

❖ Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. Dependent on the location and severity of the accident multiple emergency exits are available on all School Buses.
4. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the exit(s) will open the door.
 - b. Evacuation will start with the seat closest to the exit(s) the first two students out the exit(s) will assist all other students off the bus.
 - c. Leave bus single file and as quietly as possible. Students should not jump out the emergency exit but accept the assistance of the students on the ground when leaving the bus. Students should assemble in one group approximately 100 ft. from the bus.
 - d. Follow the driver's instructions completely.

❖ Extracurricular Trips

1. Bus rider rules apply to all sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.

❖ School Discipline Procedures

The school bus is an extension of the classroom, and discipline will be administered by the principal with assistance from the transportation supervisor and bus driver. All school board policies that apply to student conduct and other student-related activities apply to the school bus. Consequences for improper conduct on the school bus may include the following:

- ❖ **VERBAL WARNING:** Issued by bus driver.
- ❖ **WRITTEN WARNING:** A written warning with documentation is issued by the bus driver and forwarded to the principal. A copy of the documentation will be sent home with the student.
- ❖ **SUSPENSION** of transportation privileges removal of a student from the bus and all transportation services for a period of time greater than twenty-four hours, but not more than ten days. The pupil shall be informed in

writing of the intended suspension and the reasons for the intended suspension. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain his/her actions. This informal hearing can be held immediately. If a student is then suspended, within twenty-four hours a letter shall be sent to the parents or guardians stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing be held in executive session.

- ❖ **EXPULSION** from transportation services - the withdrawal of a student from all transportation services for a period of up to eighty (80) days. The superintendent must give the student and his parent or guardian written notice and reasons of the intended expulsion. This written notice must advise the student and his parent or guardian or other representative of their right to appear in person before the superintendent or his/her designee to challenge the reasons for the expulsion and to otherwise explain the student's actions. This written notice is to state the time and the place for such a hearing, and this must not be less than three days, nor more than five days, after the notice is given. The superintendent may grant an extension of time; if granted, he/she must notify all parties of the new time and place. If the student is then expelled, within twenty-four hours the superintendent must notify in writing the parent or guardian of the student and the treasurer of the Board of the action to expel and the reasons for the expulsion. This written notice must also advise them of their right to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session. Infraction of any bus rules that could endanger the health and safety of the students will result in the immediate removal of the student's bus riding privilege for the remainder of the school year. Students are subject to arrest and removal from the bus if they refuse to follow the directions of the school bus driver.

FORBIDDEN CARGO

- Tobacco of all kinds
- Live animals or insects
- Glass containers
- Alcoholic beverages
- Weapons, explosive devices, fireworks, harmful drugs or chemicals
- Open flames of any kind (matches, lighters, etc.)
- Any object (musical instrument, shop or science projects) too large to be carried by the students
- Food and/or drinks
- Helium filled/floating balloons
- Any item deemed unsafe by the bus driver

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Tiffin City Schools

School Bus Rider's Handbook



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❖ A message to parents

The goal of this Bus Rider's Safety Handbook is to help provide a safe and enjoyable experience for students who ride the school buses. Parents are responsible for reading and discussing the material in this handbook with their child. Riding a school bus is a privilege provided by the School District and should be treated as such. To ignore these rules will result in disciplinary action or suspension of the privilege. Although your school bus drivers train extensively and are experienced in the many different facets of pupil transportation, they need the cooperation and assistance of both students and parents to ensure the safest trip possible.

Please take a few minutes to review this handbook with your child(ren). It contains information that will assist students in learning the rules and responsibilities in transportation safety.

We ask that you discuss with your child the importance of safety both inside and outside of the school bus. Please stress the danger involved when walking or playing behind, at the sides, or close to the front of any vehicle. Familiarity with the items in this handbook will help make everyone's ride safer and more convenient.

❖ Who is eligible to ride the school bus?

The Tiffin City School District provides K-5 bus transportation to and from school for eligible students residing one-half or more miles from the building they attend. Grade 6-12 eligible students residing two miles or more from the building they attend.

❖ Authority of TCS Bus Drivers

While being transported on a Tiffin City Schools' bus, the students are under the authority of the TCS bus driver, who is responsible for the orderly conduct and safety of all riders. Your driver has the authority to enforce all rules and regulations as described.

❖ Schedule and Routes

The bus routes have been designed to promote the safest and most efficient transportation to and from school.

Students are to ride only the buses to which they have been assigned.

School bus drivers, if ahead of schedule, will wait at your pick-up point until the scheduled time for that stop. If on schedule or behind schedule, the drivers cannot wait for tardy students, so be on time at your assigned pick-up location.

❖ General Rules

1. Obey the instructions of the bus driver at all times.
2. Board and leave the bus at designated stops only.
3. Ride only the bus to which you are assigned.
4. Cell phone use is at the bus driver discretion.

❖ Procedures for Waiting for the Bus

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Stand at the bus driver assigned point of safety while waiting for the school bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop. Do not approach until driver signals.
5. If you miss the bus, go home immediately.
6. Parents should instruct their child on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.
8. The School District is only responsible for the students while they are riding the school bus to and from school.

❖ Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.

❖ Conduct on the Bus

1. Do not change seats.
2. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
4. Normal conversation is permitted: any noise may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
6. Arms, head, and other parts of the body are to be kept inside the bus.
7. Do not throw objects inside or out of the bus. Throwing any object from a motor vehicle is prohibited by law.
8. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person(s) responsible for the damage.
9. The emergency door and exit controls should not be used by pupils except during supervised drills or actual emergencies.
10. Students will not attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
11. Students will face forward for the duration of the trip and will keep their feet on the floor in front of them and out of the aisle.
12. Window may be opened with permission from your driver.
13. Students and chaperones will not be permitted to eat or drink on the bus.

❖ Getting Off the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is running, do not chase or hang onto the bus. Ask the driver for help.
5. Students will be required to stay at their point of safety until the bus has pulled away.

❖ Crossing the Street or Highway

1. When crossing the street or highway, walk to the front of the bus and wait for the driver to signal that it is safe to cross. You must cross at least 10 feet in front of the bus.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading.
5. Cross the streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.

❖ Route Changes

All requests for transportation, new or changes should be submitted to the transportation office in writing. The form is available on the district web site.

<http://www.tiffin.k12.oh.us/Departments/Transportation/index.html>

