



## WEST GEAUGA SCHOOLS BUSING POLICY

In the event your student requires permanent transportation to another destination other than your home address, you will be required to fill out a “Bus Change Request” form. The bus change request will only be honored for permanent after school childcare. The purpose of this policy is to insure students that require permanent placement after school have an approved bus to ride and their location is on file. (bus change request form is found on Lindsey webpage under “forms and downloads”.)

### Approval for a “Bus Change” request can be granted for permanent childcare only.

Please be aware that the bus change request process takes 4-5 school days. No transportation changes can take place until the form has been approved by the School and Transportation Dept. (bus change request form is found on Lindsey webpage under “forms and downloads”)

### Daily Bus Pass

Used for one day only change

We have a “Daily Bus Pass” program. This bus pass allows a student to disembark at an address other than his/her home address. Please fill out the form completely so we have all the necessary information if a question arises and submit to your teacher. The “Daily Bus Pass” can be honored the same day as requested. This pass is used for a one day only change. The daily bus pass form is found on Lindsey webpage under “forms and downloads”.

Handwritten notes **will not** be accepted. Both “Daily Bus Pass” and “Bus Change Request” forms should be completed and signed by parent. These forms can be picked up at your students’ school and can be found on the Lindsey website under **“Forms and Downloads”**.

# WEST GEAUGA LOCAL SCHOOLS GENERAL BUS RULES AND SAFETY REGULATIONS

Ohio Pupil Transportation Rules, Regulations & Laws 3301-83

1. Students shall be at their assigned stop at least five (5) minutes before the scheduled time. Wait back off the road more than 10 feet from the stop, in a safe location clear of traffic. Have respect for private property while waiting. Do not push or shove when entering or leaving the bus. Wait for the driver's signal before crossing or leaving your place of safety. Cross at least ten (10) feet in front of the bus. No student will be picked up or dropped off at other than their regular stop or run, without prior written parental and administrative authorization. When you get off the bus, go to a safe location more than 10 feet out of the danger zone on your residence side of the road and wait until the bus has passed before going to your home or to the mailbox. **KINDERGARTEN STUDENTS – must be met by an adult at drop off time.**
2. Go directly to an available and/or assigned seat. All students shall be assigned a seat by the regular driver and current seating charts will be kept on the bus. Sit in your seat. Keep your back to the back of the seat, your seat on the seat, your belongings on your lap.
3. Be seated as quickly as possible and stay seated until the bus comes to a complete stop at your stop or at the school. Do not move from one seat to another. Do not lie down on the seats. Keep arms and legs out of the aisles and exits.
4. No student shall cause any part of his/her body to project from a bus window. No student may throw any object out of the window. Do not throw or pass anything from, in/at or out of the bus.
5. Normal levels of conversation shall be maintained on the bus. No yelling, loud music, improper language, loud clapping, whistling, or obscene gestures are permitted.
6. Students shall not eat, drink or litter on the bus. Help keep the inside of the bus clean. Do not throw anything on the floor or mark the seats or walls with anything. Vandalism will not be tolerated.
7. Students will not cause any disruption or distraction to the driver of the bus.
8. Students shall not possess or be under the influence of alcohol, drugs or narcotics on the bus. Students are not permitted to smoke or partake of any type of tobacco or snuff on the bus. No firecrackers, explosives or other dangerous objects are permitted at any time.
9. At railroad tracks there must be absolute silence. All Safety rules will be strictly enforced.
10. Do not bring anything alive on the bus. Parents should transport pets, bugs & all large objects. There will be no balloons, glass, large band instruments, ski equipment, sleds, skateboards, squirt guns, golf bags, or clubs, or any other parcel that cannot be contained on students lap without obstructing the view of the driver and/or deemed unsafe by the Transportation Department.
11. Bumper riding, hitching or touching any part of the bus when it is moving is forbidden. Do not stop to get your mail or walk along side of a school bus. Go to your designated place of safety which is more than 10 feet away from the bus, until the bus has left the area.
12. Obey the driver promptly and respectfully. Conduct yourself in a courteous manner with respect toward driver, students and others. Classroom behavior will be maintained at all times.
13. Each student is responsible for his/her actions. Misbehavior while off the bus, at your school, boarding or riding the bus can result in the loss of student's transportation privileges. Anyone causing damage will be held liable for the material, labor & cost of the repair.

**Verbal, Sexual or Physical Harassment will not be tolerated.**

ALL STUDENTS MUST HAVE AN EMERGENCY MEDICAL FORM ON FILE PRIOR TO RIDING THE BUS.

*The purpose of 3301-83 of the Administrative Code is to reduce and prevent, to the greatest extent possible, death or injury to pupils and to ensure uniform, economical and efficient pupil transportation operations for the students residing in the district.*

*CC: Public and Private School's Transported by West Geauga's Transportation Department for regular and field trip transportation services.*