

BUS RULES

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

For the safe and efficient operation of the school bus it is necessary that the bus drivers have the fullest cooperation of all students. Instructions on bus riding regulations are issued to all riders. These regulations are interpreted in terms of the State of Ohio Pupil Transportation Rules and Regulations of the State Department of Education and the Ohio Department of Highway Safety.

Only students assigned to a bus may ride to or from school. On the rare occasion when a student needs to ride a different bus, the parent must send a note or call the office. The office will dispense a Student Bus Pass allowing the student to ride a different bus. Be familiar with the rules for emergencies.

Students are expected to help substitute bus drivers by giving them accurate information about bus stops along the route.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report:

Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding Fort Frye Local school buses, safety precautions are a must! **Your help is needed because safety is everyone's responsibility!**

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal and/or Transportation Coordinator. To that end, the following conduct rules are called to your attention:

1. Students must arrive at the bus stop 3 minutes before the bus is scheduled to arrive. The bus will not wait. (Ohio Law 3301.83.08)
2. Students must wait quietly in a location clear of traffic and away from the bus stop. This is known as the **Designated Place of Safety**. (Ohio Law 3301.83.08)
3. Student behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
4. Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
5. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
7. Students must be courteous and respectful to fellow students and to the bus driver.
8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting. Unnecessary confusion diverts the driver's attention and might result in a serious accident.

9. Students must not use profane or abusive language. (Ohio Law 3301.83.08)
10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
11. Students must not use tobacco, or related products, on the bus. (Ohio Law 3301.83.08)
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student. (Ohio Law 3301.83.08)
13. Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. No items such as skateboards or rollerblades are permitted. The bus driver has the authority to allow or disallow electronic devices. Electronic devices are only allowed as long as they are not disruptive to the other students or the bus driver. No headphones are to be worn while the student is loading or unloading the school bus. It should be known that Fort Frye Local School District shall not be held liable for any items that are damaged, lost, or stolen on the school bus. (Ohio Law 3301.83.08)
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
16. Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk. (Ohio Law 3301.83.08)
18. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

Driver's responsibility prior to the first written conduct report:

1. Drivers will notify the students of their ***Designated Place of Safety*** and Pickup time.

Each driver is required by Ohio regulation to establish and document a ***Designated Place of Safety*** for all children at each bus stop. Children will be instructed to wait at this location prior to the bus arriving each morning and to return to this location when getting off the bus each afternoon.

The driver is required to count the children as they get off the bus and recount them at their ***Designated Place of Safety*** prior to moving the bus to depart the stop.

Children waiting on the door side of the bus are to remain at their ***Designated Place of Safety*** until the bus comes to a complete stop and the bus driver opens the door. Children waiting on the opposite side of the street from the bus door are required to remain at their ***Designated Place of Safety*** until the bus driver signals the children to cross the road using the designated hand signal.

After bringing the bus to a complete stop, the bus driver is required to put their hand/palm up in a "stop" position where the children can see it. The driver is required to re-check mirrors and traffic before lowering their hand. When the driver lowers their hand they are indicating it is safe for the children to cross the street to board the bus.

The same procedure is followed in the afternoon to secure children to their ***Designated Place of Safety*** on the residence side of the road.

All children crossing in front of the bus should stay ten (10) feet in front of the bus. Children are instructed to always be able to see the bus driver when crossing the street. Children should NEVER cross the street behind the bus.

2. Drivers will confer with the student and/or change the student's seating assignment.
3. Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

Level I (Minor Infractions):

Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other Level I infractions are:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

Consequences for Level I (Minor Infractions)

First Written Report:

1. The administrator holds a student conference (the conference may include any or all of the following: the driver, the parent/s, an intervention specialist/s, the transportation coordinator).
2. The administrator informs the parent/s of the disciplinary infraction if they have not yet been informed.
3. The administrator assigns the consequence and advises the student and parent/s that the next infraction may result in the loss of bus privileges.

Second Written Report:

1. Repeat previous three actions as a result of the First Written Report
2. May result in loss of bus privileges, one to three days

Third Written Report:

1. Repeat previous three actions as a result of the First Written Report
2. May result in loss of bus privileges, three to five days

Fourth Written Report:

1. Repeat previous three actions as a result of the First Written Report

2. May result in loss of bus privileges, five to ten days, and possible Suspension (Including ISS, ASP, and OSS) from school

Fifth and Subsequent Written Report:

1. Repeat previous three actions as a result of the First Written Report
2. Suspension (Including ISS, ASP, and OSS) of up to ten days and/or expulsion of up to eighty days from the bus and/or from school

Follow-up Communication

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the transportation coordinator of the disciplinary action taken. It is then the transportation coordinator's responsibility to inform the driver of that action.

Level II (Major Infractions):

Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public. Some examples are:

- Minimum of five Level I offenses (Minor Infractions)
- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft

Consequences for Level II (Major Infractions)

First and Subsequent Written Report:

1. The administrator holds a student conference (the conference may include any or all of the following: the driver, the parent/s, an intervention specialist/s, the transportation coordinator).
2. The administrator informs the parent/s of the disciplinary infraction if they have not yet been informed.
3. Suspension (Including ISS, ASP, and OSS) up to ten days and/or expulsion up to eighty days from the bus and/or from school

Follow-up Communication

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the transportation coordinator of the disciplinary action taken. It is then transportation coordinator's responsibility to inform the driver of that action.