

Lebanon City Schools Transportation Department



Student & Parent/Caregiver Handbook 2026 - 2027



Welcome to Lebanon City Schools! Each day more than 5,500 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 student's safety is our top priority.

As parents/caregivers, you are an important part of the total safety awareness for students who travel to and from school on our buses. Your students benefit from learning to become safe pedestrians and passengers. The Student and Parent/Caregiver Handbook is to provide you with information and to answer questions you may have about transportation. We ask that you read the entire handbook with your student. 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 or email schoolbus@lebanonschools.org.

Transportation Information for your Student

Student bus information will be available in the **My Ride K-12** app prior to the start of school. Updates made throughout the year will also be reflected in the app. Parents/Caregivers are encouraged to log in regularly to maintain access and review any changes.

Beginning with the **2026–2027 school year**, the My Ride K-12 app will also provide live updates.

For convenience, the app is available on:

- Apple App Store (iOS)
- Google Play Store (Android)

All transportation requests must use **one consistent pick-up address** and **one consistent drop-off address** for all school days.

- **Pick-Up Address:** Must remain the same Monday–Friday
- **Drop-Off Address:** Must remain the same Monday–Friday

The pick-up and drop-off addresses **do not have to be the same location**.

Examples:

- Morning pick-up at home; afternoon drop-off at daycare
- Morning pick-up at daycare; afternoon drop-off at a grandparent or caregiver's home

Transportation Freeze

At the start of the 2026–2027 school year, there will be a **1–2 week delay** in processing route changes.

Parents/Caregivers may submit changes through **FinalForms**; however, requests will be processed in the order they are received and may take up to 1–2 weeks to complete.

Once the updated information appears in the **My Ride K-12** app, your student may begin riding the bus the following day.

Bus Stop Changes

To ensure student safety and accurate communication, all transportation changes must follow district procedures. Frequent or last-minute changes may increase the risk of errors.

Babysitter/Caregiver Address (Alternate Address)

To request an alternate pick-up or drop-off location, log in to **FinalForms** and submit a transportation change request.

- Include a **start date** for the new address. If no start date is provided, the change will take effect once processed
- For future changes, check the **My Ride K-12** app the day before the change to confirm updated bus information
- For Kindergarten and Preschool students, the address must be within the correct attendance zone
- Parents/Caregivers are limited to **one change per quarter** for pick-up and drop-off locations.

Please allow up to **72 hours** for processing. Begin checking the My Ride K-12 app **24 hours after submitting your request**. Your student may begin riding to and from the new location **the day after it appears in the app**

For consistency and safety, **only one address change per quarter is permitted**

Home Address Change (Moving)

If you move, a formal address change must be completed through the **Central Office**.

- Schedule an appointment through the **Student Registration** page on the Lebanon City Schools website
- Update your address in **FinalForms**
- For questions, contact Central Office at **513-934-5770**

Required Documents:

- Completed **Change of Address Packet**
- Parent/Guardian driver's license or photo ID
- Proof of residency (see below)

Accepted Proof of Residency:

- Apartment lease
- Rental contract
- Mortgage or settlement statement
- Deed, warranty deed, or property tax statement
- Utility bill (water, gas, electric, or landline only)

Note: The name on the proof of residency must match the Parent/Guardian's driver's license or photo ID.

Please allow up to **72 hours** for processing after your appointment. Once processed, updated transportation information will be available in the **My Ride K-12** app or at www.lebanonschools.org. Your student may begin riding from the new address **the day after it appears in the system**.

Beginning of School Year

Our buses run on a specific time schedule to ensure all students arrive at school on time. Please have your student at the bus stop, in their safety spot, prior to the scheduled arrival of the bus. If your student is running late and the bus is pulling away, please ask your student to never run after the bus. Please instruct them to return to their residence, and you will be responsible to transport them to their school.

Bus Stops

Here are a few ways you can help your student maintain safe bus stop procedures:

- Go with your student to the bus stop and stand with them at their safety spot.
- Have your student walk in groups, if possible.
- Regardless of weather conditions, have your student out and in their safety spot *prior* to the bus's scheduled arrival.
- If anything is dropped during loading or unloading of the bus, have your student tell the bus driver. Tell your student to *never* attempt to retrieve the item themselves.
- On the first day of school your student is taught the loading and unloading procedures that are regulated by the Ohio Revised Code 3301-83-09. It is extremely important for your student to watch for the driver's safe signal when loading and unloading.

What is a Designated Place of Safety (Safety Spot)

Each pupil shall be assigned a residence side designated place of safety by the driver. The driver must account for each pupil at the designated place of safety BEFORE LEAVING. Pupils ARE NOT to proceed to their residence until the school bus has departed. (OHIO REVISED CODE 3301-83-13 B-5) CHILDREN ARE TO REMAIN STANDING IN THEIR SAFETY SPOT UNTIL THE BUS HAS COMPLETELY DEPARTED.

- NEVER ADVISE YOUR STUDENT TO RUN ACROSS THE STREET. TELL YOUR STUDENT TO ALWAYS WATCH THE DRIVER FOR THE SAFE SIGNAL TO CROSS, TO GO TO THEIR DESIGNATED PLACE OF SAFETY.

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.

Responsibility of Students - At the Bus Stop and 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/caregivers 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 proceed home.

2. Students must 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 driver is required to count the students before and after the student boards 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 while 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. Buses will not return to the 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 should never run after a bus.
7. If a student misses the bus at home, the parents/caregivers will be responsible for taking the student to school.

Responsibility of Students - While on the Bus

1. Cell phone use is permitted as long as students do so responsibly and do not cause a distraction to the driver. Earbuds must be used when there is audio. Video recording or taking pictures is not permitted.
2. Immediately upon boarding, students are to take their assigned seat and may not move from the assigned seat without the driver's permission. If there is a substitute driver, students should follow the same rules, as with their regular driver.
3. Students should 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 must remain seated while the bus is in motion.
4. After a student has entered the bus, the student may not leave the bus except at their assigned stop.
5. Students are to conduct themselves on the bus as they would in the 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 situations, etc.
7. Eating, drinking, or chewing gum on the bus is not permitted by state law.
8. Students are not permitted to transport glass objects, or other potentially dangerous objects on the bus including balloons. The only animal permitted to be on a school bus is a service animal.
9. Students are not to use any aerosol products i.e. hair spray, cologne, perfume, lotion, etc. on the bus. Spraying anything on a bus can cause harm to other students and the driver due to allergies and asthma.

10. Students should not have any objects, such as key chains or toys attached to the outside of their backpacks or lunch containers causing a danger to all. The objects can “swing” and hit other students and they may get caught on bus parts and possibly injure the student.
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, e-cigarettes, matches, lighters, etc are absolutely prohibited on the bus.
13. Students should not 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 items are to be kept in backpacks, 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 the bus floor. It should be deposited in the trash can.
19. Windows and vents should not be adjusted without permission of the driver. Students may not stick any object or body part out the bus window at any time.
20. The aisle way must be kept clear at all times.
21. Students are not to enter or exit the bus through the emergency exit unless specifically instructed to do so by the driver. The exits must remain free of obstructions.

Responsibilities of Parents

Parents/Caregivers are responsible for their students while at the bus stop. Lebanon City School's responsibility begins once your student boards our bus. If your student experiences a problem while riding on the bus, please contact the transportation office at 513-934-5838 or email schoolbus@lebanonschools.org. 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 student experiences 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

It is not safe for anyone to walk between parked buses. Always remember to walk around them even if the distance is longer.

Car Riders at all Schools and Crossing Guards

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

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

Red Lights on a Stopped School Bus

It is illegal to pass a school bus when its red lights are activated for loading or unloading students on a two- or three-lane roadway.

If a driver passes a stopped school bus and the license plate is identified, the violation will be reported to law enforcement and may result in a citation.

Lebanon City School buses are equipped with stop-arm cameras, which record vehicles that fail to stop.

On a four-lane roadway, traffic traveling in the opposite direction is not required to stop. Traffic traveling in the same direction must stop.

Bus Misconduct

The expectation is for all students to follow the bus rules. 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 through our online public school works system. This will be forwarded to the building principals to be addressed with the student. Each offense will be investigated and handled by the school principal as she/he sees fit. Parents will receive notification from the building principal. We ask that you support this consequence and talk with your student about the importance of following the bus rules. For severe or continuous misbehavior, a student may be removed from the bus for a set time period or for the remainder of the school year.

Field Trip Guidelines

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

Bus Passes

Bus passes are not issued by Lebanon City Schools. If an emergency arises, please contact the transportation department at 513-934-5838 to discuss transportation arrangements.

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 the student is our top priority.

Changes in Drivers or Buses

On occasion, a substitute driver and/or a different bus may be assigned to your student's route. In these situations, the number displayed on the bus placard will match your student's assigned route number.

These changes may occur due to driver absences, mechanical issues, weather conditions, or traffic. All adjustments are made with student safety as the top priority.

Lost Items Left on a Bus

If a student leaves or loses an item on the bus, they should notify their bus driver as soon as possible.

If an item is found on the bus, the driver will ask students if it belongs to anyone. If the item is not claimed, it will be turned into a school building staff member.

The Transportation Department does not store lost and found items.

School Closing and Delays

Lebanon City Schools utilizes an automated text notification system. To ensure you receive alerts, please make sure your student's school has an updated phone number on file.

Lebanon City Schools will operate on 90-minute delays only.

On a 90-minute delay, all bus pickup times and school start times will run 90 minutes later than normal.

- AM Kindergarten will attend on the 90-minute delay schedule and will be dismissed at the normal time.
- PM Kindergarten will be transported to and from school at their normal times.

Weather conditions can change throughout the day and may require the cancellation of PM kindergarten and preschool. In some cases, conditions may also require schools to close early. On days with questionable weather, please monitor local radio stations, the district website, and school social media for updates when possible.

Weather, flooding, road closures due to accidents or construction, and other unforeseen issues may require buses to be rerouted. Student safety remains our top priority at all times.

During the winter months, there may be situations where main roads are safe for travel, but secondary roads (such as hills or rural routes) are not. In these cases, buses may experience delays.

Private/Parochial Schools

When Lebanon City Schools are closed due to inclement weather, transportation is canceled for all schools serviced by Lebanon City School buses. If Lebanon City Schools operate on a 90-minute delay, all schools serviced by district transportation will follow the same delay schedule.

When a private or parochial school calendar differs from the Lebanon City Schools calendar, transportation will still be provided but may operate on a modified schedule as outlined below:

- **St. Francis, Lebanon Christian, and WCCC**
Bus stops remain the same; however, pickup and drop-off times may vary. Families should contact the individual school for specific bus times and route information.
- **Fenwick, John XXIII, Summit, Middletown Christian**
 - AM: Students should report to the bus loading area in the rear parking lot of the Junior High off State Route 48.
 - PM: Bus times and bus numbers may vary; however, drop-off locations will remain consistent throughout the year.
- **Franklin Learning Center**
No change in schedule.
- **All Warren County ESC Schools**
No change in schedule.

If you need to contact the Transportation Department for any reason, you may reach us at **513-934-5838** or email **schoolbus@lebanonschools.org**.

We look forward to working together to ensure safe and efficient transportation for all students.

The Transportation Staff