the street. If you meet your student at the bus stop after school, wait on the side where the student will be dropped off, not across the street. Students can be so excited to see you after school that they dash across the street and forget the safety rules.

Getting Ready for School - Have your student put everything they carry in a backpack or school bag so that they won't drop things along the way. -Encourage them to wear bright, contrasting colors so drivers will see them easier. Make sure student leave home on time so they can arrive at the bus stop before it is due, ideally at least five minutes early. Running after or in front of a bus is dangerous.

Mobile Devices - Cell phones and other electronic devices are often permitted on the school bus as long as: They are in backpacks or other holders, keeping hands free to use handrails while boarding and departing the bus. Sound is muted or headphones, ear buds or similar devices are used, so as not to disturb other passengers. Content must not violate the law or school district policy. Use of mobile device should not create a distraction for the driver.

Ohio Administrative Code 3301-83-08 Pupil Transportation Management Policies

Administrators and transportation personnel should develop pupil transportation management policies cooperatively. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.
- (C) Pupil management and safety instruction policies shall include the following:
 - (1) **Pupils shall arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive.**
 - (2) Pupils must wait in a location clear of traffic and away from the bus stops.
 - (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
 - (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
 - (5) Pupils must remain seated keeping aisles and exits clear.
 - (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - (7) Pupils must not use profane language.
 - (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 - (9) Pupils must not use tobacco on the bus.
 - (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
 - (11) Pupils must not throw or pass objects on, from or into the bus.
 - (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of rule 3301-83-20 of the Administrative Code).
 - (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
 - (14) Pupils must not put head or arms out of the bus windows.
 - (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
 - (16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.
- (D) Suspension, expulsion or immediate removal from bus
 - (1) The superintendent or superintendent designees, or principals are authorized to suspend or remove pupils from school bus riding privileges.
 - (2) **Immediate removal of a pupil from transportation is authorized.** A pupil immediately removed from transportation must be given notice as soon as practicable of a hearing, which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. **Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus.** Length of time removed from ridership shall be in accordance with policies of the school bus owner.
 - (3) School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension or expulsion.
 - (4) Suspension or immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.