

## Letter from the Transportation Supervisor

Dear Students, Parent or Guardian,

Our goal is to insure the safety of student transportation at Mansfield City Schools. With this in mind, the Transportation Handbook has been developed to establish guidelines that will help make our school year successful for everyone. It cannot be stressed enough that to obtain this goal, the cooperation of students, parent/guardians, and the bus drivers is of the utmost importance!

Your Bus driver is a highly trained professional who has been chosen to represent Mansfield City Schools because of his or her integrity and desire to serve the district. Let us not underestimate the great responsibility that they take each and every day while transporting your children.

I strongly encourage you and your children to take a few minutes to look over the Transportation Handbook and become familiar with the responsibilities of all involved. If you have any questions, concerns, or suggestions, please call the Transportation Department at 419-525-6303

Cordially,

Deborah Rickert

Director of Transportation



**Bus Stops - Time Schedule**

- A. Busses will run within a five-minute schedule except during emergency situations and inclement weather.
- B. Students may be asked to walk a reasonable distance to a bus stop. The bus cannot stop at every corner.
- C. Students will use the assigned bus and bus stop on a daily basis. In the event that a bus stops or time is changed the bus driver or Transportation Office shall notify the student.
- D. Students are expected to be at the bus stop when the bus arrives. **The bus will not wait for tardy students.**
- E. Do not run up to the bus - **PLEASE WALK**
- F. Stay out from under the bus for ANY reason. Notify the driver if something is under the bus.
- G. When crossing in front of the bus, walk far enough away from the bus that the driver can see you and you can see the driver. Wait for the driver's handsignal to cross the road, proceed to the middle of the road, check both ways for traffic, if it's safe proceed to your designated place of safety and remain there until the bus leaves the area. Should the driver blow the horn, look for danger, if you do not see danger look back to the driver for further instructions. Students who disregard this safety law will be subjected to disciplinary procedures.

- i. Students are expected to stay back from the street in a designated place of safety until the bus stops.
- ii. Students should behave in an orderly manner at the bus stop.
- iii. Students should report to the bus driver any suspicious persons around the bus stop.
- iv. When getting off the bus, walk away from the bus to the designated place of safety. Do not get the mail, paper, etc, until the bus has gone. -

**Loading and Unloading on School Grounds**

- A. Never run up to or away from the bus. PLEASE - ALWAYS WALK.
- B. DO NOT walk between the front of one bus and rear of another. Walk along beside the bus out of the danger zone (10 steps) and in front of the first bus.
- C. Know where your bus parks. Know your bus number.
- E. Get on the bus and find your seat quickly.
- D. Never push or shove

## Student Behavior

- A. In general, students must behave on a bus as they would in a classroom: Reasonable conversation is permitted; however, noise should be kept to a minimum. **A driver may request silence for the entire bus in order to gain control of the students.**
- B. All pupils should enter and exit by the front door except during an emergency.
- C. Complete silence shall be maintained at railroad crossings and other points of danger.
- D. Students shall remain seated while the bus is in motion at all times.
- E. Seat saving will not be permitted. Pupils will be requested to sit three to a seat when necessary. Drivers will have assigned seating.
- F. Pupils may carry on the bus only objects that can be held in their laps. Ref: Administrative Code 3301-83-20-J. A clear aisle must be maintained at all times.
- G. No part of the body or any object should be placed out of the window.
- H. Glass containers will not be permitted.
- I. No eating or drinking will be permitted.
- J. No drugs, alcohol, or tobacco will be permitted on the bus.
- K. Profane language will not be permitted
- L. No water or shaving cream fights will be permitted.

- M. No book bags permitted on the last 2 days of school.
- N. Pupils will be expected to help keep the bus clean. Please place paper in the trash in the containers provided.
- O. Aerosol cans are not permitted on the bus.
- P. In accordance with State Law, parents will be held fully responsible for any damage done to the bus by their children.
- Q. Students must sit in the seat assigned by the bus driver.
- R. Skateboards are not permitted on the bus at any time, unless they are concealed in a bag and student can hold it on their lap.
- S. Cell Phones are not to be used by students on the bus.

The above items are a general but not complete listing of expected behavior. Any questions can be answered by calling the transportation office at 419-525-6303.

## School Closings

Each year there is a possibility that the schools will be forced to close for such emergencies as bad weather, equipment failures, etc. In such cases, the transportation supervisor will notify radio stations **WMAN, WMFD TV 68, WVNO – 106.1, WYHT/WMAN, WNCO AM & FM** who will start broadcasting the announcement at about 6:15 a.m. Television stations are FOX 8, NEWSCHANNEL 5, WYKC CHANNEL 3 and you can call **Mansfield City Schools Cold Weather Line 419-755-2159** for closures. The Cold Weather Line is updated no later than 5:30 a.m. It is appreciated that the above resources are used to determine school closings.

**It is highly recommended that parents make advance arrangements with neighbors or relatives so that their child will have care in case school is closed and the parents are not at home.**

## **Early Dismissal Procedures**

1. It is the responsibility of the parent/guardian to contact the school of attendance for early dismissal dates and times.
2. Parents of **pre-school and kindergarten** students are required to be waiting at the bus stop prior to the buses arrival on early release and normal release days.
3. Parents should provide drivers written instructions, if different from normal procedures for early dismissal situations.

## **Substitute Drivers**

During the year, it is probable that you will have a substitute driver on your bus. These people are fully trained, licensed, and qualified bus drivers.

However, because they are new on the route, they may have some problems the first few days. We ask students be cooperative, help the substitute with bus stop locations, and follow all rules and regulations. Substitutes always report back to the regular driver when that person returns. Your regular driver should not have to be ashamed of your behavior during his/her absence.

## **On Board Video & Audio Monitors**

For the safety and protection of students and employees, all buses have the capacity to monitor on board activity by use of audio and video recording equipment. Recordings from this equipment will be used for insuring that all passengers comply with transportation rules and regulations. Please keep in mind that these recorders are subject to malfunction.

## **Class & Student Activity Field Trips**

During field trips, some specific rules should be followed:

- A. Students should be on their very best behavior. The name on the side of the bus will tell people where you are from! Mansfield City Schools has PRIDE. Show it.
- B. No signs or posters may be placed or painted on the outside of the bus.
- C. No signs or posters may be placed in the rear windows.
- D. Students must follow exact directions, stay together, and be back to the bus by the scheduled time.
- E. No eating, drinking or gum chewing at any time.
- F. Chaperones that accompany teachers and coaches are asked to place themselves throughout the bus to help the driver control the students.

## **EXTRA RIDER PROCEDURE**

At times we realize that your student might need to get on or off at a different stop or have friends go home with them. Should this be the situation the following procedure must be followed or transportation will be denied. Requests may also be denied based on over crowded busses.

- 1. Call the transportation office for approval.**
- 2. A note written and signed by a parent/guardian, stating name of student and an address where student is to get on/off.**
- 3. Student is required to get the Principals signature and give it to the driver when he/she gets to be eligible to ride home in the afternoon.**

## **POLICY FOR STUDENT PICK-UP AND DROP OFF**

The purpose of this policy is to clarify the proper procedure to follow when picking up and dropping off students at their bus stop.

Bus routes are scheduled and timed to include all bus stops for all students on that particular route. It shall be the responsibility of the bus drivers to stop at all designated stops on both pick-up and drop-off. Buses shall maintain the time schedule assigned to that particular route with the exception of inclement weather or breakdown. In the event that the bus is running late, the bus driver shall notify the transportation office and the transportation office will notify the appropriate school/s.

4. If for some reason, a student cannot be dropped off at his/her regular stop, then it is the driver's responsibility to notify the transportation office of the situation so a decision can be made as how to proceed. If there is going to be a delay of more than 15 minutes before the student is returned to his/her bus stop, when possible the transportation office will contact the parents to notify them of the situation. Any special instructions will be given to the driver after contact has been made with the parent/guardian and/or an approved emergency contact. The student will be picked up or taken to his/her bus stop unless told otherwise by the parent and/or transportation office.

## **EMERGENCIES, ACCIDENTS, AND/OR OTHER UNUSUAL CIRCUMSTANCES**

In cases of emergency, accidents, and/or unusual circumstances, students will only be released to a custodial parent/guardian, unless the custodial parent/guardian has written permission on file in the building of attendance explaining an alternative arrangement.

Also, no student will be released until he/she has been checked for injuries, all necessary information has been obtained, and/or school officials have determined the health and/or safety of the student not in jeopardy.

\*The WRITTEN PERMISSION on file in the building of attendance is to include CHILD'S name and grade; custodial parent(s) name, address, and phone number, name(s), address (es), and phone number(s) of the person(s) authorized to take

## **Bus Citations for Misbehavior**

Parents will receive a written notification that their child has violated a bus rule. The Transportation Department will not be responsible for write-ups not given to the parent by the student. The following procedures are governed by the negotiated agreement.

The driver will fill out a Citation for the Violation and give to the student. It will tell what the child has done and will indicate one of the following:

**1<sup>st</sup> Violation:** Written notification to parents

**2<sup>nd</sup> Violation:** The student will be suspended from all buses for 1 day

**3<sup>rd</sup> Violation** - As above, except that the student shall be suspended from any bus for 3-days

**4<sup>th</sup> Violation** - As above except, that the student shall be suspended from any bus for 5-days.

**5<sup>th</sup> Violation** - As above except, that the student shall be suspended from any bus for 6-10 days.

**Major infractions are automatic 5-days suspension from all buses,** when a student has reached the maximum suspension from the bus the principal and or transportation supervisor will determine rider-ship.

**Parents must sign the citation and the student must return it to the driver before the student will be permitted back on the bus. We urge parents to talk to their children and help them understand how very important it is that the bus be orderly, for their own and the safety of others. The driver needs to give his/her full attention to driving the bus and should not be distracted by unruly and misbehaving children.**

**Emergency Evacuations**

Emergency Evacuation drills will be held at least once annually. Treating these as actual emergencies will help students know what in case of a real 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.

- A. Pupils should stay on the bus until told otherwise by proper authorities.
- B. Stay calm, quiet and remain seated.
- C. Follow the directions of the driver.
- D. When you are told to leave the bus, do so quickly and quietly. Walk to the indicated place of safety and stay together.

**Please complete the forms and return to your bus driver by the beginning of the second week of school.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School of Attendance \_\_\_\_\_

Students Signature \_\_\_\_\_

Parents Signature \_\_\_\_\_

**I have read and understand the Transportation Department handbook and agree to abide by the rules regarding school bus procedures.**

By Law we must have a Student Emergency Record on File in the Transportation Office. Please fill this out and return it to the driver no later than the second week of the opening of school.

**Transportation Department**

**Student Emergency Record**

Students Full Name: \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother Name: \_\_\_\_\_ Work/Cell# \_\_\_\_\_

Father Name: \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

**Emergency Contacts:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**List known allergies or special needs:**

\_\_\_\_\_  
\_\_\_\_\_

In the event that an accident involving the vehicle that transports my child occurs on the way to or from school and my child’s regular doctor cannot be reached, I give my permission for the attending physician to administer any necessary medical attention.

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**Signature of Parent/Guardian Required**

**Date:** \_\_\_\_\_