

**LAKE LOCAL  
SCHOOL DISTRICT**

# **STUDENT TRANSPORTATION HANDBOOK**

**Visit our website at:**

[lakelocal.org/departments/transportation](http://lakelocal.org/departments/transportation)



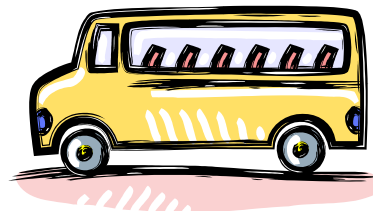
*13188 Kent Avenue  
Hartville, Ohio 44632*

*330-877-4275 office  
330-877-4749 fax*



# STUDENT TRANSPORTATION HANDBOOK

## Welcome to the Lake Local Schools' Transportation Program



The Lake Local School District provides transportation for the district students. The main concern regarding transportation is the safety of all student passengers. This handbook contains information pertaining to the service level and guidelines for student transportation.

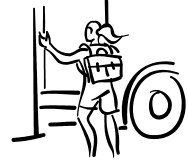
Please keep this handbook available for future reference during the year. If you have any questions, please contact the transportation office at 330-877-4275.

## General Information

The Lake Local School District provides transportation to all students living within the school district's boundaries. The intent and purpose of the Board of Education policies and procedures is to provide safe, reliable and efficient transportation service to all eligible students. The overall rules and laws for the transportation of students are covered by the Ohio Pupil Transportation Operation and the Safety School Rules as adopted by the Ohio Department of Education.

The school district provides a link for parents and students with an initial bus schedule and pick-up locations through the Lake Local School's web page ([lakelocal.org/departments/transportation](http://lakelocal.org/departments/transportation)). This schedule and locations may change throughout the school year as a result of changes in the number of students riding on a specific school bus route.

# Lake Local School Transportation



## Pickup Locations

Each student will be designated one residential bus stop for pickup five days per week. The designated bus stop may be changed with a proper "Alternate Stop" form on file with the transportation office. Requests require a five (5) day advanced notice and only if there is room on the bus for additional riders before authorization will be granted.

## Student Safe Road Crossing Rules

Always watch bus driver for hand signals when crossing the road and do the following steps:

- 1) Watch the bus driver and his/her hand signals, walk to the middle of the road, traffic edge of the bus and stop.
- 2) Look in both directions ON YOUR OWN. Look at the driver and when you see that it is clear and the driver drops his hand down, cross to your place of safety (residential side). Students must go to driver's designated place of safety.
- 3) If driver blows the horn, it means **DANGER. STOP** - check traffic again. If you see no danger, look back at the driver for further instructions.
- 4) After you have crossed the street, stay at your designated place of safety and wait until the bus departs.

## Student Pickup

**Please note:** At the beginning of each school year, there is a minimum of a 15 minute window for the school bus to arrive. After the first several weeks of school the bus will be on a regular schedule and times may only vary a little depending upon traffic, mechanical breakdown or other unforeseen delays.

Students are expected to be waiting at the designated bus pickup location five (5) minutes prior to the arrival of the school bus. The bus picking up the students will not wait for students to walk from their home (front porch to the end of driveway/bus stop) or other locations in order to meet the bus. When a student is not waiting at the bus stop, a delay is created for students riding on the bus later in the route. Therefore, in order to provide a uniform service to all students, it is necessary for students to be waiting at the bus stop. Students are obligated to be at the bus stop five (5) minutes prior to the bus arrival. The school bus will not return to a pickup location for a student that has missed the bus.

If your student has not been regularly using his or her designated bus stop, please contact the transportation office to reactivate the use of your student's bus location.

# Lake Local School Transportation



## Drop off Locations

A student must use the same residential bus stop for drop-off five days per week. The designated bus stop may be changed with a proper “Alternate Stop” form on file with the transportation office. Requests require a five (5) day advanced notice and only if there is room on the bus for additional riders before authorization will be granted.

## Alternate Stop Forms

Alternate stop forms are available at the transportation office, school building offices and on Lake Local Schools webpage ([www.lakelocal.org](http://www.lakelocal.org)). If you have questions please call the transportation office at 330-877-4275.

## Designated Point of Safety

Each student will be assigned a “designated point of safety” on the residence side of the street. The student shall/must wait on the residence side of the street at the designated point of safety until the school bus driver gives the hand signal to board the bus. When students are getting off the bus at the bus stop they shall/must go to the designated point of safety and wait until the bus has safely left the location before going to their home.

# LAKE LOCAL SCHOOL TRANSPORTATION

## How do I make a change in my student's pickup or drop-off location?

It takes a minimum of five working days to make changes to pickup and drop-off locations on bus routes. Please make sure that you notify the transportation office at least five school days in advance of any changes to avoid interruption to your student's transportation service.

## Temporary Emergency Change

Only after authorization has been given by the Transportation Office may a student ride an alternate bus to or from home. Emergency changes cannot be used as an alternate drop-off location on a regular basis. There must be room on the bus for additional riders before authorization will be granted.

### **INFORMATION/ITEMS NEEDED FOR EMERGENCY CHANGE:**

1. Signed request by parent/guardian for the principal/bus driver
2. School buildings principal's signature must be on the parent request and given to the bus driver after authorization.

## School Responsibility

The school district is responsible for student behavior from the time the student boards the school bus until the student exits the school bus. The school district is not responsible for the behavior or safety of students while waiting at their bus stop for the arrival or upon the exit of the school bus.

# Lake Local School Transportation



## Eating and Drinking

Eating and drinking on the bus are prohibited unless there is signed doctor's document on file with the Transportation Office indicating a medical need for food/drink. Food allergies and potential choking hazard are a concern as well as proper hygiene.

## Personal Belongings

Any personal items brought onto the bus must be in an enclosed case or bag. The item(s) must be able to fit on a student's lap. The aisles must remain clear for safety reasons. Permission must be obtained from the bus driver and/or transportation office for any item(s) that does (do) not fit on the student's lap. This provision includes musical instruments.

## Parent Plan B:

In case no one is at home when your student is dropped off, please have a "Plan B" in place. (example: student may go to the neighbors until you arrive home, a key is available to student so they can enter the home when no one is there, arrange for a friend or relative to be at your home when student arrives). This will eliminate any unsafe environment for the student.

# Lake Local School Transportation



## Video Security Camera

Video security cameras are installed on buses utilized by the Lake Local Schools.

## Unauthorized Passengers

Only students who are eligible for transportation through the Lake Local School District are permitted on the bus. If an unauthorized individual enters a school bus, contact will be made with the appropriate law enforcement agency.

## Shared Custody

The school district will make transportation provision for court ordered joint custody for students. However, the provisions made by the school district will be limited to those specifically indicated in the court order regarding a student's joint custody.

## Weapons

All weapons are prohibited on school buses.



# Lake Local School Transportation



## Consolidated / Cluster Stops

The school district will establish, consolidated /cluster stops for student's pickup and drop-off. Students may walk up to .25 mile to these assigned bus stops. The distance from a bus stop is measured from the established bus stop to the point where the residence driveway intersects the public street.

## Bus Evacuation Drills

The school district will conduct bus evacuation drills during the first quarter of each school year for all riders eligible for transportation.

## School Procedures

Individual schools will have specific procedures and guidelines for parent pickup and drop-off. Please consult the individual building.

<u>330-877-4282</u>	Lake High School	<u>330-877-4278</u>	Hartville Elementary
<u>330-877-4290</u>	Lake Middle School	<u>330-699-2711</u>	Uniontown Elementary
<u>330-877-4276</u>	Lake Elementary		

## Dismissal

Buses will depart anywhere from 5 to 20 minutes after dismissal



# BUS ACCIDENT

## Bus Driver

- Secure vehicle and display appropriate warning devices
- Survey all individuals involved in the accident for extent of injuries
- Call transportation office – 911 if unable to contact transportation office
- Report the location of the accident and bus number
- Report any injuries
- Report whether another bus is needed to complete the route/field trip
- Keep all students on the bus unless safety conditions warrant their removal
- If threat of fire, move children and others to a safe location, at least 100 feet from the side of the roadway, if possible
- Administer critical first aid
- Recruit assistance to flag approaching vehicles
- Do not move vehicle until instructed to do so by safety personnel or administrator
- Account for all students and record extent of injuries
- Give your name, address, driver's license number, insurance carrier & vehicle information to safety personnel
- Obtain information from other party involved in accident and any witnesses
- Make no statements to the media or bystanders – only information only to investigating officers and school officials.
- Upon returning to the transportation department, assist in completing all necessary accident reports.

# Transportation Office

- Receive the emergency call from the bus driver and write down all accident information
- Notify the Transportation Director, Superintendent and principal about the accident and continue to inform as new information becomes available
- Give location of accident and all known information regarding possible injuries
- Obtain the names of students on the bus from the bus route files
- Obtain a list of injuries as available
- Provide another bus and driver, if needed

# Transportation Director (or designated Administrator)

- Go to the scene of the accident asap
- Take hand held radio, camera and cell phone
- If Medic has not arrived – assist in first aid
- Get list of students involved in accident and injuries incurred, if possible
- Report new information to transportation office
- Take pictures of the accident and gather information
- Compile seating chart at time of accident
- Assist the bus driver in any way possible, including caring for the students
- Go to the hospital and stay until everyone has been seen by a physician
- Complete necessary paper work
- Forward the completed paper work to the appropriate

# Lake Local Transportation



## Rules While Riding the Bus

In addition to the school district's Code of Pupil Conduct, the following rules apply when students are riding the bus:

### *School Bus Safety Rules*

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 stop at the "designated point of safety".
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.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct rules and obey the driver promptly and respectfully.

# Lake Local School Transportation

7. Pupils may not use any verbal or physical threats to bully other students on the bus.
8. Pupils must not use profane language.
9. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
10. Pupils must not use tobacco on the bus.
11. Pupils must not have alcohol and drugs in their possession on the bus except for prescription medication required for a student.
12. Pupils must not throw or pass objects on, from or into the bus.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental, administrative and transportation office authorization to do otherwise.
15. Pupil must not put head or arms out the bus windows.

