

# Student Transportation Handbook



Perkins Local School District

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# INTRODUCTION

Riding the school bus is an important part of the school day for Perkins students. By working together, we can achieve the goals of safe and efficient transportation.

This handbook has been prepared for parents and students in an attempt to clarify the position of the Perkins Board of Education, school officials and bus drivers regarding the laws and policies pertaining to pupil transportation.

It is our hope that this information will help provide a congenial relationship between the bus driver and the student passenger. Transporting children safely to and from school is our main concern, and we feel we can expect your cooperation and support if you are completely informed about our transportation practices.

Perkins Local Schools

# TELEPHONE NUMBERS

Transportation Department	419-625-1272
Furry Elementary School	419-625-4352
Meadowlawn Intermediate School	419-625-0214
Briar Middle School	419-625-0132
Perkins High School	419-625-1252

## EMERGENCY CONTACT:

Some school sponsored trips will occur on weekends or after school hours. In the event of an emergency, the bus driver will contact district officials or law enforcement officials who will then contact district officials.

# OHIO PUPIL TRANSPORTATION LAW

## Providing Transportation

Some points worth noting:

- Perkins does provide transportation to registered students attending EHOVE Career Center. (ORC 3327.01)
- Perkins does provide transportation to resident students attending non public, state accredited school. (ORC 3327.01)
- Perkins does provide specialized transportation for students with special needs.

No Transportation Zones

- Furry students living up to 1 mile from Furry Elementary are not eligible for transportation.
- Briar students living up to 1 mile from Briar Middle School are not eligible for transportation.
- PHS students living up to 1 mile from Perkins High School are not eligible for transportation.

*More information is available on the district website.*



## BUS STOPS AND ROUTES

The Board of Education designates all bus routes and stops. Routes are planned to ensure the maximum efficiency of the district's vehicles and stops are designated to ensure the maximum safety of students. The district is required to limit the number of bus stops while ensuring student safety.

## BUS CHANGE PROCEDURE

Students may only ride their assigned bus. Students must board and depart the bus at their designated bus stop. Special riding privileges in cases of emergency may be granted by contacting the Transportation office.

EHOVE students are **not** permitted to bring a student registered to another school district on a Perkins bus.

## BOARDING THE BUS

Approximately 1200 students are transported to and from school each day on Perkins buses. To ensure that your child gets to school in a safe and timely manner, we ask that he/she adheres to the following guidelines:

1. Students need to be at their assigned bus stop at least five (5) minutes before the scheduled arrival of the bus. Students need to be ready to load and not waiting in vehicles when the bus arrives. This is for their safety!
2. Students are asked to respect the surrounding property, such as mailboxes, grass or landscaping at the bus stop while waiting for the bus and to leave the bus stop location clean of any litter.
3. Wait at the stop in an orderly manner – stay clear of the road, no horseplay, etc.
4. Stay clear of the bus until it comes to a complete stop and the driver signals students to board.
5. Walk quickly and quietly to your seat.

Transporting 1600 students requires a massive effort. To facilitate this undertaking, students must be at their stops on time. Bus drivers **cannot** wait on tardy students. Waiting on late students delays bus routes, transfers and makes other students late for school. **Please make sure your child is at his/her stop ahead of time!**

## DEPARTING THE BUS

To ensure that your child gets home in a safe and timely manner, we ask that your child adheres to the following guidelines:

1. Report directly to the bus – don't delay!
2. Walk quickly and quietly to your seat.
3. Remain seated until the bus comes to a complete stop.
4. Exit the bus carefully, using the handrails.
5. Only depart the bus at your designated bus stop.
6. Go to your designated place of safety and wait there until the bus leaves.

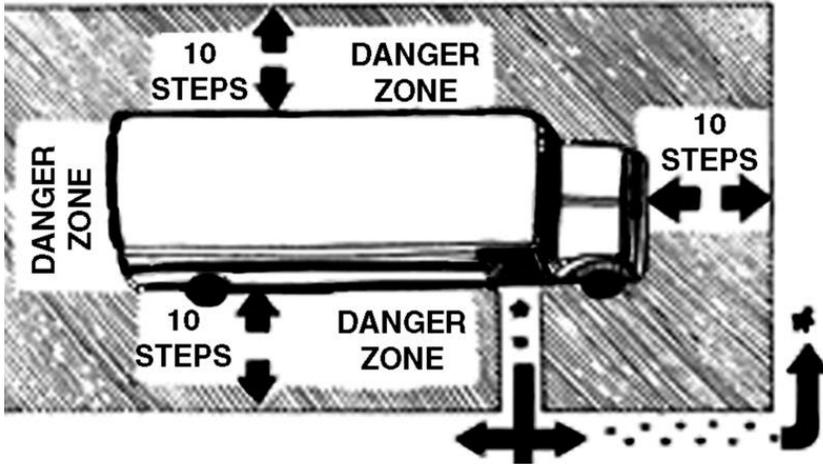
## CROSSING THE ROAD

1. Take ten giant steps beyond the front bumper of the bus.
2. Look up to see the driver who will signal you with a drop of his/her hand.
3. Cross to the center of the road (traffic edge of the bus). Check both ways before proceeding across the street.
4. Go to your designated place of safety and wait there until the bus leaves.
5. Never go back to pick up anything you drop or forget.

## SCHOOL BUS SAFETY RULES

1. The bus driver is in charge. Do as the bus driver asks the first time.
2. Students will be seated as directed by the driver.
3. Students need to be seated quickly upon entering the bus.
4. Do not get out of your seat while the bus is moving.
5. Only bring items aboard the bus that can be held in your lap.
6. Keep your hands, arms and head inside the bus at all times.
7. Items not allowed in school are not allowed on the bus.
8. Keep the bus aisles and emergency exits clear at all times.
9. No profane or inappropriate language is allowed.
10. Yelling, loud voices or horseplay is not permitted on the bus.
11. Eating or drinking on the bus is not permitted.
12. Help keep the bus clean. Put all trash in the trash can.

## BUS “DANGER ZONES”



### How to Cross Safely

1. Avoid the danger zone! Walk 10 giant steps beyond the bumper of the bus.
2. Stop! Wait for the driver’s hand signal.
3. Walk to the center of the road, traffic edge of the bus and stop.
4. Check for traffic in both directions. When it is safe, cross to your designated place of safety.
5. Walk straight across, not at an angle.
6. Listen! If the driver blows the horn, that means danger! Recheck traffic, if you don’t see any danger look back to the driver for further instructions.
7. Stay at your designated place of safety until the bus leaves.

Please do your part to help us keep your children safe when riding the school bus. Review these important safety rules with them.

## STUDENT EQUIPMENT

The Ohio Revised Code is quite clear as to transporting student equipment. Band instruments, athletic bags, books, lunch boxes, backpacks and all other articles carried by the students must be held in their laps. The bus driver cannot permit objects to be placed in the aisles, in front of the emergency door, at the entrance of the bus or anywhere that might endanger pupils or hinder the safe operation of the vehicle. If the equipment is too large to be carried safely, the driver cannot transport it. Parents will have to make arrangements for transporting equipment that is too large. (OAC 3301-83-20)

## FORBIDDEN CARGO

State and federal rules and regulations spell out what cannot be transported on a school bus. A short list of forbidden cargo includes the following items:

- Spectators (parents, siblings or any visitors to school – transported people must be registered students)
- Aerosol cans (spray cans containing paint, deodorant, air fresheners, etc.)
- Animals (dogs, snakes, insects, birds, etc.)
- Dangerous Weapons/Ordnance (knives, explosives, ammunition, guns, noxious gas, fireworks, look-alike weapons, etc.)

The above list is not meant to be all inclusive. It provokes an idea of what the law entails. Bus drivers have the final say in determining the transport of questionable items.

If there is a question as to whether an article is “forbidden cargo”, please contact the Transportation Department.



## EXTRACURRICULAR TRIPS

Bus rules apply to every trip under school sponsorship. Students shall respect the wishes of the chaperone, as well as the wishes of the driver. If the driver and the chaperone cannot control students, the trip will end. Students will be returned to the school and disciplinary action will be taken.

## DISCIPLINE

The Board of Education is required to adopt a set of rules and regulations designed to maintain the order and discipline necessary for effective operation. With regard to transportation, the Board of Education's primary concern is that students are transported in the safest possible manner.

The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus. Students are expected to extend drivers the same respect and courtesy extended to teachers and administrators.

The bus driver is responsible for the proper enforcement of discipline on his/her bus. He/she has the authority to use the following measures to modify pupil behavior:

- Verbal reprimand
- Communication with parent
- Referral to building administrator
- Assign seat
- Written citation

Since the bus is an extension of the classroom, bus problems referred to an administrator will be treated as a classroom removal. Depending upon the severity of the incident, methods of correcting student behavior may include:

- Conference with parents
- Verbal reprimand
- Assign detention
- Suspension of bus privileges
- Recommendation for expulsion
- Referral to local law enforcement

*Students or parents will be held financially accountable for damage or vandalism to buses or bus seats.*

## TRANSPORTATION CODE OF CONDUCT

A violation of any rule will result in disciplinary action.

### **Rule 1:**

Students will be expected to demonstrate respect toward all bus drivers at all times.

### **Rule 2:**

Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption of transportation services.

Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption of transportation.

- A. Blocking the entrance or exit of any school bus or bus aisle way;
- B. Setting fire or attempting to set fire to, or damaging or attempting to damage, or defacing or attempting to deface a school bus;
- C. Making, by telephone, letter, or other means, a threat to damage or destroy school property or to disrupt school transportation;
- D. Activating or attempting to activate any emergency alarm system in the absence of an emergency
- E. Continuously making noise or acting in a manner so as to interfere with a driver's ability to execute his/her responsibilities.

### **Rule 3:**

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

Students shall not cause or attempt to cause damage to private property of students, school personnel, or other persons.

### **Rule 4:**

Students shall not act or behave in such a way as could cause physical injury to a student, the driver or other employee of the school district.

- Rule 5:** Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument.
- Rule 6:** Students shall not possess, use, transmit, conceal or show evidence of consuming or using tobacco, narcotics, alcoholic beverages, or look-alike drugs.
- Rule 7:** Students shall comply with all requests and directives of bus drivers during any period of time when the students are properly under the authority of the driver.
- Rule 8:** Students shall not use profane, obscene, demeaning, or derogatory language, either written or verbal, in communicating with the bus driver or other students.
- Rule 9:** Students shall not board school buses to which the students are not assigned.  
Students under suspension, expulsion or emergency removal are not permitted on school buses without the express permission of a school administrator.
- Rule 10:** Students shall not forge the writing of another or falsely use the name of another person or falsify items, dates, addresses, or other data on school-related correspondence.
- Rule 11:** Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities will be subject to disciplinary action.
- Rule 12:** Students shall not engage in any unwanted visual, verbal or physical conduct of a sexual nature.

## STUDENT AND PARENT TRAFFIC IN SCHOOL PARKING LOTS

Student and parent traffic in school parking lots must give school buses the right of way at all times.

<b>BUILDING</b>	<b>AM DROP OFF</b>	<b>PM PICK UP</b>
<b>Furry</b>	Parent drop off in the rear of the building. Bus unloading is in the front of the building.	Parent pick up is in the rear of the building. Bus loading is in the front of the building.
<b>Meadowlawn</b>	Parent drop off is on the east side of the building. Bus unloading is on the west side of the building.	Parent pick up is on the east side of the building. Bus loading is on the west side of the building.
<b>Briar MS</b>	Parent drop off in the rear of the building. Bus unloading is in the front of the building.	Parent pick up in the rear of the building. Bus loading is in the front of the building.
<b>Perkins HS</b>	Parent drop off at the south entrance of the building. Bus unloading is at the north entrance of the building.	Parent pick up at the south entrance of the building. Bus loading is at the rear of the building and buses exit at the north end of the building.