



**WASHINGTON  
LOCAL SCHOOLS**

Every Student Matters;  
Every Moment Counts.

## **Transportation Guidelines**

SAFE TRANSPORTATION  
OF SCHOOL CHILDREN  
IS EVERYONE'S RESPONSIBILITY



Transportation Department

419-473-8356

# ***WASHINGTON LOCAL SCHOOLS WELCOMES YOU TO THE NEW SCHOOL YEAR***

Transporting over 4,900 students daily to school and home safely is the primary objective of the district's Transportation Department. In order to assure a safe and dependable ride for all students, the following guidelines have been established. It is our hopes that students will follow these rules with an understanding of their responsibility to themselves and others.

Washington Local Schools looks forward to a safe and successful year with you and your child/children. If you have any questions about student transportation, please contact the Transportation Department at **473-8356**.

## ***WASHINGTON LOCAL SCHOOLS TRANSPORTATION REGULATIONS***

Transportation to and from school is a privilege and is not required by state legislation. Abuse of this privilege may result in loss of transportation to and from school. When transportation privileges are lost, students cannot ride a bus owned or leased by the Washington Board of Education during the time of the suspension.

To perform this service safely and efficiently the cooperation of parents/guardians, students, and drivers is necessary.

## RESPONSIBILITIES OF THE BOARD OF EDUCATION

1. The Board of Education is the policy making agent of the transportation system as well as all other phases of school operation. The Board is responsible by law for the general operation of transportation.
2. The Board of Education delegates the actual responsibility for district control of the Transportation Department to the Superintendent. The Director of Transportation plans bus routes and bus stops in accordance with district policy.

## RESPONSIBILITIES OF PARENTS

Parents can contribute to the efficient transportation of their children in the following ways:

1. Students are to arrive at their bus stop at least **five minutes** prior to bus arrival time. **DRIVERS ARE NOT REQUIRED TO WAIT FOR CHILDREN.**
2. Students should ride their assigned buses and depart at their correct stops. Any variation of this procedure requires a written request signed by the parent and **school administrator.**
3. Students should maintain an orderly behavior while waiting for the bus to arrive at the Designated Place of Safety.
4. Parents/guardian will be responsible for any damage done to a bus by their children and will be required to make restitution.

## DELAY OR CLOSING OF SCHOOLS

If weather conditions or an emergency situation warrants the delay or closing of school, the following procedure is taken:

If school is delayed it is **normally** a two-hour delay. On a two-hour delay the bus pick-up time will be two hours later.

Example: (7:15am pick up will be 9:15am pick up)

On a weather delay, **NO** AM Pre-School

If school is closed there will be no bus service to any schools served by Washington Local Schools, public or private.

In the event it is necessary to delay or close school, the transportation office will contact local television stations. The Superintendent will share on social media.

Parents and students are advised to listen to the early morning news and social media for school delays and cancellations.

**FOR DELAY OR CLOSING INFORMATION CALL WASHINGTON  
LOCAL'S WEATHER HOTLINE AT:  
473- 8499**



*"This must be a seasonal job for her."*

## **RESPONSIBILITIES OF BUS DRIVERS**

1. Bus drivers shall conform to all requirements of the State Code, and shall be properly licensed and certified.
2. Drivers shall maintain a time schedule and conform to it as closely as traffic conditions, road conditions and safety conditions will permit. Drivers will maintain a list of students.
3. The bus driver is responsible for the proper behavior of pupils on the bus during regular runs.
4. The driver of a school bus involved in an accident shall see that the transportation office and local police are notified immediately. The driver shall remain with the bus and keep the pupils under proper control until they can be safely released by law enforcement. Students are not permitted to be released to parents at the scene. An accident report must be filled out for each accident regardless of how minor it may appear.
5. All safety precautions must be taken in loading and unloading students.
6. The bus driver may assign seats to students on the bus.
7. The driver is to report all needed repairs in writing to the bus maintenance department.
8. Buses should be parked where they will not constitute a hazard.
9. Bus drivers will display a professional manner at all times.

## RESPONSIBILITIES OF STUDENTS

Students need to contribute to their safe bus ride, and therefore are responsible for complying with the following rules:

1. Load and unload from bus at your designated place of safety in an orderly manner and avoid crowding and pushing when getting on or off the bus. (Bus driver will assign a DESIGNATED PLACE OF SAFETY at beginning of school)
2. Ride the regularly assigned bus to and from the designated stop unless authorized personnel from the school building signs a note for the driver. A child who is not a regular bus rider must have written permission from the parent approved by the transportation office or the building principal.
3. Students are required to remain on the bus until they have reached school or their designated stop.
4. Eating, drinking and littering **are not** permitted on the bus.
5. Noise on the bus shall be kept to a minimum. However, there must be absolute quiet at a railroad crossing and other places of danger as specified by the driver. The student is under the authority of and directly responsible to the bus driver. The same behavior is expected on a school bus as in a classroom.
6. Students **must** remain seated while the bus is in motion.
7. Students must **not** throw anything while on the bus or out of the bus.

8. Students must **not** hang any objects or part of their body out the bus window.
9. All Jefferson, Washington and Whitmer students must have their identification cards to show upon the request of a bus driver or may be denied bus service.
10. Students are **never** permitted to transport animals or potentially dangerous objects such as glass, knives, lighters, aerosol containers etc. on the school bus.
11. If you must cross the street, walk ten feet out in front of the bus and wait for the driver to signal it is safe to cross. If the driver does not signal, **do not cross** the street.
12. When a student leaves the Whitmer complex following his/her last scheduled class, it is assumed by school officials that he/she is going home or to a place of regular employment. Transportation, therefore, will not be provided to anyone returning to the complex at a later time of day to ride a bus home.
13. Whitmer students using courtesy shuttle bus (late bus) after school **must** have a student ID. Junior High students **must** have a pass from teacher or coach.
14. Positively no smoking on the bus.
15. When school is dismissed, go promptly to your assigned bus.

## **SPECIFIC PENALTIES FOR INAPPROPRIATE BEHAVIOR**

Bus referrals are reported on line from the driver to the Transportation Supervisor.

The Supervisor forwards the referral to the Principal

The Principal will investigate to determine what action needs to be taken.

**MISCONDUCT OF A SERIOUS NATURE MAY RESULT IN IMMEDIATE SUSPENSION OF TRANSPORTATION**



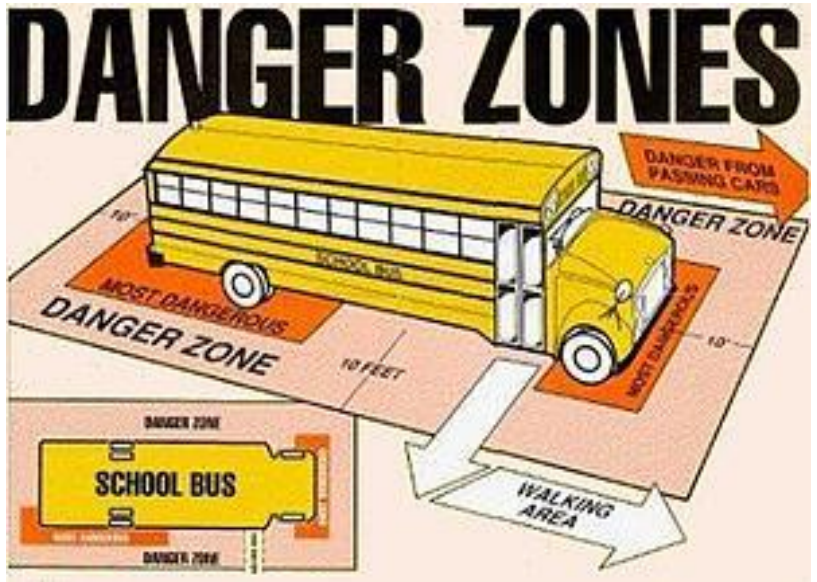
## Procedures for Boarding and Departing the School Bus

Bus drivers will assign your child a “designated place of safety” where the student waits for the bus to pick them up. The designated place of safety will be in a place clearly visible where the driver and your child are able to see each other, **outside of your home or car** and away from traffic in a safe spot. Students are to be in the place of safety at least 5 minutes prior to the bus scheduled arrival time. When departing the bus at the end of the day, students must remain at the “designated place of safety” until the bus has departed the bus stop or when your child can see the tail lights on the rear of the bus.

The bus drivers use hand signals and your child’s bus driver will teach your child the proper hand signals in order to safely board and depart the bus. Please assist your child in obeying the hand-signals.

Students should know what to do when he/she arrives at the bus stop. We recommend someone to meet students in kindergarten at the PM bus stop. It is extremely important that you and your child have a plan in place if someone regularly meets them at the bus stop and is either late or unable to be there.

If you and/or your child are late to the bus stop and the bus door has been shut to pull away from the stop, do not allow your child to run up to catch the moving bus. This is **extremely dangerous** as the driver may not see you or your child.

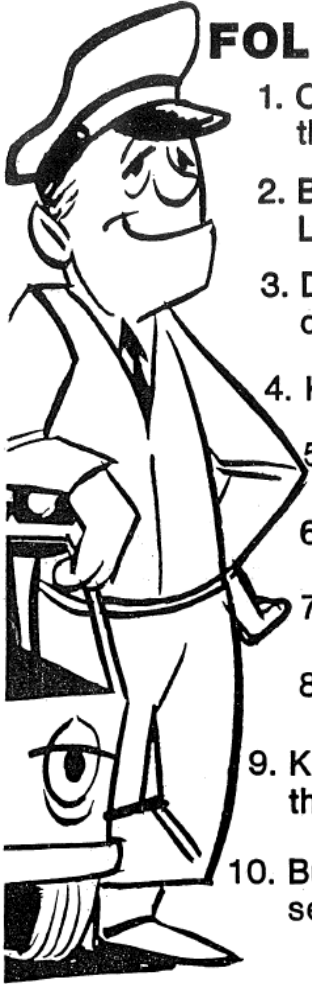


The DANGER ZONE is the area surrounding the school bus to allow the driver to see the students at all times.

### STUDENT CROSSING PROCEDURE

1. Students should walk along the side of the road approximately 10 feet out in front of the bus and look at the driver's hand in the front window.
2. When it is safe to cross the driver shall drop his/her hand straight down signaling the students to cross.
3. Students are to stop and look both ways on their own before proceeding to their DESIGNATED PLACE OF SAFETY.
4. The horn shall be used to warn the students of danger, i.e. (vehicle not stopping for red warning lights)
5. If the horn is used the students shall look back to the driver for further instructions.

***DON'T LOSE YOUR RIDING PRIVILEGES!***



**FOLLOW THESE RULES:**

1. Observe same conduct as in the classroom.
2. Be courteous, use **NO PROFANE LANGUAGE.**
3. Do not eat, drink or chew gum on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

***BE QUIET!***

**THESE RULES ARE POSTED ON EVERY BUS**