



# TRANSPORTATION GUIDELINES

## AUGUST 2018



SEL TRANSPORTATION DEPARTMENT  
4807 Mayfield Road  
Lyndhurst, Ohio 44124  
Phone 216-691-2029

SOUTH EUCLID LYNDHURST SCHOOLS

Administrative Offices

5044 Mayfield Road

Lyndhurst, Ohio 44124

216-691-2000

**For questions regarding Transportation please call 216-691-2029.**

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Brush High School:	Karl Williamson
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Assistants:	Debbie Cegelka     David Capretta
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Assistants:	Damon Loretz, Corey Russell, Andrea Walker
Adrian Elementary:	Ken Lasky
Rowland Elementary:	Maleeka Bussey
Assistant:	Lee Fuller
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**AN OPEN LETTER TO PARENTS OF STUDENTS ON SCHOOL  
BUSES OF THE SOUTH EUCLID LYNDHURST SCHOOLS  
TRANSPORTATION SYSTEM**

The safe transportation of your children is a major concern of the South Euclid Lyndhurst Board of Education, the Administration and Bus Drivers on each route of the system. Each day our buses travel over 2130 miles covering the transportation routes leading to school and home again. Safe transportation must be a high priority.

Our drivers are experienced and trained. Drivers are licensed by the state and approved by the Cuyahoga County Board of Education before they are allowed to transport students. Some of our buses carry up to 48 students and present the bus drivers with additional challenges not only associated with driving conditions but good discipline on the bus as well. When students are not cooperative, bus drivers are faced with the difficult task of trying to look forward at the road and backward through the mirror at students almost simultaneously. This is a situation we intend to minimize by instituting a sound disciplinary process so that students, parents and bus drivers have a clear understanding of our expectations. Contained in this pamphlet, you will find the rules and regulations pertaining to the conduct for discipline. It is important that you read the manual and go over it with your children so that they have a clear understanding of their responsibilities as riders on the bus.

Please note that there are some offenses that will result in immediate suspension of bus ridership privileges. The Board of Education has vested the disciplinary authority to the bus driver while on route to and from the school. As such, the bus driver has the right to make reasonable demands of students to better manage the bus and guarantee the safe transportation of students. Therefore, the bus driver is to be respected as the authority on the bus. Gross insubordination by students cannot be tolerated on the bus. For this reason, we will immediately suspend the riding privileges of any student who uses profane or insubordinate language that disrupts the bus driver's ability to perform his or her routine duties.

Likewise, with safety our uppermost concern, a student will be suspended for inappropriate conduct that jeopardizes the health or safety of students or the bus driver. There are some school rules that transcend the school setting, whether on the bus or in the classroom. Carrying or using a forbidden substance such as tobacco, alcohol or any illegal drug shall also result in the immediate suspension of the rider from busing privileges. While some parents may find these measures harsh, many parents will applaud the efforts of SEL Schools to provide an even safer transportation system.

Bus drivers will follow these steps in the disciplinary process:

- 1) The bus driver will identify the student and tell him or her what they need to do to correct the situation and avoid further disciplinary action. If the student complies, the intervention has worked and the situation is considered over unless there is a second occurrence.
- 2) If the situation worsens because the student fails to comply, the driver will once again inform the student what will happen if the student continues to act insubordinately.
- 3) If the student continues to act insubordinately, the driver will try to complete the route and then report the student's behavior to the supervisor of transportation. If the supervisor of transportation investigates the situation and determines the student was so insubordinate as to make the bus driver disrupt routine activities, the student will be suspended for not less than three days from bus transportation.
- 4) Building level administrators will have the final authority on decisions regarding bus discipline.

The lesson is quite simple-students need to be respectful of the bus drivers and comply with reasonable requests when the bus driver sees the need to make them. Our efforts are solely designed to make sure that students are safe and orderly on the bus. If parents support our efforts to make sure that there is good discipline on the bus, we can assure you of the safest possible transportation.

Please help us make the buses as safe as possible. We appreciate your support.

## **SOUTH EUCLID LYNDHURST SCHOOLS TRANSPORTATION REGULATIONS**

Transportation to school is a privilege, and abuse of this privilege may result in loss of transportation to and from school. When you lose your transportation privilege, you cannot ride a bus owned or leased by the SEL Board of Education during the time of the suspension.

To provide this transportation safely and efficiently, the cooperation of the Board of Education, parents, students, principals, drivers and teachers is necessary.

### **RESPONSIBILITIES OF BOARD OF EDUCATION**

- 1) The Board of Education is the policy-making agent of the transportation system, as well as of all other phases of school operation. It is responsible by law for the general operation of school transportation. The board delegates the actual responsibility for district control to the superintendent or his/her designee.
- 2) The Board of Education, through the Superintendent and the Supervisor of Transportation, plans the bus routes and designated bus stops.

A. Designation of school bus stops

It shall be the responsibility of the Superintendent or designee to determine the location of all school bus stops which shall be approved annually by the District's Board of Education. Authority to designate or relocate subsequent school bus stops may be delegated by the Board of Education to the Superintendent or designee. Bus stops and a time schedule shall be adopted and put in force by the Board not earlier than thirty days prior to and not later than ten days after the beginning of the school term. **O.A.C. 3301-83-13**

## **RESPONSIBILITIES OF PARENTS**

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

- 1) See that children are at their designated place of safety at the bus stop at least ten minutes prior to bus arrival time O.A.C. 3301-83-13B5. Students should stand at least 20' from roadway, unless the designated place of safety is specified by the driver.
- 2) See that children ride their assigned buses and leave buses at their correct stops. O.A.C. 3301-83-08C13.
- 3) School officials and parents share the responsibility of seeing that students are orderly while awaiting the bus.
- 4) Parents will be responsible for any damage done to a bus by their children and will be required to make restitution to SEL Schools.
- 5) "Last Bell Policy"-Parents should expect their children to arrive at home any time after the school dismissal bell. Parents or their designee shall be responsible for their supervision upon arrival.

## **BUS RULES K-12**

*Riding a bus is a privilege, not a right.*

The school reserves the right to deny the use of the bus to students whose conduct places other riders in jeopardy. This is in keeping with the Ohio State School Code. Inappropriate behavior on the bus will be reported to the Principal. Corrective action will be taken by school administrators and may result in disciplinary actions including loss of privilege and up to and including suspension and expulsion from school.

- 1) Observe school rules.
- 2) Cooperate with the bus driver.
- 3) Be courteous, use appropriate language.
- 4) The bus driver is authorized to assign seats.
- 5) Stay in your seat. Keep hands, feet and head inside the bus.
- 6) Do not eat, drink or litter.
- 7) Do not tamper with or damage bus equipment.
- 8) Do not bring pets on the bus.
- 9) Do not push, shove, fight or horseplay on the bus.

- 10) Do not throw objects outside the bus or at anyone on the bus.
- 11) Do not bring flammable material on the bus.
- 12) Do not bring weapons on the bus.
- 13) Use of cell phones while on the bus is prohibited.

### **BUS MISCONDUCT CONSEQUENCES K-12**

Riding the school bus is a privilege. Misbehavior on the school bus may be more significant than misbehavior in the classroom as such behavior may create a hazardous situation. Therefore, the consequences for misbehavior on the school bus may be equal to or more significant than consequences for classroom behavior. Students are expected to sit in their seats, face forward and talk quietly. Students engaging in loud or inappropriate behavior will face consequences. Most consequences for misbehavior on the school bus are managed by the school building administration at school. However, if misbehavior is repeated or severe, the consequence may include the temporary or permanent loss of ridership. If a student is removed from the school bus, daily, on-time school arrival and departure is still expected.

Please carefully review the South Euclid Lyndhurst Schools Transportation Guidelines which outlines regulations, responsibilities and consequences related to school bus transportation. A copy of the Guidelines is provided to all students. Additional copies of the Guidelines are available in the main office of each school building, the transportation department, the administration building and on the website. Please contact the SEL Transportation Department with questions at 216-691-2029.

Any misconduct which results in the removal of a student from school, including suspensions, expulsions and emergency removals, also removes the student's privileges of attending extra-curricular activities and functions on or away from school grounds.

## **RESPONSIBILITIES OF SCHOOL PRINCIPALS**

- 1) The principal or designee shall see to the orderly loading and unloading of children at the school. **O.A.C. 3301-83-12D4**
- 2) The principal shall maintain a list of names of the regular riders on each bus on each run.
- 3) The principal shall see that students are dismissed on schedule and immediately boards the buses.
- 4) Building level administrators will have the final authority on decisions regarding the bus discipline.

## **RESPONSIBILITIES OF TEACHERS**

- 1) Teachers shall dismiss their students at the scheduled time and see that bus riders go promptly to their buses.
- 2) Teachers are responsible for the behavior of their students when they accompany the group on a field trip.
- 3) Pupils are never permitted to transport animals or other potentially dangerous objects or material on the school bus. Objects that are packaged to eliminate hazard may be approved.

## **RESPONSIBILITIES OF BUS DRIVERS**

- 1) Regular bus drivers shall conform to all requirements of the State Code, Ohio Pupil Transportation and Safety Rules and shall be properly licensed and certified. **O.R.C. 4511.01(F), O.A.C. 3301-83-06, 3301-83-07 and O.A.C. 3301-83-10**
- 2) Drivers shall maintain a time schedule and conform to it as closely as traffic conditions and safety conditions will permit. Drivers will maintain a list of students assigned to ride their bus on a regular basis. **O.A.C. 3301-83-20C**
- 3) The bus driver is responsible for determining the residence side designated place of safety. Driver must account for each pupil at the designated place of safety before leaving. **O.A.C. 3301-83-13B5**

- 4) The bus driver is responsible for maintaining a current, detailed and complete route sheet, which shall be on each bus and include the following: director to designated stop, time schedule, designated stop, driver-designated place of safety, number of people at stop locations and residence side and list identifying road hazards.  
**O.A.C. 3301-83-13B6 and O.A.C. 3301-83-20I**
- 5) All safety precautions shall be taken in loading and unloading students at the designated stop. All bus stops shall be on the residence side of the road whenever possible. **O.A.C. 3301-83-13B2**
- 6) The bus driver is responsible for the proper behavior of the pupils on the bus during regular runs. Teachers have the first responsibility in maintaining disciplines when they are with their pupils on a bus.  
**O.A.C. 3301-83-08A and O.A.C. 3301-83-08C6**
- 7) The driver of a school bus involved in an accident shall see that the Transportation Office and local police are notified immediately, by radio or cell phone. The driver shall remain with the bus and keep the pupils under proper control until they can be safely removed. An accident report form must be filled out for each accident regardless of how minor it may appear. **O.R.C. 3301-83-13G**
- 8) All safety precautions must be taken in loading and unloading students.
- 9) If a bus driver refuses to transport a student who rides their bus for any reason (late, fighting, etc.), the bus driver will radio the Transportation Office and report the student's name and reason for refusal to transport. The transportation office will then call the student's school and report the same to the building administrator.
- 10) Driver shall assign seats to students on the bus. **O.A.C. 3301-83-08C4**
- 11) Driver is responsible for keeping bus clean. **O.A.C. 3301-83-20E**
- 12) The driver is to report all needed repairs in writing to the bus maintenance garage.
- 13) Buses should be parked where they will not constitute a hazard.
- 14) Bus drivers will display a professional manner at all times.

**NOTE: O.A.C. as quoted throughout this booklet is the Ohio Administrative Code rule of the Ohio Department of Education Chapter 3301-83-Ohio Pupil Transportation Operation and Safety Rule. These rules shall apply to all school bus operations pursuant to Section 4511.76 of the Ohio Revised Code.**

