

## RESPONSIBILITIES OF THE 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, and the Board is the agency of appeal concerning administrative decisions.

## RESPONSIBILITIES OF PARENTS

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

1. **See that children are at the proper bus stop approximately five (5) minutes before the scheduled time.** Drivers are instructed not to run ahead of the scheduled route times. Be Advised, the drivers are not required to wait for tardy students, as all children further along the route would be forced to wait that much longer. On some roads, waiting also causes long lines of cars behind the bus, creating a traffic hazard.
2. See that students ride their assigned buses, as well as, board and discharge the buses at their correct stops.

3. School officials and parents share the responsibility of children's orderly behavior at bus stops.
4. Parents can assist the school program by teaching their children good traffic safety procedures.
5. Parents are responsible for damage done on a school bus by their children.
6. **In case of disciplinary problems, the driver may issue the offender a bus violation form. The issuance of three (3) violation forms will result in disciplinary action.**
7. Parents are asked to review this folder with their children. It is important that parents remind children that denial of bus riding privileges could pose a hardship on the family.
8. Parents are not permitted to ride either to or from school on the school bus.

## RESPONSIBILITIES OF STUDENTS

Students have duties and obligations which contribute to their safe and orderly bus riding. The following rules are to be followed by bus riders.

1. Load and unload from the bus at your designated stop in an orderly manner.
2. Ride the regularly assigned bus and unload at the regular stop.
3. Eating, littering and chewing gum are not permitted on a bus.
4. Noise on the bus shall be kept to a minimum. The same behavior is expected on a school bus as in a classroom with the exception of talking quietly to the person beside you.

5. **You must remain in your seat while the bus is in motion.**
6. Do not throw objects while on the bus.
7. You must not hold objects or any part of your body out of the bus window.
8. **Riding the school bus is a privilege and not a right.** Any student who chooses to misbehave could be denied the privilege of riding the school bus.
9. **Smoking, consuming alcoholic beverages, and fighting will cause immediate termination of bus riding privileges.**
10. **Cross the street at least ten feet ahead of the bus.** If crossing in either direction while the bus is stopped, wait until driver signals that the way is clear, and traffic in front of and behind the bus is completely stopped.
11. Dogs or other animals are not permitted on a school bus.
12. Glass jars are not permitted on school buses. Also, items that cannot be stored comfortably on a bus seat or protrude into the aisle are illegal to transport.
13. When dismissed from school, go promptly to your bus. School bus drivers are instructed to depart seven (7) minutes after dismissal.

## RESPONSIBILITIES OF SCHOOL PRINCIPALS

1. The principal shall provide appropriate instruction each year regarding safe transportation.
2. The principal shall cooperate with the Coordinator of Transportation in the solution of disciplinary problems.
3. The principal shall see to the orderly loading and unloading of children at the school.
4. The principal shall see that children are dismissed on schedule, setting a maximum seven (7) min. waiting time for the buses serving his or her building.

## RESPONSIBILITIES OF BUS DRIVERS

1. Regular bus drivers shall conform to all requirements of the Ohio Revised Code and shall all be properly licensed and certified.
2. Drivers shall carry a time schedule in the bus and conform to it as closely as traffic conditions, road conditions and safety considerations permit.
3. The bus driver is responsible for the proper behavior of pupils on the bus.
4. Buses should not be parked where they constitute a traffic hazard.
5. The driver of a school bus involved in an accident shall see that the police and the Supervisor of Transportation are

notified immediately. The driver shall remain with the bus and keep 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.**

6. All safety precautions must be taken in loading and unloading children.
7. The bus driver may assign seats to pupils on the bus.
8. The driver is responsible for keeping his bus clean both inside and out.
9. The driver is to get all required reports completed correctly and filed on time.
10. The driver is to report all needed repairs on the handheld Zonar system.
11. **In case of disciplinary problems, the driver shall issue the offender a bus violation form on the day of occurrence.**
12. Drivers must pre-trip their buses daily using the hand held Zonar system.
13. Drivers are required to attend annual meetings in the district or county to comply with State and Federal laws.
14. Drivers are to perform scheduled evacuation drills, biannually.
15. It is the driver's responsibility to instruct the students to wait for their signal to cross the street after being discharged from the school bus.
16. Bus drivers are permitted, by law, to use reasonable force and restraint in maintaining order and control in emergency situations.

## RESPONSIBILITIES OF TEACHERS

1. Teachers shall teach bus safety to their pupils.
2. Teachers shall dismiss their pupils at the scheduled time and see that bus riders go promptly to their buses.
3. Teachers are to assist the driver in maintaining discipline when they are accompanying pupils on field trips and athletic activities.
4. The transportation of passengers other than school aged children is NOT permitted on school owned buses.
5. Spectators are not permitted to ride school owned buses.
6. School activity trips may include, but not exceed, two authorized chaperones. However, they must board and discharge from the sponsoring school premises. School personnel are responsible for entering all field/athletic trips in school dude trip.
8. When on field trips, it is the teacher's responsibility to check with the school bus driver as to the amount of time needed for the return trip so as not to impede the normal transportation scheduling.

# SAFE TRANSPORTATION OF SCHOOL CHILDREN IS A COMBINED DISTRICT RESPONSIBILITY



Transportation of school children is a continually growing operation in the Cleveland Heights-University Heights City School District.

To perform this service safely and efficiently, the cooperation of all concerned: Board of Education, parents, principals, teachers, drivers and pupils is necessary.

This Folder sets forth the adopted Board policy concerning transportation. Parents as well as bus riders are urged to read it and to aid in carrying out these rules.

For Transportation Information contact  
us at 371-7195.

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