

# Lebanon City Schools Transportation Department



## Student & Parent Handbook-Other Schools Served

Welcome to Lebanon City Schools Transportation. Each day more than 6,000 public and nonpublic students in Lebanon City School District are transported to one of the 25 buildings we service. Our buses travel approximately 6000 miles per day, covering more than 1 million miles a school year. Your child's safety is our #1 priority.

As parents, you are an important part of the total safety awareness for students who travel to and from school on our buses. Your children benefit from learning to become safe pedestrians and passengers. This handbook is to provide you with answers to questions about the transportation. We ask that you read the entire handbook. The rules and regulations apply to everyone who rides the bus.

If you need to contact the transportation department for any reason, you can reach us at (513)934-5838. We look forward to working together.

### **BEGINNING OF SCHOOL YEAR**

The first few weeks of school are a balancing act for establishing regular times and actual student riders. Our buses run on a specific time schedule to insure all students arrive at school on time. Please have your child at the bus stop prior to the scheduled arrival of the bus. Should your child's bus be pulling away from the bus stop, please **never** ask your child to "RUN" after the bus. Please instruct them to return to their residence, you then are responsible to transport them to their school.

Routes, buses, and drivers may change due to the number of passengers or schedule. The drivers will not be able to give you an accurate time schedule for the bus until route changes are set. Usually all routes are finalized by the end of the 3<sup>rd</sup> week of school.

Each year there are children, in particular our younger riders, who get on a wrong bus. If your child gets on the wrong bus, don't worry. The buses have 2 way radios and we will locate which bus your child is riding.

### **TRANSPORTATION INFORMATION FOR YOUR CHILD- THIS IS NEW!**

Parents can access your child's transportation information through the district website. Parents will go to the district website under the Transportation tab. On the left side click on Bus Routes. Enter your child's student ID for both the username and password. Parents will be able to see their child's bus number, pick up and drop off time, and bus stop. Transportation changes that are made throughout the year can also be viewed.

### **BUS STOPS**

Your child will be assigned a bus stop. We make every attempt to space these stops an equal distance apart. Unfortunately some students may have to walk up to ½ mile to reach a group stop, while others may have a very short distance to walk.

We attempt to maintain the shortest bus ride for your child as possible. Your child's ride time depends on the area of the district in which you reside. Unfortunately, students who reside on the outermost boundary of our district will experience a longer ride time than those who reside within the city limits.

Our buses begin their morning route at the farthest area of the district, picking up students while working their way back to school. In the afternoon the buses will begin dropping off students living closest to the school first, working their way to the farthest point from the school. This may mean your child could be the first on the bus in the morning and the last off in the afternoon.

Here are a few ways you can help our young riders maintain safe bus stop procedures:

- Go with your child to the bus stop
- Have your child walk in groups, if possible.
- Regardless of weather conditions, have your child stand at the designated stop prior to the bus scheduled arrival.
- If anything is dropped during loading or unloading the bus, have your child tell the bus driver. Tell your child that they should never attempt to retrieve the item themselves.
  
- When your child has to cross the street to get on or off the bus, have your child wait until the driver lowers their hand before they cross front of the bus. Your child is taught the first day of school to watch for the driver to lower their hand. This is the "safe signal" to know it is safe to cross in front of the bus.  
**PLEASE, NEVER ADVISE YOUR CHILD TO RUN ACROSS THE STREET. TELL YOUR CHILD TO ALWAYS WATCH THE DRIVER FOR THE SAFE SIGNAL TO CROSS.**

## **RESPONSIBILITIES OF STUDENTS**

Students are expected to contribute to a safe and orderly bus ride and are responsible for complying with the bus rules posted in the bus and the following.

### **At Bus Stop and At School**

1. Student(s) will be assigned a "designated place of safety" on their residence side of the road. "Residence side" is the side of the road your home is located. The "designated place of safety" may be different morning and afternoon depending on the route, but will remain on the residence side of the road. Students who cross the roadway for boarding or departing the bus must wait for the driver to signal them to cross. **Even if parents are at the stop, the students must follow the driver's directions for crossing.** When it is safe to cross, the driver will drop their hand straight down, which signals the student to cross. Students are to stop and look both ways on their own before crossing the open lane of traffic. When dropping off, student(s) must then wait at their designated place of safety until the bus has pulled away. Then they are to proceed home.

2. Students shall be at their designated bus stop and in their designated place of safety, prior to established pick-up time. (State Law) If your child waits in a car, he/she must be out of the car and at their designated place of safety prior to the arrival of the bus. The bus drivers run on a very tight schedule. Being late causes the bus to be late on the rest of the route. Please be on time.
3. Students should respect others and their property while waiting for the bus and on the bus.
4. Students must carry on the bus only objects (musical instruments, projects, etc.) that can be held in their laps.
5. Students are to board their bus immediately following dismissal from school. Once the first bus is given the signal to leave, the doors are closed and buses are moving. No bus will return to school for a late student. If a student misses the bus at school, they are to return to the school office and call a parent.
6. Students shall never run after a bus.
7. If a student misses the bus at home, the parents will be responsible for taking the student to school.

### **While on Bus**

1. Students are not permitted to use cell phones while on a school bus.
2. Immediately upon boarding, students shall take their assigned seat and may not move from the assigned seat without the driver's permission. If there is a substitute driver, students shall follow the same rules as with their regular driver.
3. Students shall not attempt to get on or off the bus until it has come to a complete stop. A complete stop is when the bus is no longer moving and the door is opened. Students shall remain seated while the bus is in motion.
4. After a student has entered a bus, the student may not leave the bus except at the assigned stop.
5. Students shall conduct themselves on the bus as they would in an orderly classroom. Reasonable conversation is permitted.
6. When a bus has its inside lights turned on, this is a prompt requesting silence from all passengers. There are many safety reasons for this, ex: railroad crossing, noise level too loud, traffic and weather conditions, two-way radio communications, emergency situation, etc.
7. Eating, drinking, or chewing gum on the bus is not permitted by state law. This also applies while on field trips.
8. Students are not permitted to transport glass objects, or other potentially

dangerous objects on the bus including balloons. The only animals permitted to be on a school bus is a service animal.

**9.** Students shall not use hair spray, cologne, perfume, lotion, etc. on the bus.

**10.** No key chains or other objects attached to backpacks or lunch containers. These are a danger to all. The objects “swing” and hit others and they may get caught on bus parts.

**11.** Students are prohibited from bringing anything on the bus that is prohibited to be at school and only objects that can be held safely in their laps.

**12.** Possession of tobacco products, fire igniter devices (ex: matches, lighters, etc.) are absolutely prohibited on the bus.

**13.** Students shall not do things simply to distract the driver. This rule is especially crucial while the bus is in motion or when students are boarding or departing.

**14.** No horseplay on the bus.

**15.** Reading is permitted on the bus. No pens, pencils, scissors, crayons, markers, combs, brushes, drum sticks, art and math supplies, etc. are to be out while on the bus. All are to be kept in book-bags, purses or pockets.

**16.** Cleats of any type are not to be worn on the bus at any time.

**17.** All sporting equipment (balls, bats, tennis rackets, etc.) must be contained in some type of bag/cover.

**18.** Waste paper and trash should never be dropped on floor of the bus. It should be deposited in the trash receptacle.

**19.** Windows and vents shall not be adjusted without permission of the driver. Students shall not stick any object or part of their body out the bus window at any time.

**20.** The aisle way must be kept clear at all times.

**21.** Students shall not enter or exit from the bus through the emergency exits unless specifically instructed to do so by the driver. The exits must always remain free of obstructions.

### **RESPONSIBILITIES OF PARENTS**

Parents are responsible for their children while at the bus stop. Lebanon City School’s responsibility begins once your child boards our bus. If your child experiences a problem while riding on the bus, please contact the transportation office at (513)934-5838. Please do not confront the bus driver during the route. Safety is the driver’s main job and this could create an unsafe situation. Lebanon City Schools are not responsible for problems while waiting at the bus stop. We suggest parent supervision at all bus stops. If your child experience a problem while

waiting at a bus stop you may contact local authorities.

### **MOVING CARS ON SCHOOL LOTS**

When students are moving on the school lots for arrival and dismissal, there are to be no moving vehicles on the lots. That means you will have to wait until the buses leave.

### **WALKING BETWEEN PARKED BUSES**

No person should ever walk between parked buses. Always walk around them even if the distance is longer.

### **CAR RIDERS AT ALL SCHOOLS AND CROSSING GUARDS**

At each building there are many parents dropping off their child in the morning and picking up their child in the afternoon. Each building has established the procedure for what car riders are to do. Parents are asked to follow the procedures established at your child's building.

At some buildings there is a crossing guard. A crossing guard will have a fluorescent vest on so that you know that they are official. All drivers are asked to follow the crossing guards' directions.

### **RED LIGHTS ON A SCHOOL BUS THAT IS STOPPED**

It is illegal to pass a bus on a 2 or 3 lane road when it has the red lights on for loading or unloading students. If a car runs the school buses red lights and the driver gets the license number, it is turned into the police and that driver will be ticketed.

On a 4 lane road you do not need to stop for a school buses red lights, if you are traveling the opposite direction. If you are traveling the same direction you will need to stop.

### **BUS MISCONDUCT**

Drivers and parents goal is for each student to have a safe and enjoyable bus ride. However, there are times when a student may break a rule. When a student misbehaves on the school bus, the driver will report the incident in writing. There are 2 discipline forms for the driver to utilize. The first form is a "Short Form" which is given to the child for parent/guardian signature and return to the driver the following school day. If your child receives a short form, please talk with them about proper bus behavior. The short form is used before we involve the principals. Parents and drivers working together often are able to solve discipline issues before they become more severe. The second form is the "Long Form" and it will go directly to the building principal. Each offense will be investigated and major infractions will be dealt with more severely. A principal has the discretion to administer a consequence. Parents will receive notification from the building principal. We ask that you support this consequence and talk with your child about the importance of following the bus rules. For severe misbehavior, a student may be removed from the bus for the remainder of the school year.

### **FIELD TRIP GUIDELINES**

When students are on a field trip, the same expectations apply.

## **Addresses for Your Child**

You may provide two (2) addresses, for the school year as pick up and/or drop off destinations.

## **CHANGES IN A PICK UP OR DROP OFF LOCATION**

Frequent changes, such as drop off locations, increase the possibility of putting students in an unsafe situation due to errors in communication. Any address changes must go through your child's school. Please allow 24 hours for a change in bus assignment to go into effect. Please minimize changes as much as possible.

## **WHEN YOU ARE PICKING UP YOUR CHILD FROM SCHOOL**

It is important that on days when you are picking up your child from school rather than having your child ride the bus home your child knows not to get on the bus. When a child has accidentally gotten on the bus and the office has to radio the driver to have the child get off the bus, every bus has to wait. No bus is allowed to move with children on the school lot. This can hold the buses up for 10 minutes at times. Other parents who have children getting home late because of this have been calling in to the transportation office.

## **IN AN EMERGENCY SITUATION**

In the event of an emergency, bus drivers have been instructed to follow specific emergency procedures. Each bus has radio contact with the transportation office. The safety of your child is our main concern.

## **CHANGES IN DRIVERS OR BUSES**

On occasions, you will have a substitute bus driver and/or a different bus number. This may be due to driver illness, mechanical problems, inclement weather, traffic conditions, etc. Be assured changes made with safety as our top priority.

## **LOST OR ITEMS LEFT ON BUS**

If something is left on the bus, your child's driver will give it to your child's school office.

## **WEDNESDAY EARLY RELEASE**

Every Wednesday Lebanon City Schools have a one (1) hour early release. Each of our private schools that we transport may handle the schedule a little differently. Please check with your school on how they are handling this.

## **PRIVATE/PAROCHIAL SCHOOLS**

When Lebanon City Schools are closed due to inclement weather, bus transportation is cancelled for all schools serviced by Lebanon City School buses. If Lebanon City Schools are on a one or two-hour delay, then all schools serviced by Lebanon City School buses will run on the same delay.

When the calendar of the private or parochial school is different than Lebanon City Schools, transportation will still be provided for your child following your child's school calendar.