

Ohio School Bus Safety Rules require the bus driver to take a moment to review and explain the safety items noted below with all passengers prior to departing on every field and athletic bus trip. The coach or teacher or chaperone shall assist in maintaining a quiet and respectful environment during this process. It is essential that the bus driver and adult(s) in charge maintain an open and respectful line of communication with safety being the priority.

Please ask if you have questions. Thank you in advance for your support.

Safety items:

(1) Aisles & Exits:

- The driver will point out the location of the emergency exits and give basic instructions on how to open the exits. This shall include doors, windows, and roof hatches. (Note to driver: You do not have to actually open the exits and it is actually best not to open the roof hatches.)
- The bus aisle must be clear at all times and the emergency exits and doors cannot be blocked – equipment may not be stored in the aisle or in any location that blocks an exit.

(2) Emergency Equipment:

- The driver will inform and show the passengers the location of the first aid kit, body fluid cleanup kit, fire extinguisher, flares and triangles.
- The driver should also demonstrate the use of the emergency override switch for all air service doors.

(3) General Rules:

- All passengers must remain seated.
- Eating and drinking is not permitted during travel time. When the group needs to eat on the bus after arriving at their destination due to weather or time schedules, the teacher, coach, and/or chaperone is responsible for making sure all trash is picked up and disposed of before the bus departs on the return trip home.
- All passengers must remain silent at railroad safety checks until the bus clears the tracks.
- All passengers, students and adults, must comply with the bus rules and follow directions from the bus driver.

(4) Teachers, coaches and/or chaperones:

- The bus driver is ultimately responsible for the vehicle and passengers.
- The teacher, coach, and/or chaperone plays an important role in avoiding unnecessary distractions and safety violations.
- Teachers, coaches, and/or chaperones must space themselves throughout the bus in order to effectively monitor student behavior. They must make it a priority to remind students to:
 - remain properly seated at all times
 - keep the noise inside the bus to a minimum
 - remain completely silent during railroad safety checks.
 - keep the aisle and exits areas of the bus clear at all times
 - keep the bus clean
 - check for personal belongings before departing the bus

(5) Use of cell phones, iPods, laptops, or any electronic lighted device on the bus after dark:

- The lights from electronic devices can be a safety distraction for the bus driver anytime the light reflects on the windshield of the bus.
- Passengers may utilize these devices **only** if the device is kept low and behind the seat barriers. At no time can a lighted device be held in the air, out in the aisle, or passed from one seat to another.
- Laptops cannot be utilized at all in seats 1 through 8. Passengers utilizing laptops in the remaining seats must be seated next to the window and away from the bus aisle.
- The teacher, coach, and/or chaperone shall enforce these guidelines.

COMPLETION OF THE ABOVE PROCESS MEETS THE REQUIREMENTS OF OAC 33-83-16 AND ORC 4511-76(C).

- PLEASE NOTE:**
1. The rear emergency door latches open. Do not force it shut. Please ask the driver for assistance to prevent damage.
 2. The side luggage doors can break. Do not force them shut. If the items do not fit please make the necessary adjustments without damaging the bus.

Thank you and have a great trip!

SPECIAL USE OF SCHOOL BUSES (NEW POLICY)

Buses owned by the Board are used primarily for the purpose of transporting students and school personnel for school-approved activities. They are available to all classes, groups or organizations within the schools in accordance with the following.

1. The use of District-owned buses is scheduled through the transportation office.
2. Fees for the use of the buses are established and made part of District regulations.
(See 3301-83-16 (B) and 6.06a)
3. The drivers of the buses must meet all federal, state, and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers of the buses ensure that the buses are not overloaded, that students conduct themselves in a safe and orderly manner while in the buses and that the buses are operated in a safe and lawful manner.
5. The drivers of the buses are responsible for reporting in writing to the transportation office the condition of the buses, particularly any need for repair or servicing.

Non-Routine Use of School Buses

“Non-routine student transportation” is defined as transportation of passengers for the purpose other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when approved by the Board and the trips do not interfere with routine transportation services.

All non-routine transportation will be conducted in compliance with State law. The Superintendent/designee will issue a trip permit that meets the requirements of the Ohio Administrative Code for any non-routine transportation.

LEGAL REFS.: ORC 3327.01; 3327.05; 3327.10; 3327.13; 3327.14; 3327.15
OAC 3301-83-16

Ohio Administrative Code 3301-83-16 sets forth the Ohio Department of Educator’s (ODE) guidance for special use of buses.

Adopted 12/1/2013