

INTRODUCTION

Riding the bus is an important part of the school day for most Cambridge City School students. By working together, we can achieve the goal of safe and enjoyable transportation. Please take a few minutes to review this handbook with your child. This booklet has been prepared for parents and students in an attempt to clarify the position of the Cambridge City School Board of Education, school officials and bus drivers regarding the laws and policies pertaining to pupil transportation. It is our hope that this information will help provide a congenial relationship between the bus driver and the student passenger. Transporting children safely to and from school is our main concern, and we feel we can expect your cooperation and support if you are completely informed about our transportation practices.

BUS STOPS AND ROUTES

The Board of Education designates all bus routes and stops. Routes are planned to ensure the maximum efficiency of the district's vehicles and stops are designated to ensure maximum safety of students. By law, the district is required to: Limit the number of bus stops. Designate "depots" at which children can gather for "pick-up" or "drop-off." Ensure that stops are "sufficiently" removed from curves.

NOTICE!!!!!!!!!!!!!!!!!!!!!!!!!!!!IMPORTANT CHANGE IN PROCEDURE!!!!!!!!!!!!!!!!!!!!!!

Bus changes will be made only in the case of an emergency. Approval will be granted upon determination that space is available and that the modification will not displace another student. The Transportation Department will need to be notified by 1:00 pm by both sets of parents of the students involved. We appreciate your cooperation by following this procedure.

BOARDING THE BUS

Transporting 1800 students daily requires a massive effort. To facilitate this undertaking, students must be at their stops on time. Bus drivers cannot wait on tardy students. Waiting on late pupils delays bus routes, interrupts bus transfers and makes other students late for school! **Please make sure your child is at his/her stop ahead of time!**

Approximately 1800 students are transported to and from school each day on Cambridge City Schools buses. To insure that your child gets to school in a safe and timely manner, we ask that he/she adheres to the following guidelines:

- 1) Be at the bus stop at least five (5) minutes ahead of time.
- 2) Wait at the stop in an orderly manner – stay at your designated point of safety until the bus driver signals you to board the bus, no horseplay, etc.
- 3) Walk quickly and quietly to your seat.

DEPARTING THE BUS

To insure that your child gets home in a safe and timely manner, we ask that your child adheres to the following guidelines:

- 1) Remain seated until the bus comes to a complete stop.
- 2) Walk quickly and quietly while exiting the bus.
- 3) Exit the bus carefully, using the handrails.
- 4) Only depart at your scheduled stop or at a stop identified in a written request from your parents to your principal.
- 5) Go directly home.

CROSSING THE ROAD

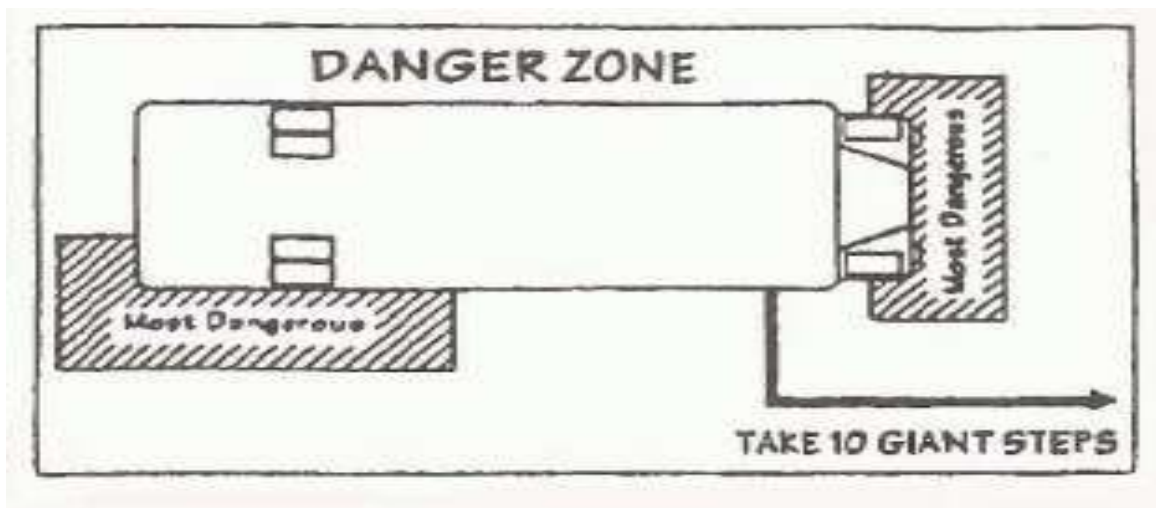
When crossing a road, look at your driver and wait for him/her to signal you to cross with a drop of his/her hand. Walk to the edge of the bus, look both ways for traffic, then continue to cross the road. Go to the designated point of safety, wait until the bus pulls away, then go directly home.

SCHOOL BUS SAFETY RULES – IT'S EVERYBODY'S JOB

Review these **School Bus Safety Rules** with your child:

- Be at the bus stop at **least 5 minutes** ahead of time.
 - Wait for your bus at the designated point of safety.
- Stay clear of the bus until it comes to a complete stop.
- Remain seated at all times.
 - Keep your hands, arms, and head inside the bus at all times.
 - Exit the bus carefully, using the handrail.
 - Take ten giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand.
 - Check both ways for traffic before crossing.
 - Never go back to pick up anything you drop or forget.

BUS "DANGER ZONES"



HOW TO CROSS SAFELY

1. Avoid the danger zone! Walk ten giant steps beyond the bumper of the bus.
2. Stop! Wait for the driver's signal.
3. Check for traffic both ways.
4. Listen! If the driver blows the horn, check traffic.
5. Cross while continuing to check for traffic.
6. Walk straight across -- not on an angle.
7. Do not go to mailbox and go directly to your house and enter.

Please do your part to help us keep your children safe when riding the school bus. Review these important safety rules with them.

STUDENTS' EQUIPMENT

The Ohio Revised Code is quite clear as to transporting students' equipment. Band instruments, athletic satchels, books, lunch pails, backpacks, and all other articles carried by the students must be held in their laps. The bus driver cannot permit objects to be placed in the aisles, in front of the emergency door, at the entrance of the bus or anywhere that might endanger pupils or hinder the safe operation of the vehicle. If equipment is too large to be carried safely, the driver cannot transport it. Parents will have to make arrangements for transporting equipment that is too large to and from school (O.A.C. 3301-83-09)

EXTRACURRICULAR TRIPS

Bus Rules apply to every trip under school sponsorship. Pupils shall respect the wishes of the chaperone, as well as the wishes of the driver. If the driver and the chaperone cannot control students, the trip will end. Students will be returned to the school and disciplinary action will be taken.

"NO SCHOOL" ANNOUNCEMENTS

During extremely bad weather, "No School" announcements will be given on local Radio Stations, WCMJ (96 FM), WILE (AM1270), WILE (FM 97.7).

School closings will also appear on Television Stations Channels, Local Channel 2, Channel 4 (WCMH), Channel 6 WSYX, Channel 7 (WTRF), Channel 10 (WBNS), Channel 5 (WTOV), and Channel 9 (WHIZ).

YOU CAN ALSO GO TO CAMBRIDGE CITY SCHOOLS WEB SITE AT[http://](http://www.cambridge.k12.oh.us/)

www.cambridge.k12.oh.us/

FORBIDDEN CARGO

The Ohio Revised Code and the Ohio Administrative Code spell out what cannot be transported on a school bus. A short list of forbidden cargo includes the following items: Spectators (parents, brothers, sisters, or any visitors to school – transported people must be attending school) Aerosol Cans (spray cans containing paint, deodorant, air fresheners, etc.) Animals (dogs, snakes, insects, birds, etc.) Dangerous Weapons/Ordinance (knives, explosives, ammunition, guns, noxious gas, fireworks, brass knuckles, lookalike weapons, etc.) The above listing is not meant to be all inclusive. It provokes an idea of what the law entails. Bus drivers have the final say in determining the transport of questionable items. If there is a question of whether an article is "forbidden cargo," please contact the Bus Transportation Department.

DISCIPLINE

The Board of Education is required to adopt a set of rules and regulations designed to maintain the order and discipline necessary for effective operation. With regard to transportation, the Board of Education's primary concern is that students are transported to school in the safest possible manner. The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus (O.R.C. 3319.41).

Students are expected to extend drivers the same respect and courtesy extended to teachers and administrators. The bus driver is responsible for proper enforcement of discipline on his/her bus. He/she has the authority to use the following measures to modify pupils' behavior.

- Verbal reprimand
- Communication with parent
- Refer to building principal
- Assign seat
- Written citation

Since a bus is an extension of a classroom, bus problems referred to a principal will be treated as a classroom removal. Depending upon the severity of the incident, methods of correcting student behavior may include:

- Conference with parents
- Verbal reprimand
- Assign detention
- Suspension of bus privileges
- Suspension from school
- Recommendation for expulsion
- Referral to legal authorities

Students or parents will pay for damage or vandalism to buses or seats.

GENERAL RULES

1. No loud talking or yelling.
2. Students must stay in their seats while the bus is moving.
3. Students must be quiet at railroad crossings.
4. Students assigned to a seat must sit in that given seat.
5. Students may not throw anything at another passenger or outside the bus.
6. Students may not eat, drink, or chew gum on the bus.
7. Students will not yell or harass anyone from an open bus window.

These rules will help our drivers provide safe, trouble free transportation for all Cambridge City Schools Students.

STUDENT AND PARENT TRAFFIC IN SCHOOL PARKING LOTS

Student and parent traffic in school parking lots must give school buses the right of way.

TRANSPORTATION CODE OF CONDUCT

A violation of any rule will result in disciplinary action.

Rule 1: Students will be expected to demonstrate respect toward all bus drivers at all times.

Rule 2: Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear,

passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption of transportation

services. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption of transportation.

A. blocking the entrance or exit of any school bus or bus aisle way;

B. setting fire or attempting to set fire to, or damaging or attempting to damage, or defacing or attempting to deface a school bus;

C. making, by telephone call, letter, or other means, a threat to damage or destroy school property or to disrupt school transportation;

D. activating or attempting to activate any emergency alarm system in the absence of an emergency;

E. continuously making noise or acting in a manner so as to interfere with a driver's ability to execute his/her responsibilities.

Rule 3: Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. Students shall not cause or attempt to cause damage to private property of students, school

personnel, or other persons.

Rule 4: Students shall not act or behave in such a way as could cause physical injury to a student, the driver, or other employee of the school district.

Rule 5: Students shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as

a weapon or dangerous instrument.

Rule 6: Students shall not possess, use, transmit, conceal or show evidence of consuming or using tobacco,

narcotics, alcoholic beverages, or look-alike drugs.

Rule 7: Students shall comply with all requests and directives of bus drivers during any period of time when the student is properly under the authority of the driver.

Rule 8: Students shall not use profane, obscene, demeaning, or derogatory language, either written or verbal, in communicating with the bus driver.

Rule 9: Students shall not board school buses to which the students are not assigned except with the express permission of the school principal. Written permission must be given to the driver as the student boards the bus. Students under suspension, expulsion, or emergency removal are not permitted on school buses without the express permission of the principal.

Rule 10: Students shall not forge the writing or another or falsely use the name of another person or falsify

items, dates, addresses, or other data on school related correspondence.

Rule 11: Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information's from school authorities will be subject to disciplinary actions.

Rule 12: Students shall not engage in any unwanted visual, verbal, or physical conduct of a sexual nature.