

# Student and Parent Transportation Handbook



**Norwayne Local Schools  
Transportation Department  
161 S Main St  
Creston, Ohio 44217  
330-435-1141/330-435-1142**



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## **Welcome:**

Welcome to the Norwayne Local Schools Transportation Department. You have chosen the safest, most efficient and environmentally friendly way to transport your student to and from school. Here at Norwayne we strive to provide safe, efficient and friendly school bus service to over 1000 students every day.

Your child should appreciate the important role he/she plays in accomplishing SAFE and EFFICIENT school bus transportation. Your child should understand that riding a school bus is a privilege, conditioned on appropriate, safe and respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus. Your cooperation in communicating this very important message would be most appreciated.

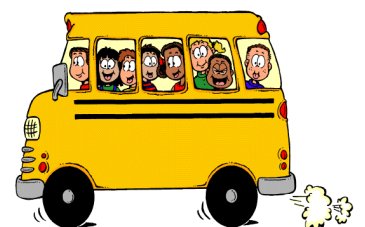
The goal of this handbook is to help ensure that our students are given a safe and enjoyable experience riding the school bus.

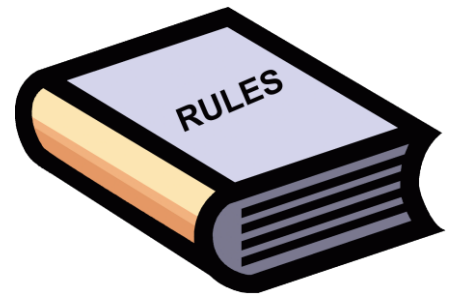
Keeping everyone safe, as well as efficient requires rules and procedures to be in place. Three rules sum up this entire manual. BE KIND, BE ON TIME, AND BE SAFE!

Please visit or call our office anytime if you have questions or concerns regarding school bus transportation.

Have a safe school year!!

Lori Weinman, Transportation Coordinator  
Kristyn Johnson, Transportation Assistant  
161 S Main St Creston, Ohio 44217  
330-435-1141/330-435-1142





## **General Rules:**

- School bus riding to and from school, extracurricular trips, and field trips is a privilege, not a right.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship that are required in the classroom.
- The bus stop is an extension of the bus and all bus rules will apply.
- All bus safety rules and policies must be followed to maintain bus riding privileges for field trips, extracurricular trips and bus routes.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety, drivers are responsible for seat assignments in buses.

## **Eligibility:**

- The Board provides transportation for resident elementary students in grades kindergarten through 8, who live more than 2 miles from the school, and for all students with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional.
- The District will provide transportation for eligible students who attend community, STEM, and private schools in compliance with State Law when practical. When transportation for any student is not practical by any means approved by State law, the Board may resolve to declare transportation impractical and offer the student payment in lieu of transportation.

# School Bus Scheduling and Routing

Bus routes shall be determined annually for each school building by the Transportation Coordinator in cooperation with the respective building principals. Bus Drivers, the Superintendent and the Board's transportation committee may be involved in this process as well. The final determination as to bus routes shall be made by the Board. The following factors should be considered in setting up a bus route: Safety factors, economy, convenience to bus drivers and students and equalization of time for students.

## Scheduling and Changes:

- Schedule all transportation plans and changes with the Transportation Office. We will then inform the appropriate school building of the change.
- Students will not be permitted to ride unassigned buses for any reason other than an emergency, and must be approved by Transportation prior to the change.
- Handwritten notes (regarding your students bus assignment) to the school office, transportation office, or bus driver will NOT be accepted. Please call to get approval for those emergencies where it is necessary.
- Students will ride only their assigned school bus and will board and depart from the bus at assigned bus stops.
- Same day/last minute transportation changes will not be accepted UNLESS of an emergency. If plans change during the school day, the parent/guardian must make arrangements to meet or arrange for someone else to meet the child at his/her designated bus stop.
- A temporary change in a student's regular assigned bus stop may be granted for a special need, if contact is made with the transportation office within adequate time for approval and for the change to take effect. (Example: babysitter quits, medical reason, job loss, etc.)
- Requests for a change in transportation will become effective only after approval and adequate time has been given to properly notify all persons concerned.
- If at any time, a parent wishes to pick-up their student rather than having them ride the bus, a phone call can be made to the school office. Be sure to call early in the day so the office staff has enough time to notify the teacher and the student. The office reserves the right to ensure the caller has authority to make changes and pick-up the student.

## Ohio Law: 3301-83-13 School bus stops

### School Bus Stop Location

(1) Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.

(2) School bus stop locations shall provide for the maximum safety of pupils giving consideration to distance from residence, traffic volume, physical characteristics, visibility and weather conditions.

(3) School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by school bus owners.

(4) School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance. If the line of sight is less than five hundred feet in either direction, an approved "school bus stop ahead" sign shall be installed at least five hundred feet in advance of the school bus stop.

(5) Each pupil shall be assigned and required to use a specific school bus stop except in unusual circumstances as approved by the school bus owner or designee.

**(6) Each pupil shall be assigned a residence side designated place of safety. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.**

#### *References*

*Ohio Pupil Transportation Operation and Safety Rules (2013) p 33-34*



# Bus Stop Rules

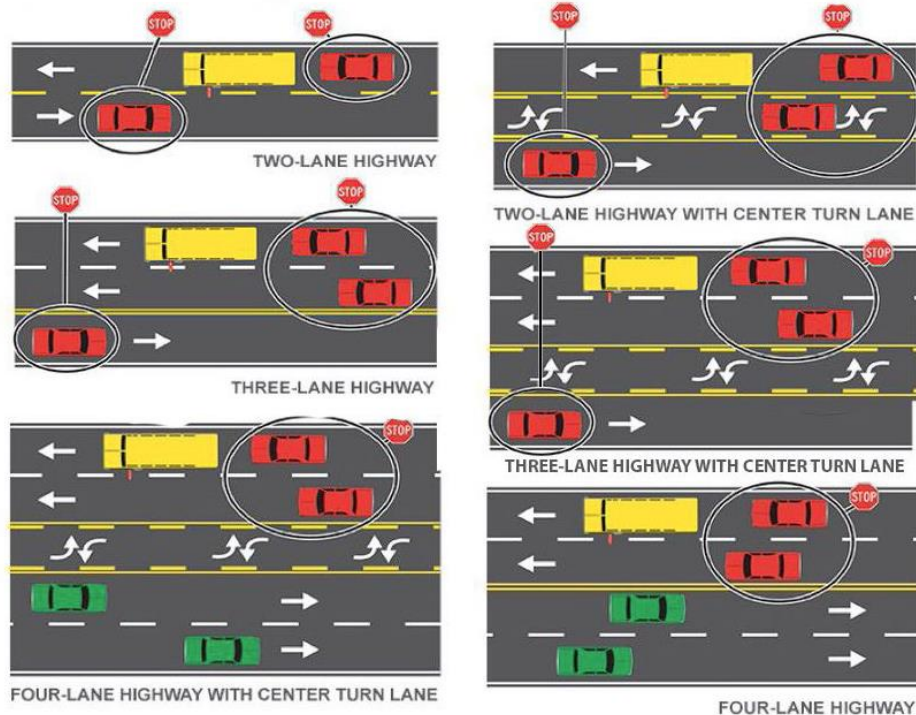
- Be out at the bus stop waiting for the bus at least 5 minutes prior to the scheduled stop time. Wait 5 minutes past the scheduled stop time before leaving the stop or calling the transportation office.
- Students must board/depart the bus at the location which they have been assigned unless they have administrative/transportation authorization to do otherwise.
- Behavior at school bus stop must not threaten life, limb or property of any individual.
- Bus drivers cannot wait for students who are not at the bus stop.
- Stay out of the road while walking to and waiting for the bus.
- Stay in a single file line 10-15 feet off the roadway or away from the curb while waiting to board the bus.
- Wait for the bus to come to a complete stop before moving toward the bus.
- When the school bus arrives, your child should wait until the bus comes to a complete stop, the door opens, and the driver gives proper hand signal to let student know its ok before approaching the bus door. Your child should use handrails to avoid falling.
- Your child should never walk behind a school bus. If your child must cross the street in front of the bus, tell him/her to walk on the sidewalk or along the side of the street to a place at least five giant steps (10 feet) in front of the bus before crossing. Your child should also make eye contact with the driver before crossing to make sure the driver can see him/her. If your child drops something near the school bus, like a ball or book, the safest thing is for your child to tell the bus driver right away. Your child should NOT try to pick up the item, because the driver might not be able to see him/her.
- Never run toward the bus. If you miss the bus, go home and call the transportation department.
- Always look both ways when crossing the street.
- Be alert for a possible danger signal (horn) from the driver.
- When boarding the bus go directly to your assigned seat and be seated so the bus may resume motion.



# School Bus Stop Law Violations

Ohio Motor Vehicle Law requires the driver of a vehicle to come to a full stop, remaining **at least 10 feet from the front and rear of a school bus** with the red warning lights functioning while loading or unloading students. The vehicle shall not proceed until such school bus resumes motion, or until signaled by the school bus driver to proceed. The only time a motorist does not have to stop for red-flashing warning lights is on a divided highway. Whoever violates this law may be fined an amount not to exceed five hundred dollars. A person who is issued a citation for a violation of this law it not permitted to enter a written plea of guilty and waive the person's right to contest the citation in a trial but instead must appear in person in the proper court to answer the charge. Also, in addition to the penalty provided by law, the court may impose upon the offender a suspension of the offender's driver license, commercial driver's license, temporary instruction permit, probationary license or nonresident operating privilege.

## *When to stop for a school bus in Ohio*



**\*\*\* In the event of an accident:**

**The student CANNOT leave with parents until law enforcement arrives and releases them. \*\*\***



## District Responsibilities:

- Establish appropriate bus stops, routes, and schedules.
- Provide school buses that meet or exceed State/Federal Requirements
- Provide for certified and qualified staff.
- Provide for student safety while on the bus.

## Parent Responsibilities:

- Provide for your students' safety to, from, and while at the bus stop.
- Ensure your student is at the bus stop at least five (5) minutes ahead of the scheduled stop time.
- Visit/Review the bus stop with your child and determine the safest route to take to the stop, where to wait (approximately 10 feet from the roadway), and to be aware of unsafe situations.
- Review all bus safety rules with your child, encourage proper conduct.
- Have your student dress for times of inclement weather.
- Backpacks are helpful for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting the bus. Teach your children to secure loose drawstrings, long backpack straps, and other objects that may get caught in the handrail or door of the bus as they are exiting. All items brought on to the bus must be under the students' control (on their lap) at all times.
- Have a plan with your child if the bus is missed.
- Have a plan in case of early dismissal.
- **For students under first grade: parents/caregivers are required to be present when the bus arrives. Ensure that you make yourself known to the driver.**
- Provide the necessary transportation if your student is suspended from riding the bus.
- When picking up your child from school be sure to only use the parent pick up area. No vehicles are allowed in bus loop when loading or unloading students.

# Student Responsibilities

The number one priority of everyone in the Transportation Department is the safe transport of students to and from school. In order to achieve this goal, the following basic guidelines governing the behavior of students are required to ensure a safe and orderly environment.

- **Be at the bus stop five minutes before pick up time.**
- Walk safely to the bus stop and wait in a safe manner away from traffic.
- Respect the rights of property owners while walking to or from and while waiting at the bus stop.
- Wait until the bus comes to a complete stop prior to boarding. Wait for hand signal.
- Watch your step and use the handrail when getting on and off.
- Proceed to your assigned seat promptly and remain seated during the ride to and from school.
- Sit facing the front and keep your feet, books and belongings out of the aisle.
- Always keep your hands and head inside the bus.
- Speak quietly and respectfully to your bus driver and other students.
- Do not damage any part of the bus and report any damage that you see to the driver.
- Eating, drinking, smoking, weapons or the use/possession of drugs is strictly prohibited.
- Do not use obscene or inappropriate language or any hurtful language directed at another student.
- Only bring objects on bus that can be held on your lap.
- Do not tamper with any of the bus equipment or controls.
- Your conduct should be quiet & orderly so the driver is not distracted from the important job of driving.
- Never throw any object on or outside the bus.
- Your driver is responsible for the safe operation of the bus; listen to his/her instructions.
- For everybody's safety, be completely silent at railroad crossings.
- Wait until the bus has come to a complete stop before leaving your seat.
- Always cross ten feet in front of the bus under the protection of the red warning lights.
- **Never cross behind the bus.**
- Always look left, right, then left again to check for traffic before crossing any street, even when crossing in front of the bus with the red warning lights on. Make eye contact with driver.



# Disciplinary Procedures

## **Riding the school bus is a privilege**

A student who does not follow the school bus safety rules, endangers himself or others or does not respect the rights of others may lose his/her riding privilege. In order to maintain a safe and orderly environment on the school bus, it may be necessary to use disciplinary measures with students displaying unacceptable behavior. The disciplinary steps a driver may implement varies based on the severity of the behavior.

Offenses may result in immediate suspension. Administration may issue suspension, detention or in school suspension depending on offense. A removal from school transportation must be given notice as soon as practical. Transportation Administrator will contact the building administrator for all referrals or request of discipline.

## **Digital Cameras**

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize digital cameras with video and audio capabilities in order to protect students and staff as well as provide for a safe and orderly environment. The privacy of students and recordings are kept secure and are reviewed only by authorized personnel.



## Inclement Weather Procedures

When inclement weather conditions occur, a decision might be made by the Transportation Coordinator and/or the Superintendent to delay the opening of school by one hour, two hours, to close school, or to dismiss school early. Every effort will be made to announce delays/closings as early as possible. Also, there may be an announcement to delay school openings with a re-evaluation period to possibly close schools. All weather related announcements will be made through the following media outlets: Wooster radio WQKT 104.5, and WKVX 960 AM will broadcast school delay or closing information. Cancellations/delays will also be reported to WQMX 94.9, WONE 97.3, WNCO 101.3, WAKR 1590 AM and Cleveland TV stations, Channels 3, 5, 8 and 19. Also, Norwayne Local Schools Alert system will send out a text, (if you are signed up) as well as posted on the Norwayne Local Schools website @ <http://www.norwaynelocal.k12.oh.us>



# Student and Parent Transportation Handbook Signature Page

## Parents/Guardians:

1. Review all school bus rules with your child.
2. Teach your child that the driver is the person with authority on the bus and is to be respected.
3. Make sure that your child is outside waiting for the bus at their designated bus stop.
4. Provide supervision for your child going to and from the bus and while waiting for the bus, if necessary.
5. Make sure your child is dressed appropriately for the weather conditions.
6. Have a plan for your child in case he/she misses the bus, and/or school delays, early dismissal or unplanned cancellations.
7. Discuss with your child about avoiding suspicious people and vehicles. Have a plan of action the child should take if they encounter a problem.
8. Provide transportation for your child if the privilege of riding the bus is withdrawn.
9. Please make a reasonable effort to understand and cooperate with those responsible for student transportation.
10. Accept responsibility for the proper conduct of your child.

For route information, problems concerning buses or drivers please call: 330-435-1141/435-1142

**Cut on the line and please return to the school.**

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**I have read and understand the above rules and regulations.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Bus#

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
Cell#

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

