

Student Transportation Handbook

Introduction

The guidelines and introductions contained in this handbook are provided in order to assure a safe and enjoyable bus transportation experience to and from school (and other school events) and outings. Our school buses are extensions of the classroom and all rules and regulations established in the Student Code of Conduct (Board of Education Policy – 5500) apply when riding our buses.

Riding a bus is a privilege and convenience provided by Bellefontaine City Schools. If the following basic rules of safety and conduct are not followed, bus riding privileges may be suspended. Everyone's cooperation and courtesy in adhering to these rules will allow us to better serve the Bellefontaine City School community.

Thank you for your help.

Eligibility

- Only regularly enrolled students will be assigned to a bus. Non-authorized riders are not permitted.
- Eligible students are based on distance (1 mile) from school they attend.
- Students must be registered and enrolled with their designated school so that the Transportation office has a record of the student.
- If a student(s) has been absent for 7 or more days and the transportation office has not been notified, the stop will be dropped from the route.
- Open Enrolled students may be eligible for transportation if an existing route goes past their place of residence and space allows. Bus routes will not be made to travel out of the district. Open enrolled students may be eligible to ride from an existing stop already established in the district, again, if space allows. Please contact the Transportation office for availability. 937-593-9060 option 1.

Basic Bus Riding Rules

- Obey the bus driver and other adults on the bus. Students must obey the instruction and directions of the school bus driver. The school bus driver, teachers and other chaperones are responsible for the supervision of the students.
- At **no time** will a student use the emergency door exit without the direction of the bus driver.
- Students **will not** possess, use, sell, or distribute illegal drugs, tobacco, drug paraphernalia, alcohol, or illicit chemical substances.
- Boxes, packages, and instruments are to be held on the students lap. The aisle must be kept clear at all times.
- Pets and other animals may not be taken on the bus. Any exception must be authorized by the Transportation Department.
- Students shall remain seated at **ALL** times.
- **Any violation of these rules may result in the loss of riding privileges.**

The bus driver is authorized to assign seats.

- Students must ride their assigned bus and get on and off the bus at their designated stops.
- Students must ride in their seat that has been assigned by the driver.
- Students are to remain at their designated place of safety until the driver indicates it's safe to board during pick up and after the bus has departed during drop off.
- Students **may not** enter or leave a moving bus.
- Students are not to extend any parts of their body or other objects out of the bus.
- Students are not permitted to move around or change seats on the bus without permission.
- Students are to face forward in their seats keeping their feet out of the aisle.
- **Any violation of these rules may result in the loss of riding privileges.**

Use Quiet Voices

- Students may not talk in a loud voice or create any other loud noises. The driver may require silence at times for safety reasons.
- Students may not swear or use inappropriate language and gestures.
- ALL students, teachers, coaches and chaperones must observe the state law of complete silence at all Railroad Crossings, staying this way until the driver gives the okay to commence to inside voices.
- **Any violation of these rules may result in the loss of riding privileges.**

Keep Hands and Feet to Yourself

- Students may not rough house, push, or fight.
- Students may not bother or tease others.
- Students will not have in their possession weapons (real or pretend), or use any item to endanger the health and safety of others.
- All school buses are Bully Free Zones.
- **Any violation of these rules may result in the loss of riding privileges.**

Keep the Bus Clean

- Students are not to throw anything inside or out of the school bus.
- Students may not damage or vandalize the school bus. Students, parents, and/or legal guardians will be required to pay for the repair of the damage.
- Students may not eat, drink, or chew gum on the school bus without the permission of the bus driver, and only in health or emergency situations.
- Students may not litter on the bus, trash cans are installed on all buses.
- **Any violation of these rules may result in the loss of riding privileges.**

Special Needs and Pre School Stops

- If a student will not be riding the bus, it is the parents' responsibility to call the transportation office and inform them. In some cases contact can be made directly to the driver or aide for said bus. 937-593-9060
- If a student has been absent for three (3) or more days and the transportation office has not been notified, contact will be attempted and then the bus will no longer stop until we hear back.

Rules for Bus Stop Conduct

- Parents are responsible for student safety and behavior to and from the bus stop and at the bus stop until the school bus arrives.
- Students are to conduct themselves with courtesy and consideration for others while waiting for the bus. Students must not: fight or bully others, throw snowballs or other object at passing vehicles, destroy any property, trespass on private property, or stand in the road. Continued complaints may result in the moving of the bus stop farther away.
- **Any violation of these rules may lead to the loss of riding privileges.**

Be at the Bus Stop Early

- Students are expected to leave home early enough to be at their bus stop 5 minutes before the bus is scheduled to arrive. We understand things happen that may be out of your control, in such cases please see that a hustled attempt is made to get to the stop.
- Buses will not wait on a slow moving student. Drivers have a schedule to keep and if sitting at a stop waiting for slow movers occurs at several stops, all students will be late to school. Remember also that unforeseen circumstances happen that are out of the drivers control (traffic, trains, breakdowns). Please understand these circumstance when they do occur, but know that drivers make every effort to be on time daily.
- When walking to the bus stop, students should use the sidewalk and crosswalks.
- Students must wait at the bus stop at the designated place of safety assigned by the bus driver.

- Students must wait until the bus has come to a complete stop before approaching it. Board the bus in a single file line and only after the driver has given the all clear to load.

Due Process

- First Level – Written Warning.
- Second Level – Suspension from bus for one day.
- Third Level – Suspension from bus for 3 days.
- Fourth Level – Suspension from bus for 5 days.
- Fifth Level – Suspension from bus for the remainder of the school year.
- All are based on the level of the infraction and ultimately could result in steps being skipped.

Our school district uses video cameras on every bus

- In order to protect the health, welfare, and safety of students, staff and district property, electronic video surveillance systems are used to monitor activity on District property. Student privacy rights prevent showing video to parents unless required by law enforcement or courts.
- A video may be used by the district as evidence in any disciplinary action brought against any student arising out of the individual's conduct on District property.