

# **North Canton City Schools**

## **Student Transportation Handbook**

### **Transportation Department**

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## **Pupil Transportation Guidelines**

It is the goal of the North Canton Board of Education to provide transportation to and from school in a safe and efficient manner.

The rules and regulations for pupil transportation that are established by the Ohio Department of Education and the Ohio Department of Highway Safety shall be followed consistently.

We respectfully ask that parents read and discuss these guidelines with their children.

Cooperation of all parents and pupils is a vital necessity for a successful program.

### **Rider Eligibility**

- Pupils in kindergarten through grade five (5) living one or more miles from their school.
- Pupils in grade six (6) through grade twelve (12) living one and a half or more miles from their school.
- Exceptions to the above may be made in case of a temporarily or permanently disabled child who has been certified by a physician, and/or in the case of adverse safety conditions.
- Eligible career and tech or special education children.
- Transportation to and from school shall be provided for each student residing in the District and attending an approved community school. However, if the community school is located outside the District, transportation will only be provided consistent with the thirty-minute (30 minute) travel limitation as established by State law. O.R.C. 3327.011
- Eligible nonpublic or community school children.
- Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student.

### **Pupil and Parent Responsibility**

- Parents and students should assume that school transportation is a privilege to the student. A child may lose his/her bus-riding privileges if he/she displays unacceptable behavior.

- Parents are responsible for the safety of their child/children while they are at the bus stop and for meeting the bus on time. Parents are asked to have their child/children at the bus stop five (5) minutes prior to the arrival of the bus.
- Pupils must ride their assigned bus to and from school. In an effort to maintain the safety and accountability of all our children, the North Canton City Schools will only allow a maximum of two buses and stops be used by a child in a school year. In addition, deviations from a set schedule must be made more than 24 hours in advance by notifying the district transportation office by email or written note from the child's parent/guardian.

Notes may be handed to the student's bus driver, or the parent may email the transportation office at "[transportation@northcantonschools.org](mailto:transportation@northcantonschools.org)". This will allow all responsible employees to be aware.

- We ask that parents not request special busing to accommodate overnight visits, after school activities, socializing, or other matters of convenience.
- Each pupil shall be assigned and required to use a specific school bus stop except in unusual circumstances. The pupil must have parental and administration approval to do so otherwise.
- Each pupil shall be assigned a residence side, designated place of safety. The driver must account for each pupil before leaving the stop. Pupils are not to proceed to their residence until the school bus leaves the stop.
- Pupils that are classified as walkers will not be permitted to ride the bus, with the exception of an emergency or extenuating circumstance. The child must be staying with an eligible transported student. The parent must notify the building principal to make the necessary arrangements.
- Parents shall be responsible for any damage to the school bus by their child.
- The pupils shall conduct themselves on the school bus as they would in a classroom. However, reasonable conversation is permitted.
- Parents of kindergarten, first and second grade children are asked to be at the bus stop or at least visible to the bus driver when the bus arrives to pick up or drop off their child.

### **The Bus Rules**

Failure to comply with the bus rules may result in the issuance of a bus conduct report and disciplinary action.

- The bus driver has the authority to assign seats.
- Follow the instructions of the bus driver.
- Go directly to your assigned seat.
- Remain seated while the bus is in motion.
- Do not stand up until the bus has come to a complete stop.
- Observe classroom conduct. Noise shall be kept to a minimum to ensure safety.
- Do not eat, drink or chew gum on the bus.
- No profane language or fighting.
- Keep your head, hands and feet inside the bus at all times.
- Do not shout or yell out the bus windows.
- Do not throw objects in, from or on to the bus.
- Keep the aisles clear and do not litter.
- Behavior at the school bus stop must not threaten the life, limb or the property of any individual.
- Pupils may carry on the bus only those items that can be held in their laps.
- Children shall sit in a manner that provides for their utmost protection:
  - Back on back
  - Seat on seat
  - Feet on floor

Pupils are **not permitted** to bring the following items on the bus:

- Live or dead animals
- Firearms and/or ammunition
- Knives of any sort
- Matches or lighters
- Squirt guns, bean guns, etc.
- Laser pointers
- Skateboards
- Alcohol, tobacco and/or drug substances
- Glass Bottles or containers
- Large objects such as class projects that cannot be held in the child's lap
- Any item that is illegal or poses a threat to anyone inside or outside of the bus

### **Bus Safety Guidelines**

The guidelines for bus safety are very important as they are designed to protect your child/children. However, it is the child's responsibility to practice bus safety at all times.

- Always walk on the sidewalk when available and obey all of the traffic signals.
- Never talk to or go with strangers.
- Stay at the bus stop.
- Stand back away from the edge of the road designated place of safety.

- Line up in single file at the bus stop when preparing to board the school bus.
- Remain seated at all times and sit in the proper seat position.
- Wait until the bus comes to a complete stop before standing up to exit the bus.
- Do not yell or scream on the bus. Keep your voice in a normal tone.
- Use the handrail when boarding and exiting the bus.
- There must be absolute silence at the railroad crossing and other places of danger as specified by the bus driver.
- Check all jackets, coats, book bags and any item for extra long strings or cords. Trim off the extra length of the strings or cords to help prevent them from getting caught while exiting the bus.

**The Danger Zone is the area within ten (10) giant steps all around the bus.** It is critical the parents and their child/children know and understand the Danger Zone.

- Never walk behind or near the side of the bus.
- If the bus stop requires the child to cross the street for the **pick-up run**, the child shall:
  - Wait at the designated place of safety.
  - Wait for the driver to signal the child to cross the road.
  - Walk ten giant steps away from the front of the bus when crossing the street to board the bus.
- If the bus stop requires the child to cross the street for the **Drop-off run**, the child shall:
  - Exit the bus and take ten (10) giant steps away from the front of the bus.
  - Stop and wait for the driver's hand signal when to cross in front of the bus.
  - Stop at the middle of the road and check traffic in both directions before crossing to the other land of traffic.

If the bus driver toots the horn, don't become alarmed; look at the bus driver for directions. You may have dropped something or there may be traffic you cannot see. Be alert for a possible danger signal.