



To Northwest Local School District Families,

Riding the bus is a privilege not a right. All students in the State of Ohio must comply with all safety rules of the bus. Those 'Pupil transportation management polices' are found on the Ohio Department of Education website.

The attached is a list of those safety instructions they must follow. Failure to do so could result in a referral being written. Any consequences that are given for safety infractions are done so by the school administrators.

Thank you for helping us keep your children safe.

NWLSD Transportation

Ohio Pupil Transportation Operation and Safety Rules

3301-83-08 Pupil transportation management policies.

Pupil transportation management policies should be developed cooperatively by administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.
- (C) Pupil management and safety instruction policies shall include the following:
 - (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive
 - (2) Pupils must wait in a location clear of traffic and away from the bus stops.
 - (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
 - (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
 - (5) Pupils must remain seated keeping aisles and exits clear.
 - (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - (7) Pupils must not use profane language.
 - (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 - (9) Pupils must not use tobacco on the bus.
 - (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
 - (11) Pupils must not throw or pass objects on, from or into the bus.
 - (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
 - (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
 - (14) Pupils must not put head or arms out of the bus windows.
 - (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
 - (16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

3301-83-20 General rules.

3301-83-20 General rules.

- (A) The use of alcohol, tobacco, and non-prescribed drugs is prohibited on the school bus.
- (B) The driver shall use the established route and make stops only at points designated by the school bus owner or the administrator who is authorized to designate such stops. District shall have a routing plan in place and documented for all routine routes.
- (C) The driver shall operate the bus on the approved time schedule and shall wait for pupils if ahead of schedule.
- (D) Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance.
- (E) All buses shall be kept clean on the inside and on the outside. Front and rear windows, lights and mirrors should be clean and all markings clearly visible.
- (F) The following equipment may be installed in a school bus: broom, snow brush, ice scraper, and trash container. All equipment must be properly secured.
- (G) All buses shall be equipped with emergency assistance cards which list three telephone numbers to call. The cards shall provide space for describing the location of the school bus and the type of emergency.
- (H) The school bus driver shall use the seat belt whenever the school bus is in motion.
- (I) Identified route hazards shall be documented and provided to school bus drivers whose routes are affected. School bus drivers should report any such regular pedestrian or vehicular concerns as the following: (1) Construction sites; (2) Areas of poor visibility; (3) Restricted sight distances; (4) Railroad crossings; (5) Other route hazards as noted by the school bus driver.
- (J) Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus; however, the placement of such items in the rear of the bus shall not displace students. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.
- (K) Maximum hours. The school bus driver shall operate the bus for not more than ten hours in any one twenty-four hour period. Operation means on-road driving. Lay-over time does not count as operating time.
- (L) Fueling (1) Buses shall not be fueled while the engine is running. (2) Smoking shall not be permitted while fueling. (3) Buses shall not be fueled with pupils on board.
- (M) Except in cases of extreme emergency, cellular telephones, including hands-free and wireless devices, or other portable communication devices shall not be used by the driver while

the school bus is in motion or while the driver is supervising the loading or unloading of students.

(N) Medically necessary oxygen may be transported provided it is properly secured. The oxygen must be housed in portable units less than fifteen pounds total weight each. Guidelines for transporting oxygen will be developed and administered by the Ohio department of education.

(O) Districts shall adopt engine idling time policies that minimize the amount of time diesel engines shall be left idling. Diesel engine idling in excess of five minutes in school loading zones shall not be permitted unless the operation of a wheelchair lift is required.

Effective: August 1, 2007