

Loudonville-Perrysville
Exempted Village School District

Transportation Procedures

Student Handbook



Transportation Center

Kenny Carroll Transportation Supervisor

Jason Pennell, Assistant Transportation Supervisor

Phone: 419-994-3314

E-Mail: lopr_kcarroll@tccsa.net

Website: www.lpschools.k12.oh.us

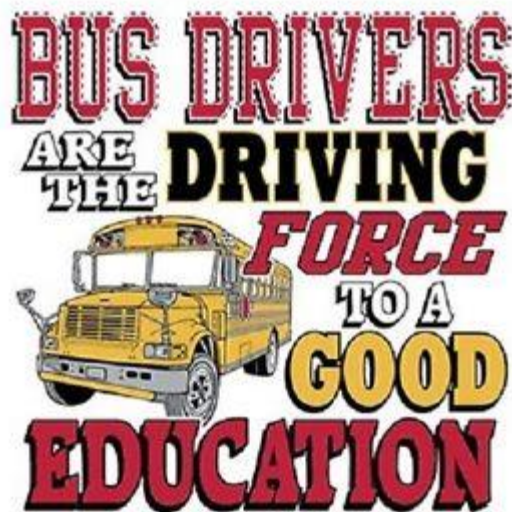
The transportation student handbook has been developed to establish guidelines and rules to assist in the operation of a safe and efficient transportation system.

Pupil management is very important to Loudonville-Perrysville Transportation. The way students behave on school buses is critical to the success of the program.

Economics also plays a role in our operation. We will strive to give the best service possible and still maintain on a cost efficient budget.

We, the Loudonville-Perrysville Transportation Team strive to provide a safe environment for our children.

Any questions or concerns are welcome by contacting the Transportation Department at 419-994-3314~
Kenny Carroll, Transportation Supervisor.



LOUDONVILLE PERRYSVILLE TRANSPORTATION RULES

It is the intent of the Board of Education that students be transported as efficiently and safely as possible. The following rules will help accomplish the purpose.

STATE OF OHIO TRANSPORTATION POLICIES (OHIO REVISED CODE 3301-83-08)

- (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- (2) Pupils must wait in a location clear of traffic and away from the bus stops.
- (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
- (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- (5) Pupils must remain seated keeping aisles and exits clear.
- (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- (7) Pupils must not use profane language.
- (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- (9) Pupils must not use tobacco on the bus.
- (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- (11) Pupils must not throw or pass objects on, from or into the bus.
- (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of rule [3301-83-20](#) of the Administrative Code).
- (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- (14) Pupils must not put head or arms out of the bus windows.

LOUDONVILLE-PERRYSVILLE POLICIES

5600 - STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A.conform to reasonable standards of socially-acceptable behavior;
- B.respect the person and property of others;
- C.preserve the degree of order necessary to the educational program in which they are engaged;
- D.respect the rights of others;
- E.obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A.relate in kind and degree to the infraction;
- B.help the student learn to take responsibility for his/her actions;
- C.be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

Legal

R.C. 3313.20, 3313.66, 3313.661, 3315.07, 3327.041

A.C. 3301-35-03(G), 3301-83-08

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

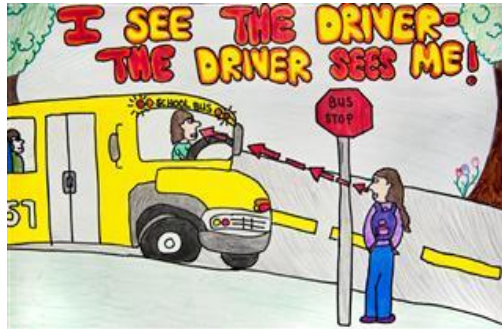
Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

Offence		1st Write-up	2nd Write-up	3rd Write-up	4th Write-up
Eating, drinking	Verbal warning given by driver.	Detention, or loss of recess.	1-day suspension from the bus	3-day suspension from the bus	10-day suspension from the bus
Disruption (Safety Hazard) this is any activity that diverts the driver's attention from the safe operation of the bus or endangers student safety such as: not sitting properly, hurting others, throwing objects, putting body parts out of windows, yelling, etc.	Verbal warning given by driver.	3 day suspension from the bus.	5 day suspension from the bus.	10 day suspension from the bus.	Suspended from the bus for the remainder of the school year.
Destruction of property		Pay all cost of repair or replacement and 5 day suspension from the bus.	Pay all cost of repair or replacement and 10 day suspension from the bus.	Pay all cost of repair or replacement and suspension from the bus for the remainder of the school year.	
Smoking, Vaping		10 suspension from the bus.	Suspended from the bus for the remainder of the school year.		
Fighting		10 suspension from the bus. Possible law enforcement notification.	Suspended from the bus for the remainder of the school year.		

BUS PICK-UP PROCEDURES



Riders are to be at the Pick-up point 5 minutes before scheduled time, waiting at the “Designated Place of Safety”.

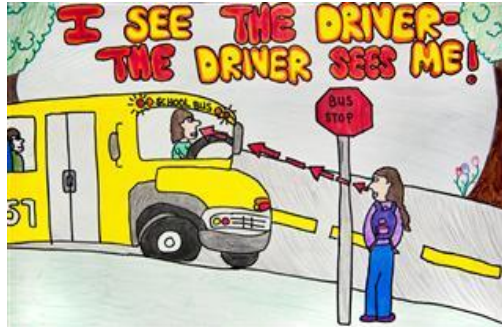
Right Hand Side

1. Wait till the bus stops, watch for the driver to lower their hand which means it’s clear to enter the bus.
2. Go directly to your seat.
 - a) Facing forward, seat on seat, back on back, feet on floor, out of the aisle.

Left Hand Side

1. Wait till the bus stops, watch for the driver to lower their hand which means it’s clear to cross. Check traffic, **IF CLEAR**, cross in front of the bus **10’ out from the front of the bus, in a straight line.**
 - a) If **THE HORN HONKS, IT MEANS WARNING – DANGER**. Check for traffic, then the driver.
2. Go directly to your seat.
 - a) Facing forward, seat on seat, back on back, feet on floor, out of the aisle.

BUS DROP OFF PROCEDURES



Right Hand Side

1. All students will remain seated until the bus is STOPPED.
2. Check for traffic, then walk to your designated place of safety and remain there until the bus leaves.

Left Hand Side

1. All students will remain seated until the bus is STOPPED.
2. Upon exiting the bus, walk 10 feet or 10 steps in front of the bus alongside the road, until the driver can see you, and you can see the driver. Watch for the driver to lower their hand which means it's clear to cross. Cross **10' out from the front of the bus, in a straight line** to the center of the road, **STOP**, check traffic on your own, if you see it is clear proceed to your place of safety. Remain there until the bus leaves.
 - a). If **THE HORN HONKS, IT MEANS WARNING – DANGER**. Check for traffic, then the driver.

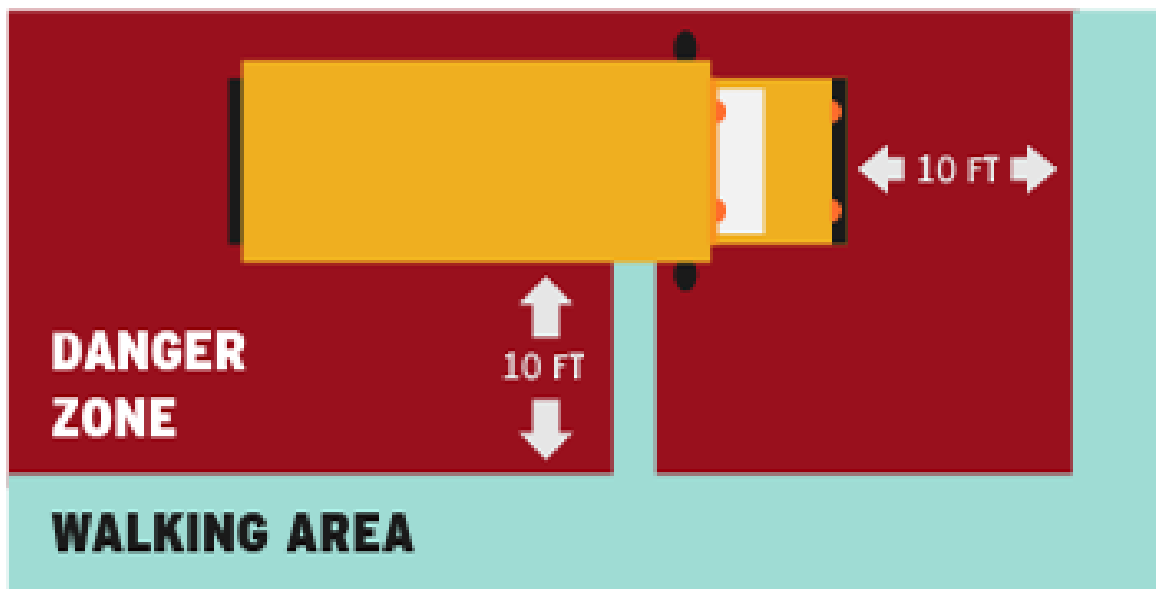
LOADING AND UNLOADING ON SCHOOL GROUNDS:

1. Do not walk between the buses. Walk along beside the bus and/or if front of the first bus if necessary.
2. Know where your bus parks at the school.
3. Know your bus number.
4. Get on the bus and find a seat quickly.

SAFETY TIPS

1. Do not run up to the bus –WALK!
2. **Stay out of the danger zone** or from under the bus for ANY reason. Notify the driver if something is under the bus.
3. When crossing in front of the bus, walk far enough away from the bus that the driver can see you and you see the driver.
4. Wear light colored or reflective clothing (possibly a flashlight) when going to and from the bus stop in darkness.
5. Students must wait in their DESIGNATED PLACE OF SAFETY.

When student(s) have not rode the bus for a period of time (one week or more), please call the bus garage when student(s) plans to start riding the bus again.



ATHLETIC/FIELD TRIPS

The drivers are required to meet certain standards/ requirements when transporting students to any and all athletic/field trips. The drivers will meet all requirements of OAC 3301-83-16 and ORC 4511.76(c) by discussing the **Aisle & Exits, Emergency Equipment, and General Rules.**

SUBSTITUTE DRIVERS

During the school year it is possible that you will have a substitute driver on your bus. These drivers are fully trained, licensed, and qualified bus drivers. Substitute drivers have the same authority as the regular drivers, and will issue a bus misconduct report if necessary. We ask that students be cooperative, help the substitute with the bus stop locations, and follow all rules and regulations.

EMERGENCY EVACUATION

Emergency evacuation drills will be held at least once a year. Treating these as actual emergencies will help students know what to do in the case of an actual emergency. Your fullest cooperation is a must, as the driver has many responsibilities during these times and it could mean a life or death situation.

1. Students should stay on the bus until told otherwise by proper authorities.
2. Stay calm, quiet and remain seated.
3. Follow the directions of the driver.

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





VIDEO CAMERAS

As part of Loudonville-Perrysville ongoing program to ensure the health, welfare and safety of all those who ride school buses we have utilized video cameras in all of our buses transporting students to and from curricular and extracurricular events.

Videotapes will be an aid in determining disciplinary action, when necessary. The bus driver will have the authority of determining how the incident is written and reported to the Transportation Supervisor.

The retention and security of all recordings will be the responsibility of the Transportation Supervisor and Superintendent.

All recordings will be maintained at the discretion of the Transportation Supervisor and Superintendent (recording may be erased and/or recorded over).

All recordings will be maintained in a secure area and access will be limited to bus drivers, transportation supervisor and administration.

Viewing of the recording will be in the presence of the bus driver, transportation supervisor and administration only.

SCHOOL CLOSING/DELAYS

In such cases Loudonville-Perrysville Schools will notify:

(WMFD, Cleveland Fox 8, Facebook, Blooms)

Buses will not run to Ashland County West Holmes Career Center, LEAP (Crestview) on days when Loudonville-Perrysville Schools are closed due to bad weather. On two hour delays the same buses to these schools will be delayed two hours also.



PROCEDURES FOR REQUESTING AN ALTERNATE BUS STOP

The Loudonville-Perrysville Schools has developed the following guidelines and procedures in order to comply with Ohio Revised Code 3301-83-13. This section of Ohio law regulates school bus routes and stops.

The purpose for establishing these guidelines and procedures, in addition to complying with state law, is to provide a safe and efficient system for transporting students to and from school. Parents/guardians, childcare providers and general public must be aware that the safety of students can be compromised when bus routes and stops are constantly changed.

Guidelines and Procedures for requesting an Alternate Bus Stop on a Permanent Basis:

Unless the district receives notice to the contrary, the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence.

Parents/guardians may request an alternate pick-up and/or drop-off point (ex: grandparent's or childcare provider) if:

1. The request is received by the district's transportation department at least two weeks prior to the first day of school.
2. The alternate location requested is for five days per week for the entire school year.
3. All of the information requested on the proper form is provided to the transportation department.

Request for alternate pick-up and/or drop-off points made after the first day of school *will be granted if:*

1. The request is made as a result of the parent/guardian changing place of residence, and that the new place of residence is the location of the pick-up and/or drop-off point.
2. The alternate location requested is for five days per week for the remainder of the school year.
3. The request is received at least one week prior to the effective date.
4. All of the information requested on the proper form is provided to the transportation department.

Requests for alternate pick-up and/or drop-off points made after the first day of school (ex: as the result of a change in childcare providers) *may be granted at the discretion of the transportation supervisor **providing the following conditions are met:***

1. The request does not involve making significant alterations to or the routing of existing bus routes.
2. The alternate location requested is for five days per week for the remainder of the school year.
3. The request is received at least one week prior to the effective date.

4. All of the information requested on the proper form is provided to the transportation department.

Guidelines and Procedures for requesting an Alternate Bus Stop on a Temporary Basis:

Unless the district receives notice to the contrary, the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence.

The following guidelines and procedures apply when parents/guardians request an alternate pick-up and/or drop-off point on a temporary basis. For the purpose of these guidelines and procedures, temporary is defined as an emergency or urgent extenuating circumstance when the parents/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child. **TRANSPORTING CHILDREN TO RECREATIONAL ACTIVITIES SUCH AS BIRTHDAY PARTIES, SLUMBER PARTIES, SLEEP OVERS, AND/OR SPORTING EVENTS DOES NOT CONSTITUTE AN EMERGENCY OR URGENT EXTENUATING CIRCUMSTANCE.**

Requests for alternate pick-up and/or drop-off points on a temporary basis will be granted if:

1. The request is made as a result of an emergency or urgent extenuating circumstance when the parents/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child.
2. There is space available for the child to ride on the bus.
3. The request is received 24 hours prior to the effective date.
4. All of the information requested on the proper form is provided to the transportation department.



