

**Dear School Staff & Parents:**

The following rules and regulations have been established to help ensure the safety of all students, employees and motoring public. We hope that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop **five minutes** prior to the scheduled time, which is always subjected to change.

Although your child may attend school at a different academy, they are still expected to abide by these rules. The rules will be enforced in partnership with your child’s school.

**“Riding a school bus is a privilege, not a right.”** We urge every parent to discuss these rules with their student and the importance of following such rules. Not only are they in place because safety on the bus is the number one priority but they are also **Ohio State Law**. Our number one job is to transport your “precious cargo” to and from school safely each day as well as field trips.

Your cooperation is appreciated in advance.

Thank you,

Trinity Student Delivery

**BUS DISCIPLINE POLICY**

Students who have the opportunity to ride the school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior can result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The School Leader as well as The Pupil Compliance Liaison or supervisor are available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student should a suspension become necessary. A suspension applies to all buses, not just the one they are assigned. The responsibility for student supervision by Trinity shall begin when the student boards the bus and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a matter consistent with guidelines on release of students.

**SPECIAL REQUESTS**

1-No pupil will leave the bus without the driver’s consent except at home or school. If a child is to leave the bus anywhere other

**TRINITY STUDENT DELIVERY POLICY (2018-19)**

than home or school, a written request with the alternate address is needed from the school.

2-There will be no additional riders, unless there is extra room on the bus and written permission is received from the School Leader **(Check with your school, first, as they may not allow this at all)**.

**SCHOOL BUS RULES**

1-All students must be on time. The bus cannot wait for those who are tardy. Students must wait for the bus at least 10 steps from the edge of the road (place of safety). Students crossing the road must be 10 steps from the front of the bus alongside the road’s edge where they can see the driver. Students must obey the driver’s instructions for crossing safely.

2-The drivers are in charge of the bus and the students. Students must obey the driver at all times. Assigned seating may be one of those instructions.

3-While the bus is in motion students must be seated facing the front until the bus comes to a complete stop. They must not sit sideways, backwards, stand or move about the bus (back to back, seat to seat, feet to floor). Students will ask permission to open windows, never throw anything out of them (including spitting) and keep all body parts inside the bus at all times.

4-Students will do their part to keep the bus clean. They shall not throw anything on the floor or out of the windows. Students will not leave anything in the aisle; this includes backpacks, feet, band instruments, sports equipment, etc. **There will be no eating or drinking on the bus at any time.**

5-No electronics are allowed unless approved first by the School Leader or the driver. If the driver feels it is a distraction while driving, it will not be permitted. This includes cell phones or lap tops. Anything with inappropriate images or language will not be permitted. Taking photographs or videos of others is prohibited.

6-Use of any toxic substances or chemicals like hairspray, nail polish or remover, perfume or cologne on the bus. Tobacco, drugs, alcohol or any sort of intoxicating substance is strictly prohibited.

7-Any sort of pet or animal(s) is never allowed on the bus for any reason. Glass containers or balloons are also prohibited.

8-Use of foul language is forbidden. This includes profane, vulgar, obscene language or swearing. There should be no screaming or yelling and all conversations shall be kept appropriate.

9-Students will not damage the bus. Possession or use of weapons or replicas of weapons on a school bus are prohibited.

10-Students should treat their driver, aides and all other students with courtesy at all times. Fighting, pushing, tripping, wrestling or horseplay of any kind is strictly prohibited. Students should always keep their hands and feet to themselves.

11-Any other behavior that is deemed inappropriate, sexual in nature, disruptive or dangerous is strictly prohibited.

**CONSEQUENCES OF DISOBEYING BUS RULES**

***The privilege of riding the bus is conditional based on the observance of these rules. If the offense is threatening or dangerous, the student will be removed until the incident is investigated. Suspension from the bus does not excuse the student from attending school. The parent/guardian will be responsible for their student’s transportation and failure to provide this shall be considered a violation of the truancy laws.***

**IF YOU MOVE...**

You must inform your school if you wish to still receive transportation. The school’s Office Manager will then forward an updated Transportation Request Form to the transportation department. The appropriate bus will be re-routed (if possible) to include your new pick up/drop off location within 7 days after receipt of request. The sooner you inform the school you’re moving the least likely a lapse in service will occur.

**APPEALING BUS STOP LOCATION**

If you feel that the bus stop assigned to your student is not appropriate due to safety, please contact our office to discuss this matter. Please remember, we do not provide door-to-door service but will work very hard to ensure the assigned bus stop is reasonable distance for your student(s).