

# **Madison Local School District**



## **Pupil Transportation Handbook**

## **A letter from the Director of Transportation**

Dear Parent or Guardian,

Our goal is to ensure safe and efficient transportation at Madison Local Schools. We have developed this handbook to establish guidelines that will help make the school year successful for everyone. To obtain this goal, the cooperation of students, parents/guardians and drivers is paramount.

The drivers at Madison are highly trained professionals who take their job seriously. They attend in-services each year to better handle their driving, student behavior, and all other aspects of their job. The job of a bus driver requires great responsibility each and every day while transporting students to and from school.

The purpose of this handbook is to familiarize students and parents on the safety procedures while riding the bus, I encourage you to take a few minutes to become familiar with the procedures outlined within. It is truly an honor to serve your students. If you have any questions, concerns or suggestions, please call the Transportation Department at (419) 589-3473.

Yours in service,

Mike Yost

Director of Transportation.

## **1. Bus Stops Time Schedule**

- Buses will run within five minutes of the scheduled time except in emergencies or inclement weather. Route times will be established within the second week of school.
- Students may be asked to walk a reasonable distance to a bus stop as the bus cannot stop at every house.
- Students must only use the bus and bus stop that they are assigned to on a daily basis. If the bus stop changes the student and parent will be notified by the driver or the Transportation Department. If a student changes addresses during the school year, they must call the Transportation Department to be re-assigned to a new bus. They will be notified when the new assignment is ready. Students are not permitted to ride another bus until they are re-assigned.
- Students are expected to be at the bus stop prior to bus arrival. This is for their own and other student's safety, the bus cannot wait for tardy students.
- Please practice safety around the bus. **NEVER** run up to the bus and **NEVER** get under the bus. Notify the driver if something falls under the bus.
- Students are expected to stay back from the street in their place of safety as the bus arrives and wait until the bus stops. (A place of safety is a location decided upon by the driver on the student's side of residence and a safe distance from the bus when it arrives, ask the driver if you do not know where it is).
- Students should act in an orderly manner at their bus stop.
- When getting off the bus, go directly to your place of safety. Do not get the mail, paper until the bus is gone.
- If exiting to your place of safety requires you to cross the road, always cross in front of the bus. Walk far enough away from the bus that you can see the driver and they can see you. Wait until the driver initiates the crossing procedure, then walk to the edge of the bus or traffic edge. Stop and look both ways on your own both ways before crossing. The driver will be watching too and that way there are two sets of eyes watching for cars. After crossing, go to your place of safety and wait until the bus leaves.

## **2. Loading and Unloading on School Grounds**

- Always walk to the bus, do NOT RUN. Until boarding, try to stay at a safe distance along the bus and on the sidewalks when possible.
- Know where the bus parks and your number or animal.
- Get on the bus and quietly find your seat.
- Never push or shove and remember to observe classroom behavior at all times on the bus.

### **3. Student Behavior**

The student code of conduct will be followed while on the bus. Students are expected to behave on the bus as they would in a classroom. If a student is in violation of the student code of conduct or not following bus riding guidelines, a bus referral will be sent to the school building in which they attend. Below are guidelines for bus riding:

- Reasonable conversation is permitted; noise should be kept at a minimum. Profane language will not be tolerated.
- All students should enter and exit through the front door except during an emergency.
- Silence must be observed when crossing all railroad crossings or other emergencies as indicated by the driver.
- Students must remain seated while the bus is in motion.
- Drivers may assign seats and in most cases they do. Please sit in the seat the driver assigns you. Students may sit three to a seat in some cases. Book bags and band instruments should be on the student's lap.
- The aisle should always be kept clear.
- No part of the body or any object should be placed out of a window.
- No eating or drinking will be permitted except for special conditions and prior approval.
- Students are not allowed to have on their person anything that they are not permitted to have on their person in the school building. This includes but is not limited to medication (including over the counter), drugs, alcohol, tobacco, vaping products, or weapons.
- Inappropriate touching will not be tolerated. Students should keep their hands to themselves.
- Students are expected to help keep the bus clean and throw any trash away as they exit the bus.
- In accordance with state law and board policy (5513) parents shall be held fully responsible for any damage done to school property by their children.

#### **4. Student Code of Conduct (In relation to board policy 5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically. R.C. 3313.20, 3313.534, 3313.66, 3313.661

#### **Discipline (In relation to board policy 5600)**

- The driver-pupil relationship on the bus should be one of mutual respect at all times.
- The bus driver shall be recognized as the person in authority to maintain the decorum on the school bus.
- The Board of Education delegates to school officials and those in authority to enforce regulations regarding conduct of students.
- The Board of Education will support school officials and administrators to the fullest in their efforts to maintain proper discipline among students.

A violation of any rule may result in disciplinary action. We believe student discipline should be handled in the least intrusive manner possible. A student may be asked by the driver to stop the behavior/rule violation or move to another seat to stop the behavior. If the behavior continues to happen the student will receive a write up. The write up will be forwarded to the principal or designee of their building to be handled. Write up's will be handled in a progressive fashion depending on severity. The more write up's the more severity of discipline. Students may receive lunch/recess detentions to suspension of riding privileges to up to any other discipline outlined in the code of conduct.

## **5. Emergency Evacuations**

Emergency evacuation drills will be held at least three times per year. Practicing these drills as actual emergencies will help students know what to do in case of a real emergency. Your driver will explain each procedure before doing them. Your cooperation is a must for them to be successful. The three procedures are as follows:

1. Exit out front passenger door (this would be the easiest way to exit in an orderly fashion)
2. Exit out the rear door (this would be if there was an issue in the front of the bus and the front door was not usable)
3. Exit out both Rear and Front doors (this would be used in an extreme emergency where time is of the essence)

Students should sit quietly in their seat until told otherwise by the proper authorities.

Stay calm and follow the directions of the driver.

When you are told to leave the bus, do so quickly and quietly. Walk to the indicated place of safety and **stay together**.

Do not bring lunchboxes or book bags with you. They can be replaced, students cannot.

Drills will whenever possible be done on the morning bus before going to school to minimize the need for late buses.

## **6. School Closings and Other Emergency Communication**

Each year there is a possibility that the schools will be forced to close for emergencies such as bad weather, equipment failures, etc. In such cases you will be notified through a text blast as well as local radio and TV stations. WMAN, WMFD, Y-105 and WVNO. In most cases notification will provided be by 6:00 AM.

If children are already at school when it is necessary to close, you will be notified with the same procedure.

It is highly recommended that parents make advance arrangements beforehand with neighbors or relatives so that their child will have care in the case of a closing/ delay when parents are not at home.

In the event your student's bus is running substantially late due to a breakdown or another emergency issue, every effort will be made to communicate with you through a text message. The message will be sent from the school and will include an expected time of arrival for the bus. While we strive to keep these occurrences at a minimum, they do happen from time to time.

## **7. Substitute Drivers**

During the year, it is possible that you will have a substitute driver on your bus. The substitute drivers are fully trained, licensed and qualified bus drivers. However, because they are new to your route, they may need your help and deserve, your best behavior. Please be courteous to them and help if asked.