

## **STUDENT TRANSPORTATION MANAGEMENT**

This policy has been developed in cooperation with School administrators and transportation personnel, and is designed to ensure the safety and welfare of all school bus passengers. This policy shall be posted in a central location in each school building of the School and made available to students upon request.

### **Maintenance of Pupil Control and Safety**

School bus drivers are authorized to, and responsible for, the maintenance of control of students while on school buses. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.

Drivers and bus aides must have access to appropriate information about the children on their bus to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the School's transportation office. All such information is strictly confidential.

### **Suspension, Expulsion, and Immediate Removal from Bus**

The Executive Director or other School administrative personnel may suspend a student from school bus riding privileges for a period of time determined appropriate by the Executive Director or other School administrative personnel. Prior to imposing such suspension, the student shall receive a notice of the intended suspension, and an opportunity to appear before the Executive Director or other School personnel.

Immediate removal of a student from School transportation is authorized. A student immediately removed from transportation must be given notice as soon as practicable of a hearing, which must be held within seventy-two (72) hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be determined by the Executive Director or other School administrative personnel.

Suspension or immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.

### **Student Management and Safety Instruction**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students 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. Students must go directly to an available or assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct, or the bus conduct established by administrators and transportation personnel, and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons or as permitted for non-routine trips during which the students on the bus shall be supervised by a chaperone(s) as described in O.A.C. §3301-83-16, a school administrator, or school personnel.
9. Students must not use nicotine products on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Student must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps. Any objects that cannot be held must comply with the “Guidelines for Use and Storage of Equipment,” set forth in this policy.
13. Students 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. Students must not put head or arms out of the bus windows.

#### Guidelines for Use and Storage of Equipment

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 students, 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.

LEGAL REFS.: O.A.C. §3301-83-08; 3301-83-20

Adopted: November 18, 2019