

Carrollton Exempted Village School District



Parent Transportation Handbook 2021-2022

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CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT
205 SCIO RD. S.W. CARROLLTON, OHIO 44615-1236

Dear Parent:

Please read the information contained in this booklet. You and your child will benefit in a very real sense from the information presented. In an attempt to anticipate your questions and concerns, we have drawn upon the experience of other parents, bus drivers, and school officials.

All of this information has been adopted by the Board of Education and is a practice of the transportation office. If there are additional areas you feel should be covered by the booklet, please do not hesitate to call your building principal or head teacher.

Please sign & return this page to show you have a copy of the Parent-Student Handbook in your home

Students Names _____ *Bus #* _____

Signature

Date

Pupil transportation management policies should be developed cooperatively by Administration and Transportation personnel. Policies should be designed to ensure the safety and welfare of all 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 school bus owner.
- C. Pupil management and safety instruction policies shall include the following:
 1. **Pupils shall arrive at the bus stop before the bus is scheduled to arrive. The board policy is 5 minutes before scheduled time.**
 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 individuals.
 4. **Pupils must go directly to their 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. The board policy is no eating or drinking on the bus.**
 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** 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 need 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 available in the vehicle or readily accessible in the Transportation Office. All such information is strictly confidential.

PUPIL TRANSPORTATION MANAGEMENT (CONCLUDED)

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 when the pupil's presence poses a danger or threat to persons or property or the safe operation of the school bus. 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. Length of time removed from rider-ship 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 justifies 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.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The Carrollton Exempted Village School District Board of Education and all employees of said Board believe it is important that every student in this district be given an equal education under the law.

It is the student's right to be transported to school in a safe, orderly manner. To do this, it is the responsibility of students to have the best behavior possible on a school bus and to follow rules which comply with policies of the Board of Education and Ohio Revised Code.

RULES THAT ARE TO BE OBSERVED BY PUPILS RIDING SCHOOL BUSES:

1. **Pupils must sit only in their assigned seats and are not permitted to change seats unless by driver request. Pupils must also remain seated at all times and are required to wait until the bus comes to a complete stop before leaving their seat to unload.**
2. There must be ABSOLUTE QUIET at railroad crossings and other places of danger as specified by the driver.
3. **Noise on the bus should be kept to a minimum.** The same behavior is expected on a school bus as in a classroom. Pupils may talk quietly if the driver permits.
4. Any child who insists on misbehaving shall be denied the privilege of riding the bus by the proper authority.
5. Pupils are required to load promptly on the bus when dismissed from school. When discharged from the bus, they must go directly to their point of safety.
6. Transportation Procedures require pupils use a Point of Safety to wait for pick up and return to after drop off. Pupils are also required to obey the Driver's hand signal. Pupils crossing are to cross at least ten (10) large steps in front of the bus; residence-side pupils are to wait for the hand signal to approach the bus.
7. Pupils are not permitted to transport animals, glass materials, weapons or anything that could be considered dangerous.
8. Pupils may carry on the bus only objects that can be held in their laps. All items (pens, pencils, & other sharp items) shall be placed in and remain in book bags or back packs while on the bus.
9. Positively **no smoking, vaping, or the use of any tobacco product** is allowed on the bus.
10. Students that appear to be under the influence of alcohol or drugs will be denied bus privileges and reported to the proper authorities.
11. Students must comply with drivers' instructions.

Rules That Are To Be Observed By Pupils Riding School Buses: (concluded)

12. Students are permitted to have headsets and electronic games on the bus to be used at discretion of the bus driver. These items, however, are not permitted in the buildings.
- 13. Cell phones are not to be used while bus is in operation both regular bus routes and extra trips.**
14. Pupils must not use profane language.
- 15. In order to assure a safe departure from school, students are not permitted to talk until after the bus has left the loading zone. The bus driver will designate a location on the route for students to be allowed to talk quietly for the remainder of the afternoon run.**
16. Behavior at school bus stops must not threaten life, limb, or property of any individuals. Pupils must stay off roadways or streets, avoid horseplay, shoving, or fighting, and stand back from the bus stop away from traffic while waiting for the bus. (Students are not to cross the road for pick up prior to bus arrival.) Drivers are authorized to issue conduct reports if misbehavior is observed at the bus stop for unsafe actions to themselves or threatening to another student.

PARENTS' RESPONSIBILITIES

1. Parents must provide to the school and the bus driver, medical information related to pupils known to have medical problems which may require driver attention.
2. Transportation for Elementary students on non-assigned buses is available for childcare (babysitting) with prior arrangements or for emergency situations only. Permission for any bus change must be approved by your child's building administrator, who will contact the bus garage to assure room is available on the bus before giving final approval.
3. *Parents of High School & Middle School students are required to call the Bus Garage to assure room is available and so the driver can be notified to expect an extra rider. Each student must then have a note from their parent or guardian approved by the Building Principal to be given to the driver. In addition the student who is taking another student home should also have a note from their parent or guardian approved by the Building Principal to be given to the driver.*
- 4 Buses are permitted to stop at designated stops only, unless otherwise directed by the Director of Transportation.
5. Waiting time procedures are the responsibility of parents and students.
 - a. **Pupils shall arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.**
 - b. **There is no required time that a bus driver must wait for students.**
 - c. **Pupils must stay off roadways or streets, stand back from the bus stop away from traffic while waiting for the bus and are not to cross the road for pick up prior to bus arrival. (Drivers are authorized to issue conduct reports for unsafe actions observed at the bus stop).**
- 6 **New board policy approved in 2016, Children of Preschool/Kindergarten age must have a family member or other designated person present to meet these children at the afternoon drop off location, unless an older sibling has a drop off at the same location. In the event, no one is at the "Bus Stop" for this age of children, their bus driver has been instructed to keep them on the bus and will drop them off at an approved designated location which has adult supervision. The child or children will then need a parent pick up at that location.**
7. Phone calls are always welcome, however, keep in mind, there are times (ex. "extreme bad road conditions") when family phone calls and driver's radio call needs become very heavy, which creates a situation where phone calls cannot be received and acted on in a timely manner. Continue to call until you can get through to talk to garage personnel or leave your message along with a phone number and stay by your phone. During these times, the entire Garage Staff is on duty to get buses unstuck, answer phone calls, and assist the drivers as needed. If determined helpful and necessary An "All Call" may be made to inform of extreme lateness for afternoon routes.

Here are some tips:

Getting ready for school

- Have your children put everything they carry in a backpack or school bag so they won't drop things along the way.
- Have them wear bright, contrasting colors, or attach a piece of fluorescent material to their outer layer of clothes.

Walking to the bus stop

- Go to the bus stop with a young child, and have older children walk in groups.
- Do not allow **non school age children who do not attend school or pets** go to the Bus Stop with bus riders without adult supervision.
- Send a flashlight with older students walking to the bus stop in the dark.

Additional Tips for Parents

- Remove loose drawstrings or ties on jackets and sweatshirts, replace with Velcro, snaps, or buttons. Loose drawstrings or book bags can snag on bus handrails putting children in danger of being strangled or dragged by the bus.
- If you have a concern that a bus stop is in a dangerous place, contact the Bus Garage.
- **“NEVER” ATTEMPT TO SEND YOUR CHILDREN ALONG SIDE THE BUS IF RUNNING LATE TO BOARD THE BUS. THIS IS NOT A “Focus Point” FOR A DRIVER WHEN PULLING AWAY FROM A STOP. THIS CREATES A SITUATION WHERE STUDENTS WILL NOT BE SEEN BY THE DRIVER and could cause a serious accident for a child.**

The following is a news article from June 2, 2009, in another area which reads in part:

11 year old girl died after being crushed by a school bus

The girl had missed the bus, so her mother drove her to a stop farther along on the route. According to a police source, the girl's mother parked behind the bus, the girl got out and approached the bus. The bus started to pull away, and as the young girl ran after it, she stumbled on a curb & fell beneath the bus and later died from the injuries.

TIPS FOR WAITING, BOARDING, & LEAVING THE BUS STOP

Parents: *Teach your children the ten step rule*
Wait 10 giant steps away from the road
Walk out 10 giant steps in front of bus to cross

Teach your children to never try to pick up any item dropped close to the bus, they should board the bus & immediately tell their driver or if going home, wait until the bus has pulled away & then get help from an adult.

Teach them, “If they can’t see the driver, the driver cannot see them.”

“WAITING AT THE BUS STOP”

Be out 5 minutes early
Do not play running games, push or shove while waiting at the stop.
Wait at Designated Point of Safety at least 10 feet from road way.

“GETTING ON THE BUS”

Wait until the bus comes to a complete stop & the door is open before approaching the bus.
Walk in a single file line.
Never bend down in front, or get near or under the bus for dropped items.
Use the handrail to avoid falls.
Watch for loose drawstrings or other items that may get caught.
Go directly to assigned seat.
If crossing in front of the bus
Walk 10 giant steps in front of bus where they can see the driver and the driver can see them.
Obey driver’s hand signal to cross.

“GETTING OFF THE BUS”

Wait until bus comes to a complete stop before standing up to leave the seat.
Use handrail to avoid falls.
Take extra caution to secure draw strings or other loose objects.
Go immediately to point of safety at least 10 giant steps from the road.
Never bend down in front, or get near or under the bus for dropped items.
If crossing in front of the bus walk 10 giant steps in front of bus where they can see the driver and the driver can see them.
Obey driver’s hand signal to cross.

“RIDING THE BUS”

Students: Be good bus riders, talk quietly, and keep hands to yourselves.
Stay seated & face the front, keep the aisles clear, be courteous to the driver, follow the driver’s directions and let your driver know if you need help or have any problems.

BUS DRIVER RESPONSIBILITY

The driver of the school bus is responsible for the behavior of his/her pupils. The pupils have specific responsibilities (see Pages 7 & 8) and the driver will insure adherence to these responsibilities. Recommendations to prevent problems are:

1. Assignment of seats mandatory.
2. Communications with parents when necessary.
3. Communications with building principal and students.
4. Issue Student Conduct Reports for misbehavior (Sample copy next page)
5. Must stop at all required stops unless notified otherwise by parent or guardian.
6. Assign & require students use "point of safety" for both pick up & drop off.

DISCIPLINE OF STUDENTS

1. Request for the discipline of specific pupils will be made of the appropriate building principal or head teacher.
2. General procedures for student problems.
 - a. Advice and counsel.
 - b. Communication with parents.
 - c. Referral building principal.
 - d. Letter to parents from building principal advising of possible removal.
 - e. Removal for not more than ten days.
 - f. Recommendation of removal for balance of the semester will be made to the Superintendent.
 - g. When suspension/expulsion of a student from bus riding privileges is being considered, due process procedures as outlined in the Board adopted Discipline Policy will be followed.

SAMPLE COPY OF BUS CONDUCT REPORT

BUS CONDUCT REPORT CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT TRANSPORTATION DEPARTMENT	STUDENT'S NAME		CLASS-GRADE
	DATE OF INCIDENT	<input type="checkbox"/> 1 ST NOTICE <input type="checkbox"/> 3 RD NOTICE	<input type="checkbox"/> 2 ND NOTICE
	BUS NO.	TRIP NO.	DRIVER'S NAME

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.

2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES <input type="checkbox"/> DESTRUCTION OF PROPERTY <input type="checkbox"/> FIGHTING-PUSHING-TRIPPING <input type="checkbox"/> _____ _____ _____	<input type="checkbox"/> EXCESSIVE MISCHIEF <input type="checkbox"/> WRITING <input type="checkbox"/> SMOKING	<input type="checkbox"/> EATING DRINKING-LITTERING <input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING <input type="checkbox"/> UNACCEPTABLE LANGUAGE
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<p>PRELIMINARY ACTION:</p> <input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> _____ _____ _____	<p>PRESENT ACTION AND RECOMMENDATION:</p> <input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO: _____ <input type="checkbox"/> _____ _____ _____
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Driver's Signature: _____ Administrator's Signature: _____ Date: _____

If a check in entered in this box, parent please sign and return: _____

PARENT'S COPY - WHITE

OFFICE COPY - BLUE

TRANSPORTATION COPY - PINK

DRIVER'S COPY - YELLOW

INTERRUPTED BUS SERVICE

If your bus is delayed or does not arrive at all, please follow the steps below:

1. **DELAYED BUS:**

- a. It is not policy for staff members to notify families of delayed bus service, however, you may receive an all – call from your building Principal or Bus Garage if the bus is running one-half ($\frac{1}{2}$) hour or more late. You are welcome to call the Bus Garage **(330) 627-4044 or (330) 627-2767** at any time to check the status of your bus. Your bus may have experienced mechanical difficulties or become disabled by snow, mud, or high water. All phone calls are welcome.
- b. Never permit your children to remain out of doors in bad weather more than twenty minutes waiting for the bus.
- c. Keep in phone contact with a stop prior to your child's stop, if possible, to insure being ready when a late bus does arrive.

2. **NO BUS:**

- a. Once you become aware there will be no bus service, bring your child to school if possible, however, be prepared to take them home at the end of the day. You may also call the bus garage later in the day to see if bus service is available home to your regular bus stop.
- b. If your children missed school because of interrupted bus service, please indicate "No Bus Service" in the excuse you write for him/her when he/she returns to school. Though your child was absent, it will not count against a perfect attendance record.

BUS COMPLAINT PROCEDURES

If you have concerns which have not been resolved, please follow the steps below to obtain a rapid solution.

1. Attempt to communicate with your bus driver regarding concerns.
2. Call the Building Principal or Transportation Management if problem persists. They will know most of the people involved.

EMERGENCY WEATHER PROCEDURES

When the conditions of the roads are questionable school transportation officials will personally check roads and consult with officials from various agencies such as the State Highway Patrol, the Sheriff's Office, the County Garage and the State Highway Garage. A decision will be made as early as possible.

As soon as a decision is made to have a 2 hour delay or close schools, various radio and TV stations will be called, in addition, the PreK-12 notification system will be activated. Please do not call the homes of administrators.

Our automated call line to all families in the school district allows only one number per family to be delegated as primary number. Please be sure to keep your family's number updated with the building secretary any time numbers are changed. Cell numbers may replace the home number if you wish a cell number to be your primary number.

Since our school district is so large, please remember, that even though most of the district has safe and clear roads, there may be isolated areas of poor conditions. In this case, parents should exercise good judgment in sending children to catch the bus. If a bus doesn't come and you transport your child to school, you should also plan to provide private transportation home. This is in the best interest of your child since the bus may not be able to get through certain roads in the evening.

Pre-K Notification

Make sure you have notified your school of any telephone number and address changes.

If an "all call" (Pre-K notification) from the school is received but failed to be answered, and it did not roll over to voice mail, you can retrieve the last message sent by dialing 1-800-846-4976 from you primary phone number.

STATIONS TO BE NOTIFIED IN CASE OF SCHOOL CLOSINGS

Please Tune In To The Stations Listed Below. If these stations are not listing our schools as closed then school will be in session. Please do not call the principals. They are busy calling teachers, cooks, and secretaries. Thank You.

RADIO

Dover WJER B	101.7 FM	1450 AM
New Philadelphia WTUZ		99.9

TELEVISION

Cleveland WKYC	Channel	3
WEWS	Channel	5
WJW - Fox	Channel	8
Steubenville WTOV-TV	Channel	9