



## Bus Stop Policy

Trinity Student Delivery is committed to providing safe & efficient transportation. Safety is always our #1 goal. Stops are assigned by general location of students and must meet state regulations for safety. By increasing the distance between stops, this will limit a large number of stops in any particular area, ultimately improving the time constraints of a bus route. In certain areas of the city where this can be done, it will also help minimize the waiting period a student has to endure to be routed onto a different bus in the event that they move.

Determining school bus stop locations must reflect the priority of safety for students getting to & from bus stops and while waiting for buses. Guidelines have been developed with the recognition that, most of the time, school bus routes and stops must exist in less than ideal environments. School transportation professionals always balance the designation of "ideal" school bus stops with the realities of what the bus route will allow as impacted by local roadway conditions, school budgets and other limitations.

If you enroll or move after the school year has begun, you may be required to use an existing stop if creating a new stop greatly affects the time for other riders. **Ohio State code OAC 3327.02 (A) (5) states that "it is impractical" to transport if a creating a new stop "disrupts the current transportation schedule".**

### When creating stops for students, we look for the following characteristics:

- Minimize the need for students to cross a street from the stop to the bus regardless of the type of roadway
- Students must not cross multi-lane roads
- Pick locations that offer adequate lighting when possible
- Choose locations with sufficient space for students and parents to wait at least 12 steps from roadway
- Consider the number of students who will use a stop. While the presence of several students confers safety, too many students increase the likelihood of behavioral problems.
- Students are taught to cross in front of the bus where they can be seen by the driver. This is state law.
- Walking distance (sometimes varies with age of rider). In accordance with the Ohio State code OAC 3301-83-13 (B), it states that, "**Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.**" It also states, "Each pupil shall be assigned and required to use a specifically designated school bus stop except in unusual circumstances as approved by the school bus owner or designee."

### Stops regarding Kindergarten & first grade students:

All kindergarten & first grade students must be met by a parent or a designated person to be released at his or her bus stop in the afternoons unless written permission is given to the driver by the parent to be filed in the office for our records. If a parent or designated person is not at the stop to receive the student, they will be kept on the bus for the remainder of the route and brought back to the bus terminal until contact with the family has been made. Should there be no contact made with family, we are required to contact the Toledo Police Department. A bus will not be permitted to return to the stop a second time out of respect for the other students and parents who are already waiting. Also, for safety reasons, the driver will not be permitted to let a student off at an unassigned stop due to being followed by a parent in their own personal vehicle because this is a violation of Ohio State Safety Regulations.

### Parent & Community Concerns/Process for making a request:

Safety is the primary consideration when evaluating a parent's concern with bus stop placement, not personal circumstances or convenience. However, some situations may require special consideration. Contact your school with concerns or request for change in service to complete the "Transportation Request Form". All requests must be submitted in writing to transportation using the, "Transportation Request Form" from your school.

Thank you.