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## **Introduction**

Riding the bus is an important part of the school day for most New London Local School students. By working together, we can achieve the goal of safe and enjoyable transportation. Please take a few minutes to review this handbook with your child.

This booklet has been prepared for parents and students in an attempt to clarify the position of New London Local Board of Education, school officials, and bus drivers regarding the laws and policies pertaining to pupil transportation.

It is our hope that this information will help produce a congenial relationship between the bus driver and the student passenger. Transporting children safely to and from school is our main concern, and we feel we can expect your cooperation and support if you are completely informed about our transportation practices.

New London Local Schools

### **Telephone Numbers:**

Dan Bailey, Transportation Supervisor 419-929-9559

Bradley Romano, Superintendent 419-929-8433

New London High School 419-929-1586

New London Middle School 419-929-5409

New London Elementary 419-929-8117

### Emergency Contact

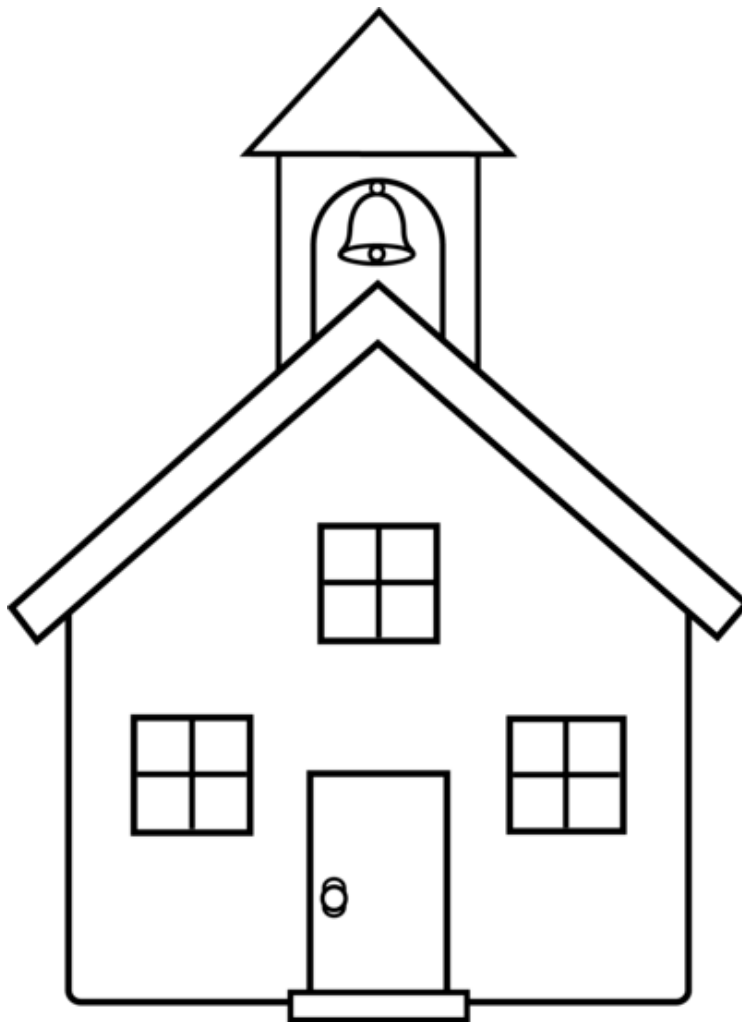
Some school-sponsored trips will occur on weekends or after school hours. If there is an emergency the bus driver will contact the district or law enforcement officials who will then contact school officials.

# Ohio Pupil Transportation Law

## Providing Transportation

The New London Local Schools District provides transportation for students with special needs. (O.A.G 73-014)

The New London Local School District complies with state statutes regarding the transportation of pupils to and from school (O.R.C. 3327). Boards of Education are charged by the Ohio Revised Code to provide transportation to pupils living in the district. The New London Local Board of Education transports K-12 students.



## **Bus Stops and Routes**

The Board of Education designated all bus routes and stops. Routes are planned to ensure the maximum efficiency of the district's vehicles and stops are designated to ensure maximum safety of students. By law, the district is required to:

- Limit the number of bus stops
- Designate "cluster stops" at which children can gather for 'pick up' or 'drop off'
- Ensure hat stops are "visible" in both directions

## **Bus Courtesy Procedure**

Students must ride only their assigned bus. In case of an emergency, or for a one day pass, riding privileges may be granted from the student's building principal and given to the bus driver upon entry. Passes longer than one day or occasionally throughout the year need to be through the building principal.

Students will be "picked up" and "dropped off" at their assigned bus stop. Parents wishing to change or modify their child's bus stop **must** complete a "Bus Change Permission Form", available from bus driver or board office. This change is not for "play dates, birthday parties, or sleepover", but mainly for changes that will be long term in nature. A change or modification requested will be implemented as soon as possible. After the first full week of, a change may take three days to be implement. Parental signature and phone numbers need to be included on the bus change form.

Note: State statute forbids drivers to transport students on overcrowded buses. (O.R.C. 3317.08 ) Approval will be granted upon he determination that space is available and that the modification will not displace another student.

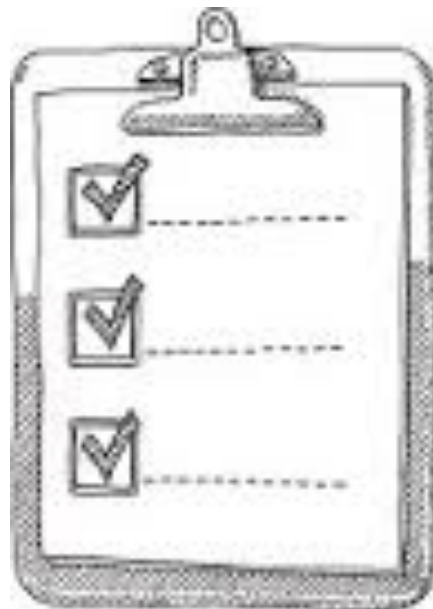
**New London Local students are not permitted to bring a student registered to another school district on a New London School Bus.**

## Boarding and Departing the Bus

To insure the proper safety of our transported students, parents are responsible for getting students to and from their bus stop safely.

### Guidelines for boarding and departing the bus:

- 1) **Be on time: at least five (5) minutes ahead of pick up time. Bus will not wait.**
- 2) No horse play, stay clear of the street or roadway.
- 3) Act in an orderly manner when the bus comes to a complete stop.
- 4) Board the bus quickly and quietly, go to your seat and remain seated!
- 5) When departing the bus, remain seated until it comes to a complete stop. Exit and use the handrails.
- 6) Bus will only stop at scheduled stops unless prior permission is obtained by written parent/ guardian request; or per building principal.
- 7) To cross in front of the bus, driver will make eye contact with student then drop his/her hand to signal to cross safely.

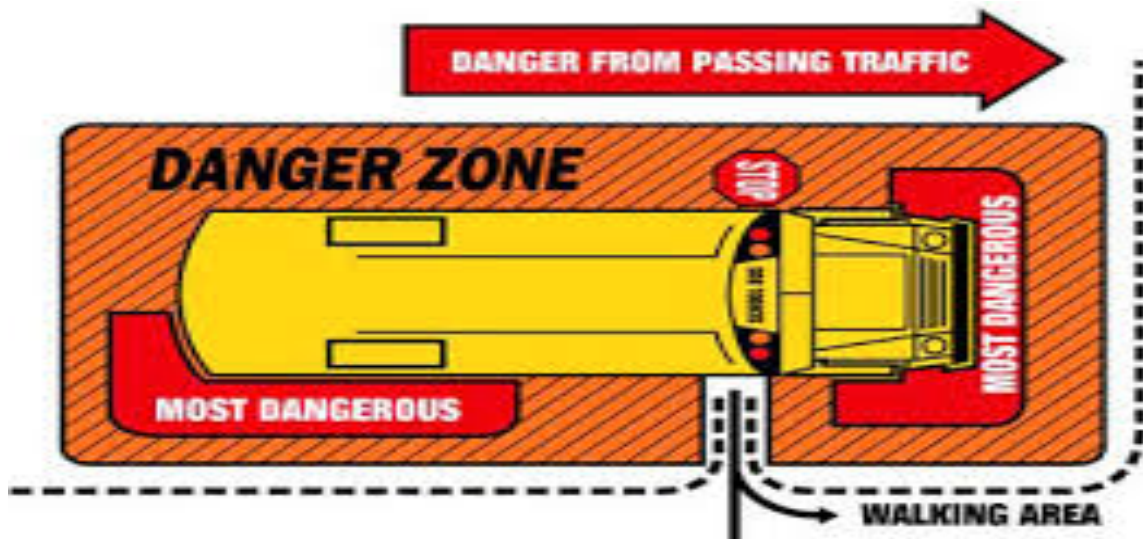


## Emergency Exit Drill

- 1) Front Evacuation Drill  
All passengers will exit out the front door
- 2) Rear Evacuation Drill  
All passengers will exit out the rear door
- 3) Combination Evacuation Drill  
Front half of passengers will exit out the front door  
Rear half of passengers will exit out the rear door



## Bus "Danger Zone"



### How to Cross Safely

1. Walk ten giant steps beyond bumper of the bus
2. Look at the driver for hand signal: always make eye contact
3. Check and listen for traffic both ways
4. If horn blows; stop, check traffic again
5. Cross in a straight line, not at an angle
6. Never go back for anything forgotten or dropped
7. Do not go to the mailbox or try to get a pet

Please review these guidelines with your students to keep them safe while riding the school bus.

## Student's Equipment

The Ohio Revised Code is quite clear as to transporting student's equipment. Band instruments, athletic satchels, books, lunch pails, backpacks, and any other articles carried by the students must be held in their laps. The bus driver cannot permit objects to be placed in the aisles, in front of the emergency door, at the entrance of the bus or anywhere that might endanger pupils or hinder the safe operation of the vehicle. If equipment is too large to be carried safely, the driver cannot transport it. Parents will have to make arrangements for transporting equipment that is too large to and from school. (O.A.C. 3301-83-09)

## Extracurricular Trips

Bus Rules apply to every trip under school sponsorship

Pupils shall respect the wishes of the chaperone, as well as the wishes of the driver. If the driver and the chaperone cannot control the students, the trip will end. Students will be returned to the school and disciplinary action will be taken.



## School Delays and Closings



During extremely bad weather, "School Delays and Closings" will be announced on the following television and radio stations:

Television stations: Cleveland channels 3, 5, 8, and 19

Radio: WLKR/K96-Sandusky FM 95.3 or FM 96

WNCO: Ashland-101.3 FM or 1340 AM

Y 105: Mansfield-FM 105.3

Closings will also be posted on the school website:

[www.nlschool.org](http://www.nlschool.org)



## **Forbidden Cargo**

The Ohio Revised Code and the Ohio Administrative Code spells out what cannot be transported on a school bus. A short list of forbidden cargo includes the following items:

Spectators- parents, brothers, sisters, or any visitors to school-transported people must attend school

Aerosol cans- spray cans containing paint, deodorant, air fresheners, etc.

Animals- dogs, snakes, insects, birds, etc.

Dangerous Weapons/Ordnance- knives, explosives, ammunition, guns, noxious gas, fireworks, brass knuckles, look-alike weapons, etc.

The above list is not meant to be all-inclusive, but an idea of what the law entails. Bus drivers have the final say in determining the transport of questionable items.

If there is a question of what of whether or not an article is “forbidden cargo”, please contact the Bus Transportation Department.



# Discipline

The Board of Education is required to adopt a set of rules and regulations designed to maintain the order and discipline necessary for effective operation. With regard to transportation, the Board of Education's primary concern is that students are transported to and from in the safest possible manner.

The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus. (O.R.C. 3319.41) Students are expected to extend drivers the same respect and courtesy extended to teachers and administrators.

The bus driver is responsible for proper enforcement of discipline on his/her bus. He/she has the authority to use the following measures to modify pupils' behavior.

- Verbal reprimand
- Communication with parent
- Refer to building principal
- Assign seat
- Written citation

Since a bus is an extension of the classroom, bus problems referred to a principal will be treated as a classroom removal. Depending upon the severity of the incident, methods of correcting student's behavior may include:

- Conference with parents
- Verbal reprimand
- Assign seat
- Suspension of bus privileges
- Suspension from school
- Recommendation for expulsion
- Referral to legal authorities

Students or parents may be required to make restitution for damage or vandalism to buses.

## Railroad Crossing

1. Approximately 200 feet prior to the railroad tracks and until the bus completely clears the tracks, **ALL** passengers must be SILENT!

Note: This includes teachers, coaches, and chaperones

2. In the event a bus has become stalled or disabled, students should proceed to evacuate 100 feet in front of the bus.



## General Rules

1. Students assigned to a seat must sit in that given seat.
2. Students may not throw anything at another passenger or outside the bus.
3. Students may not eat, drink, or chew gum on the bus.
4. Students will not yell or harass anyone from an open bus window

# Transportation Code of Conduct

A violation of any rule will result in disciplinary action

**Rule 1-** Students will be expected to demonstrate respect toward all bus drivers at all times.

**Rule 2-** students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct ,cause, attempt, or threaten to cause the disruption of transportation services. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption of transportation.

- A. Blocking the entrance or exit of any school bus or bus aisle way;
- B. Setting fire or attempting to set fire to, or damage or attempting to damage, or defacing or attempting to deface a school bus;
- C. Making, by telephone call, letter, or other means, a threat to damage or destroy school property or to disrupt school transportation;
- D. Activating or attempting to activate any emergency alarm system in the absence of an emergency;
- E. Continuously making noise or acting in a manner so as to interfere with a driver's ability to execute his/her responsibilities.

**Rule 3-**Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

Students shall not cause or attempt to cause damage to private property of other students, school personnel, or other persons.

**Rule 4-**Students shall not act nor behave in such way as could cause physical injury to another student, driver, or employee of the school district.

**Rule 5-**Students shall not use, posses, handle, transit, sell, or conceal any object that can be classified as a weapon or dangerous instrument

## **Transportation Code of Conduct (Continued)**

**Rule 6**-Students shall not possess, use, transit, conceal or show evidence of consuming or using tobacco, narcotics, alcoholic beverages, or look-alike drugs.

**Rule 7**-students shall comply with all requests and directives of bus drivers during any period of time when the student is properly under the authority of the driver.

**Rule 8**- students shall not use profane, obscene, demeaning, or derogatory language, either written or verbal, in communication with the bus driver.

**Rule 9**- students shall not board school buses to which the students are not assigned except with the express permission of the school principal. Written permission must be given to the driver as the student boards the bus. Students under suspension, expulsion, or emergency removal are not permitted on school buses without the express permission of the principal.

**Rule 10**- Students shall not forge any writing, falsely use the name of another person, falsify items, dates, addresses or other data on school-related correspondence.

**Rule 11**- any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities, will be subject to disciplinary actions.

**Rule 12**- Students shall not engage in any unwanted visual, verbal, or physical conduct of a sexual nature.

## Student and Parent Traffic in School Parking Lots

Student and parent traffic in school parking lots must give school buses the right of way. **No unloading or loading of students in bus loaded areas.**



THANK YOU!