



Student Transportation Handbook

Contact Information

Bus Garage 330-676-7690

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We cannot transport to different locations on different days of the week.

If a student needs to ride a bus to an alternate location for a temporary period of time (babysitter, grandparents, scouts, etc.) a note must be sent to your school office. The office will then issue a bus pass to present to the driver before boarding. Bus passes at the High School will only be given in emergency situations. Students will NOT be able to ride a different bus home without a bus pass from the school.

KINDERGARTEN AND PRESCHOOL PARENTS

For the safety of the children, ALL kindergarten and preschool children must have a Responsible adult or family member meet them at the bus stop. (They may walk home with an older sibling.) If there is no one at the bus stop during the middle of The day for AM students, the student will be taken back to the school. At the end Of the day, the student will be taken to our bus garage. Should this happen more Than once, riding privileges will be suspended. Thank you for your cooperation!

Schedules and Routes

The bus routes have been designed to promote the safest and most efficient transportation to and from school. We may adjust where the bus stops are located on where students are located each year.

Because of the bus size and other factors, our policy is to not go down dead end roads.

Students are required to board and depart at their assigned bus stops only. Also, students are required to be at their bus stops at least five (5) minutes early. This is necessary for the safety of the students and to transport them to school in a timely manner. Please do not wait in the house for the bus to arrive.

Students are to ride only the buses to which they have been assigned. Kent City Schools may transport to or from an alternate, existing bus stop other than the regular stop on a permanent basis provided that:

- There is space on the bus
- It is the same bus stop each school day
- A parent must contact our department

Student Transportation Guidelines

- Students shall arrive at the assigned bus stop five (5) minutes before the bus is scheduled to arrive.
- Students must wait in a location clear of traffic.
- Behavior at the school bus stop must not threaten life, limb or property.
- Students must go directly to an available or assigned seat so the bus may safely resume motion. Remain seated keeping aisles and exits clear.
- Students must observe classroom conduct and obey the driver promptly and respectfully. Students must not use profane language.
- Students must refrain from eating and drinking on the bus except as required

for medical reasons.

- Students may not possess tobacco products, alcohol, drugs, knives or any other weapons. They may have prescription medication, if required.
- No animals of any type are allowed on the bus. (This includes insects in glass jars.)
- Students may not throw or pass objects on, from, or into the bus. Heads, arms, or any part of the body may not be put out of the bus windows.
- Students need to be silent at all railroad crossings.
- Students and their parents will be responsible for payment to fix or replace any vandalism a student may cause.

These guidelines are drawn from the Ohio Pupil Transportation Operation & Safety Rules, which are taken from Section 4511.76 of The Ohio Revised Code.

Any violation of these guidelines may result in a warning or up to ten (10) days suspension, expulsion, or emergency removal from bus transportation privileges. Pupils must abide by their school's student code of conduct. If the student's misconduct on the bus is also a violation of the student code, the student may receive bus and school discipline. These guidelines are in effect for transportation to and from school and on field trips.

SCHOOL BUS INCIDENT REPORTS

When a student is in violation of any of the conduct codes, the school

bus driver completes an incident report and turns it in to the school principal.

After the principal investigates the problem, he/she will decide on the discipline a student shall receive. Neither the school bus driver nor the transportation supervisor takes disciplinary action. If there is a question on the action taken, the parent or guardian should contact the principal. If there is a situation on the bus or with a driver, the parent or guardian should contact the transportation supervisor.

Riding the Bus

Loading: Students should wait for the bus in a safe place out of the roadway.

Stand in a single file line and board the bus in an orderly manner, going immediately to your seat.

While you are on the bus: Do not stand or kneel on the seats or sit on Book bags, the seatback, etc. Please keep the aisle clear, and face forward. Eating or drinking on the bus is prohibited.

AT NO TIME SHOULD A STUDENT BE STANDING

WHILE THE BUS IS IN MOTION!!

These rules are STATE LAWS and are designed for the students' safety. The high seat backs on the bus create a compartmentalized area and help avoid injury should the bus have to come to a sudden stop.

Unloading: When arriving at school, students should remain seated until instructed by the driver to move. When preparing to leave the bus at the home destination, students may move to a seat toward the front of the bus during the

previous stop. When exiting, students must go to a designated place of safety that is at least twelve (12) feet away from the bus before the bus can leave.

Crossing the Roadway: When it is necessary to cross the roadway when boarding or departing the bus, the student must cross at least twelve (12) feet from the front of the bus. NEVER CROSS THE BUS FROM BEHIND AND ALWAYS CROSS BEFORE THE BUS DEPARTS. Wait for the driver's signal to cross the road. Before moving into the oncoming traffic lane, check for traffic in both directions. If the driver sounds the horn, it means DANGER. Look for danger, and if you don't see anything, look to the driver for further instructions.

Walk Zones

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| Elementary | 1 mile |
| Middle School | 1.25 miles |
| High School | 2 miles |