

## **BUS SCHEDULES AND ROUTES**

Bus stop information will be available on the internet at [www.lakelocal.org](http://www.lakelocal.org) approximately the 3<sup>rd</sup> week of August. We ask that you allow plenty of extra time for the bus for the first few days of school, even if your child has been riding in previous years. We encourage all parents to utilize our transportation system. Ridership is what determines the amount of State and Federal funding for our school district. Please be aware that our drivers bid on their routes annually, there is no assurance the same bus driver will be driving your child's route year after year.

Lake Center Christian School students will ride Lake's Middle School / High School buses to the high school in the morning. The students will board a shuttle to be transported to Lake Center Christian School. In the afternoon, Lake Center Christian School students will be transported to Lake Elementary and transfer to their assigned home school bus.

St. Matthew School students will ride to the Uniontown Elementary building with students in grades K-3. Students will board a shuttle bus to be transported to St. Matthew School. The route will be reversed in the afternoon.

St. Paul School and Portage Montessori School students will ride Lake's Middle School/High School buses to the high school in the morning. These students will board shuttle buses and transported to their school. In the afternoon, students will be transported to Lake Elementary School and transfer to their assigned home school bus.

## **DESIGNATING BUS STOP AND PLACE OF SAFETY**

It is the responsibility of the Operations Director to determine the location of all school bus stops which are approved annually by the Lake Local Board of Education. Bus stops will be classified as the "designated place of safety" under our current State Board policy (3301-83-13) which reads:

"Each student shall be assigned and required to use a specified school bus stop except in unusual circumstances as approved by the school bus owner or designee."

Drivers must account for each pupil at designated area of safety before leaving. When being dropped off pupils are not to proceed to their residence until the school bus has departed. Please encourage your child(ren) to follow the driver's instructions when boarding, riding and departing from the bus.

## **ALTERNATE STOP FORMS**

Parents who utilize the service of a local daycare or babysitter other than their home must fill out an Alternate Stop Form **each year**. The alternate stop form will allow your child to be picked up and dropped off at the location which you have selected when possible. The alternate stop location is restricted to the same location every day (no alternating days or weeks). This form is available at the elementary school's office, bus garage and Administrative offices. You may send a self addressed stamped envelope to the Facilities/Transportation Office, 13188 Kent Ave., Hartville, Ohio 44632 and a form will be mailed to you.

## STUDENT INCIDENT REPORTS

Bus drivers are instructed in methods of effectively communicating with students to maintain order on the school bus while they are transporting students. School buses are scheduled on a time-line so that students will arrive to their destinations in a safe timely manner. Please encourage your child to listen to the driver and follow the bus rules to avoid possible discipline issues. We have a system in place that alerts the school leadership and the parent if problems cannot be remedied by the dialogue between the driver and student.

## BUS/ROUTE COMMUNICATIONS

All communications concerning transportation is to be directed to the Facilities/Transportation office at 330-877-4275. Please do not call the school buildings.

Students are not permitted to change buses or travel home with a friend on their buses without prior written authorization. Request must be in writing from each of the children's legal guardian who are involved with the change and signed by the building principal. This request must be made 48-hours in advance of the requested day. Request may be denied if the bus has the maximum students riding the requested bus. Our buses are run with efficiency and many buses can not accept additional students.

Once students are on a school bus they are not permitted to leave that bus until they are transported to their assigned stop, unless authorization has been given by a school official.

If there are health or special circumstances affecting your child please phone the Facilities/Transportation office with the information.

## DID YOU KNOW?

### SAFETY

Drivers are thoroughly trained and licensed by the State of Ohio. Additionally, they attend several in-service classes annually and a safety in-service meeting weekly to keep abreast of the laws and driving issues. Drivers must also undergo State re-certification training every six (6) years.

All buses are inspected by the State of Ohio inspectors prior to the beginning of the school year and periodically during the school year.

The State of Ohio has enacted standard hand signals for all drivers to use when communicating with the students as they approach or exit the school bus. It is mandatory that each student follows these signals. The driver will instruct students at the beginning of the school year regarding these signals. You can help by encouraging your child to take the training seriously. **Their life may depend upon it.**

It is important that each child know and obey the Safe Riding Rules of the Bus. Rules will be reviewed with students by the driver at the beginning of the school year. These rules and regulations are as follows:

- Pupil shall arrive at the bus stop at least **5 minutes** before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and in the safe zone that is designated by the driver.
- Behavior at the school bus stop must not threaten life, limb or property of any person.
- Pupils must go directly to the assigned seat.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the school bus except as required for medical reasons. (This must have a physician's documentation on file with the Facilities/Transportation office and renewed each year.)
- Pupils must not use any tobacco products on the school bus.
- Pupils must not chew gum.
- Pupils must not have alcohol or drugs in their possession on the bus except for required prescription medication. (This must have a physician's documentation on file with the Facilities/Transportation office and renewed each year.)
- Pupils must not throw or pass objects on, from or into the school bus.
- Pupils must not put head, hands or arms out of the bus windows.
- Pupils may only carry on the bus objects that can be held in their laps.
- Pupils must depart or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do so with a 48-hour advance notice.

## **DRIVER AUTHORITY**

The bus driver has the same authority on the school bus as the teacher has in the classroom. The driver will assign seats on either a permanent or temporary basis. Each driver is responsible for the operation of their bus within the guidelines provided by the State of Ohio, the school district and is also given latitude to implement on-bus procedures to achieve the order needed to drive safely.

## **VIDEO CAMERAS ON TRANSPORTATION VEHICLES**

The Board of Education, as part of the district's on-going program to improve student discipline and ensure the safety of all those riding school transportation shall utilize video cameras transporting on vehicles students to and from curricular and other events.

The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings.

The video tapes are student records subject to the School District Confidentiality, Board Policy and Administrative Regulations.

### **MESSAGE TO LAKE PARENTS: Bus Accident Procedures**

In the case of a bus accident the following procedures will be followed:

Driver stops vehicle and investigates immediately.

Driver contacts main office using two-way radio.

Drivers assists injured persons but does not move them if likely to cause further injury.

If unable to contact main office by two-way radio and there is no phone nearby, driver stops a motorist and asks them to contact the police and E.M.S.

When E.M.S. arrives at the scene they will examine the situation and if there is "a duty to treat" and medical assistance is required they assume the responsibility from that point forward.

When E.M.S. makes the assessment to treat, they will transport students needing medical help to the hospital. Students that do not complain of injuries and do not have any symptoms will be taken to the school they originated from for further evaluation prior to release.

Once the student has been evaluated and cleared to go home the parents will be called to come and sign a waiver release from and take their child home.

The names of all the potential patients will be obtained and documented by the authority in charge of the accident.

### **SUMMARY**

Unfortunately, accidents will happen. It is in everyone's best interest to remain calm and know what to do in an emergency situation. Foresight and proper actions may help save lives and prevent property damage. Our drivers are trained to follow the procedures set the State in case of an accident. Under most circumstances students will find the school bus a very safe place to be. If evacuations are necessary students should use the methods shown by their driver.

Please be sure all of the information on your child's emergency medical form is correct and kept up-to-date during the school year with the school. It is important the school and the transportation office be given any new telephone numbers and other essential information throughout the school year.

If you have any questions regarding evacuation procedures, etc., please contact our Facilities/Transportation office at 330-877-4275.

## **SCHOOL BUS / ZONE SAFETY**

### **TIPS AND FACTS**

The majority of school bus and zone injuries occur outside of the school bus. So, the responsibility of motorist must take extra caution when approaching a school bus or zone.

The speed limit in school zones is 20 mph.

If a school bus is stopped to pick up or drop off children, you must stop at least 10 feet from the front or rear of the bus. Do not resume driving until the bus has departed. The bus will not proceed until the children have safely arrived on their residence side of the road.

If a bus is stopped on a street or road which has fewer than four lanes, all traffic proceeding in either direction must stop. If a bus is stopped on a street or road which has four lanes or more, only traffic proceeding in the same direction as the bus must stop.

If you fail to stop, the bus driver can report your license plate number and a description of you and your motor vehicle to the local law enforcement agency with jurisdiction in that area. The law enforcement agency will conduct an investigation to confirm the driver of the vehicle and can issue a citation for the violation. If the identity of the driver cannot be confirmed, the law enforcement agency can issue a warning to the owner of the vehicle at the time of the violation.

If you are issued a citation, you must appear in court, and you can be assessed a fine up to \$500 and a maximum one-year license suspension.

### **TEACH CHILDREN**

Safe walking practices to and from the bus stop.

To wear light colored or reflective clothing when going to and from the bus stop in the darkness.

How and where to wait safely for the bus, including how to avoid personal risks involving strangers.

What to do if the bus is late or does not arrive.

What to do if you, for an unforeseen reason, are unable to be home when your child arrives home from school.

How to enter and leave the bus safely.

Safe riding practices

How to safely cross the roadway before boarding and after leaving the bus.

Proper respect for the rights and privileges of others.

**PLEASE NOTE THIS IS A FACILITY NOTICE AND MUST BE IN BSN 😊 THANKS!**

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## **PUBLIC NOTICE**

### **Lake Local Schools Asbestos Notice Annual Notice as Required by the AHERA Regulations**

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In compliance with the Asbestos Hazard Emergency Response Act passed by Congress in 1986 the Lake Local School District has an AHERA Management Plan on file in the Principal's office at each building and at the Operations/Transportation Office.

Under the rules and regulations of AHERA, the Lake Local Schools are offering the following notice regarding the potential hazard of asbestos being part of the building materials of the school buildings in the Lake Local system. This notice is required under AHERA Regulations.

**Lake/Hartville Elementaries** – Asbestos is found in the piping of the heating system.

**Uniontown Elementary** – Asbestos is found in some of the floor coverings and pipe insulation.

**Lake Middle School** – Asbestos is found in some of the floor covering.

**Lake High School** – Asbestos is found in some of the floor covering.

The asbestos is under the Operations and Management Plan. It is inspected periodically and additional precautions taken when needed to protect the health of all building occupants.

**Note:** Anyone interested in viewing the plan can stop at these locations and ask to see a copy. Asbestos inspections are completed in the school buildings every six months, and a major re-evaluation is done every three years. If you have any questions or concerns, please contact:

Mr. Chris Eliopoulos  
Operations Director  
13188 Kent Avenue  
Hartville, Ohio 44632  
330-877-4275