

# WADSWORTH CITY SCHOOLS

## DEPARTMENT OF TRANSPORTATION



## POLICIES PROCEDURES AND GUIDELINES

## WADSWORTH CITY SCHOOL'S TRANSPORTATION DEPARTMENT

Wadsworth City Schools operates a fleet of 34 buses. Twenty-four of these transport students to and from our public schools and one bus for special education. In total we are transporting 80 nonpublic students. The remaining seven buses are spares and one bus is assigned to carpentry class.

### TRANSPORTION POLICIES AND GUIDELINES

- ❑ The transportation policies of the Wadsworth Board of Education are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that transportation be scheduled so that the best educational interests of the students are served.
- ❑ The Board of Education will furnish school bus transportation to all elementary and secondary school students to the extent determined by the administration and approved by the Board. This may vary due to safety conditions that prevail in certain areas of the district. All regulations governing student transportation will be in accordance with the "Ohio School Bus Operation Regulations" issued by the Ohio Department of Education and Ohio State Highway Patrol, Department of Highway Safety and in accordance with state law.

### THE ONE MILE LIMIT

Generally, the Wadsworth City School District will provide transportation for resident students, in grades kindergarten through grade 12, who live one (1) mile or more from the school of attendance and for those students with physical or mental disabilities for whom school provided transportation is deemed appropriate. The responsibility of getting to and from school for those students who live within one (1) mile of their school of attendance rests with their parents/guardians. If you are under 1 mile you can request to the Transportation Department to have your child placed on a list and if there is room on the bus route you will be notified by letter with bus information and start date for your child to ride the bus.

### YOUR ASSIGNED BUS

Under normal circumstances students are required to ride the buses to which they have been assigned. Where **emergency** circumstances arise, provisions can be made for students to ride buses other than those which they normally ride. The guidelines for riding buses other than those normally assigned are as follows.

1. A note from the parent/guardian should be sent to the building principal requesting that the child/children be transported to a friend's/relative's home.
2. The note must state the reasons for the request and specify where the parent/guardian can be reached in case a need to contact parent/guardian arises.
3. This note should be presented to the building principal in the morning for his/her signature.
4. The building principal will attach a copy of the child's emergency release form to the note.
5. The above items must be presented to the bus driver by the student before the child can be transported. (Please note: we do not transport students to job sites). Playdate, sports or school projects do not fall under emergency circumstances.

### BUS STOPS/ROUTES/SCHEDULES

Bus routes, stops and schedules are adopted by the Board of Education within ten days after the start of the school year. The primary criteria for the location of bus stops are safety.

The law requires that stops must be limited to as few as possible. Therefore, the stop will be where several children from several homes can meet safely at a single central point.

Students are required to board and get off at their assigned bus stop and stay at a designated place of safety. In addition, students are required to be at their bus stop at least five (5) minutes early. These requirements are necessary for the safety of the students and the need to get students to and from school in a timely manner. Please do not follow the bus to another

bus stop or allow your child to walk beside a bus from behind if late/missed bus at assigned bus stops.

Bus routes and schedules are designed to provide students with safe, efficient and cost effective transportation to and from school. Our goal is to keep bus rides, from home to transfer school and vice-versa, to forty-five (45) minutes. However, while every effort is made to keep transit time to less than one (1) hour, on occasion a route may be approximately an hour long.

## **STUDENT BUS CONDUCT CODE**

The following rules are for the purpose of ensuring a safe and pleasant ride to and from school. You will find that some rules are obvious and reflect nothing more than common sense. Other rules may seem trite or trivial. However, these rules have evolved from state and national guidelines for safety on buses.

- The student code of conduct for the schools also applies to students while in transit on the school buses.
- When boarding, the student should go directly to his/her seat.
- The bus driver has the option of assigning seats.
- Students are not to use profane, vulgar, and/or improper language.
- Students must remain seated keeping the aisles clear once on the bus.
- Eating, drinking, and chewing gum on the bus is prohibited.
- Students are not permitted to use/have tobacco, alcohol, drugs, etc. on the bus.
- Students are not permitted to throw objects on, from, or at the bus.
- Talking should be kept to a conversational tone.
- Students must obey other reasonable requests by the bus driver.
- Students should cross the street after disembarking only on the bus driver's signal and stay at drivers designated safety spot until bus pulls away.
- When interior lights are on – be quiet, approaching Rail Road Tracks or driver needs to give instructions to student(s).
- No live animals are permitted on a school bus.

\* Violation of any portion of the conduct code can result in disciplinary action up to and including removal from the bus.

## **BUS SAFETY PROGRAM**

- ❑ Each year instruction is given in the primary grades within the first three weeks of school on bus safety and behavior.
- ❑ All buses are equipped with fire extinguishers, first aid kits and road flares and markers. Additionally, every bus is equipped with a two-way radio.
- ❑ Annually, drivers participate in an in-service training on topics related to safety.
- ❑ Drivers conduct daily pre-route bus inspections and post route inspections.
- ❑ The State Highway Patrol inspects all buses annually. Spot safety checks are conducted periodically during the year.
- ❑ Emergency evacuation drills are conducted each school year.
- ❑ All bus drivers possess a current commercial driver's license, with school bus/passenger endorsement, and ODE Pre-service certificate

## **OPEN ENROLLMENT**

Inter-district Transfers: Families of students coming to Wadsworth Schools from adjoining school districts are responsible for transporting their student(s) from their place of residence to the school of attendance or to an existing bus stop. New bus stops are not created to accommodate nonresident students. Wadsworth residents attending adjoining school districts should contact the appropriate school district to obtain their policies on open enrollment.

Intra-district Transfers: There is no guarantee of transportation for open enrollment students. New shuttle bus runs will not be added to accommodate Intra-district enrollment transfers.

## **LOADING PROCEDURES AT BUS STOPS**

For the right side pick up and left side crossover pickup, students are to remain at their **Designated Place of Safety resident side** until the bus driver hand signals them to enter the bus.

## **BABY SITTING**

We recognize the need for parents to have their children picked up or dropped off at a Bear Cub Academy, baby sitter or day care center. Therefore, with certain restrictions, transportation will be provided to and from babysitting services. The restrictions that apply are that students will be transported to and from a given location five days per week. The a.m. may or may not differ from the p.m. location. However, various locations during the week and or weekly changes cannot be accommodated.

## **SNOW DAYS**

When our schools are closed due to severe weather conditions, no buses/vehicles will run. This includes, but not limited to our Career Tech and special runs to Twinsburg, Medina, Barberton, Norton, etc.

Wadsworth City Schools has now implemented a 2 hour delay. Buses will run 2 hours later from normal AM schedule when official call is made for a 2 hour delay.



**Wadsworth City Schools Transportation Department  
357 Sunset Blvd.  
Wadsworth OH 44281**

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*It is the policy of the Wadsworth City School District that educational programs and activities are provided without regard to race, color, national origin, sex or handicap.*

*If any questions, please call Debbie Miller  
Transportation Supervisor at (330) 335-1328  
or email at dmiller@wadsworthschools.org  
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