

# Ontario Transportation Department



**Dear Parent or Guardian,**

Our goal is to transport students to and from Ontario Schools safely and in a timely manner. Attached you will find some rules and guidelines that will help everyone have a safe and successful school year. It is important that everyone works together so we can achieve this goal.

The bus drivers at Ontario are all trained professionals that truly care about the students and their safety. They have a great responsibility everyday transporting the most important cargo there is, our students.

I would appreciate it if you and your children would take a few minutes to review these rules and guidelines. If you have any questions or concerns, please call the transportation department at (419)529-3814

Thank you,

Patrick Duffner

Director of Transportation

### **3301-83-08 Pupil transportation management policies.**

Pupil transportation management policies should be developed cooperatively by administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.
- (C) Pupil management and safety instruction policies shall include the following:
  - (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  - (2) Pupils must wait in a location clear of traffic and away from the bus stops.
  - (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
  - (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
  - (5) Pupils must remain seated keeping aisles and exits clear.
  - (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
  - (7) Pupils must not use profane language.
  - (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
  - (9) Pupils must not use tobacco on the bus.
  - (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
  - (11) Pupils must not throw or pass objects on, from or into the bus.

- (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
- (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- (14) Pupils must not put head or arms out of the bus windows.
- (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
- (16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

Each bus has a sticker with a summary of the rules

## **DO NOT LOSE YOUR BUS PRIVILEGE**

### **FOLLOW THESE RULES**

- 1. Observe classroom conduct**
- 2. Be courteous, use no profane language**
- 3. Do not eat or drink on bus**
- 4. Keep the bus clean**
- 5. Co-operate with the driver**
- 6. Do not smoke**
- 7. Do not damage bus or equipment**
- 8. Stay in your seat**
- 9. Keep head, hands and feet inside bus**
- 10. Do not fight, push or shove**
- 11. Do not tamper with bus equipment**
- 12. Do not bring pets on bus**
- 13. Do not bring flammable material on the bus**
- 14. The driver is authorized to assign seats**
- 15. Have a safe trip**

## **Bus Conduct Reports**

The bus driver will fill out a bus conduct report and give it to the Director of Transportation. It will describe what the child has done.

1<sup>st</sup> Notice – The Director of Transportation will call parent or guardian and explain what the child has done and ask that they talk with the child. No actions will be taken unless it is a serious or flagrant violation.

2<sup>nd</sup> Notice –The notice will be given to building principal or school counselor and they will talk to child.

3<sup>rd</sup> Notice – This notice will go to the building principal and could result in suspension of bus privileges.

We ask parents to talk to their children and explain to them how important it is to follow all bus rules for their safety and for the safety of others. It is important that the driver's full attention be on driving the bus, not dealing with children disobeying the rules.

At times there will be sub drivers on the routes and we expect the children to act the same as when the regular driver is driving.

## **Bus Passes**

*Effective with the 2020 - 2021 school year, no bus passes to ride with other students or to ride home to alternative locations will be issued this year.*

## **Closings and Delays**

If it is necessary to close or delay school for inclement weather or an emergency. Information can be found at <http://www.ontarioschools.org> or the following radio and tv stations (WMFD, iHeart Media, WBNS – 10TV, WYKC, News Channel 5, WMVO/WQIO, Fox 8 News, WOIO/WUAB and Richland Source).

# Controlling Ridership

**Consider limiting, reducing or eliminating one or more of the following:**

- Home to school transportation for career technical and vocational students. Provide state minimum service of transfer from high school to vocational campus.
- After school transportation.
- Field trips and extra-curricular trips.
- Any bus needs that interfere with regular route service.
- Limit all students to a single stop, including shared parenting scenarios.
- This reduces the need for students to have multiple seats assigned on different routes.
- Special passes for alternate stops.
- Commercial child-care stops.

Created by the Ohio Pupil Transportation  
Task Force