

Busing



Student Transportation
Buckeye Valley Local
School District

IMPORTANT BUCKEYE VALLEY LOCAL SCHOOL DISTRICT TELEPHONE NUMBERS

TRANSPORTATION DEPARTMENT

(740) 369-8735 Mark Malcom – Director of Classified Services

mmalcom@mybvls.org

(740) 369-8735 x 5001 Dodi Andrews

dandrews@mybvls.org

Administration Office

679 Coover Rd

Delaware 43015

(740) 369-8735

Monday – Friday 7:30am – 4:30pm

Bus Garage

675 Coover Rd

Delaware 43015

(740) 363-5867

Buckeye Valley High School

901 Coover Rd

Delaware 43015

(740) 363-1349

Buckeye Valley Middle School

683 Coover Rd

Delaware 43015

(740) 363-6626

Buckeye Valley East Elementary

522 E High St

Ashley 43003

(740) 747-2266

Buckeye Valley West Elementary

Current building

61 N 3rd St

Ostrander 43061

New building – effective 11-26-18

4340 St Rt 257 S

Ostrander 43061

BUCKEYE VALLEY BUS DRIVERS 2018/2019 SCHOOL YEAR

Billie Lehner	#9	West Side	740-225-1450
Pat Tuggle	#1	East Side	740-815-6674
Tammy Davis			740-272-0310
Ann Rammelsberg	#31	East Side	740-803-2184
Monica Lyons	#28	West/East Side	740-272-2398
Jody Horner	#25	West Side	740-272-0381
Pam Sullivan	#35	East Side	740-225-5879
Shelley Harris	#32	West Side	740-971-1585
Mary Hayes	#22	East Side	740-972-5287
Dave Weber	#23	West Side	740-225-1314
Jeff Cramer	#4	East Side/TTC	740-404-2105
Shelly James	#15	East Side	740-513-6043
Clay Tuggle	#27	West Side	740-815-6673
Mitch Penry	#18	West Side	740-816-8298
Mike Kelley	#8	West Side	740-272-3607
Sheila Neville	#19	East Side	740-816-6651
Laurie Amato (Moore)	#17	West Side	740-816-6509
Kay Howard	#2	ALL	740-513-6714
Doc Williams	#37	West Side	937-243-6000
Tracey Green	#14	East Side	740-816-9133
Robin Ruff	#20	West Side	740-272-1261
Crystal Foor	#16	East Side	740-602-1368
Bill Jones	#5	SPED	740-972-5324
Mona Watkins	#10	West Side	417-699-2943
James Stambaugh	#6	West Side	567-970-6561
	#26	East Side	

As of 06-26-2018

**STUDENT TRANSPORTATION BUCKEYE VALLEY LOCAL SCHOOL DISTRICT
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STUDENT TRANSPORTATION BUCKEYE VALLEY LOCAL SCHOOL DISTRICT
Revised June 26, 2018

The transportation policies of the Buckeye Valley Local School Board are aimed at the welfare and safety of our students in providing an efficient and economical method of getting them to and from school. Policies will be in accordance with all regulations governing student transportation by the Ohio Department of Education Chapter 3301-83 Ohio Pupil Transportation Operation and Safety Rules, Ohio State Highway Patrol, Ohio Department of Highway Safety and as required by State law.

The District's transportation program is under the direction of the Director of Classified Services who is responsible to the Superintendent.

The Board of Education provides school bus transportation to all district resident students, preschool special needs students and kindergarten through eighth grade, who live more than one-half mile from school and for those with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional. The District operates its own fleet of school buses for transporting our students and eligible vocational or special education children between their home areas and schools outside the District; however, if it impractical to transport certain special education and private school students by regular bus, they may be transported through cooperation with other school districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The District provides transportation for students who attend private schools in compliance with State law. The District has the authority to make pay-in-lieu of transportation when not practical.

Exceptions to the established areas may be made by the Board when:

1. In the judgment of the Board, walking conditions to the student's school are extremely hazardous and/or
2. Because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary

Bus routes are established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services. The Board approves the bus routes annually. The superintendent is authorized to make any necessary changes in the approved routes.

Currently the Board of Education has authorized double and single bus routes for the school district. High school and middle school students are transported first with routes beginning as early as 6:00 a.m. and arriving at the high school at approximately 7:15 a.m. and the middle school at 7:20 a.m. Elementary bus routes begin as early as 8:00 a.m. and arriving at the elementary schools at approximately 9:05 a.m. Students in morning Preschool ride to school on the elementary routes. Private school students are normally transported on the high school routes in order to bring the students to a central location to transport them to their private school by a bus shuttle. The double and single routes in the afternoon begin right after school dismissal and begin with the middle school being released at 2:20 p.m. and the high school at 2:29 p.m. The double route drivers then go to their assigned elementary school for their afternoon dismissal at 3:40 p.m. Routes are normally completed by 5:00 p.m.

School Bus Stops

Bus stops will be limited, where possible, so students from several homes can meet safely at a central point for group pick-up. Students may be asked to walk up to one-half mile from their home. Students residing outside the boundary of the school district can make arrangements for the nearest occupied bus stop within the district. Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus-scheduled time of arrival is dependent upon who is riding on any given day and may vary a few minutes due to the student absenteeism, traffic, road conditions, weather and trains. Pupils must wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb, or property of any individual. The Board furnishes transportation in compliance with State Law. This fact does not relieve parents of students from responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

The length of bus routes and number of stops does not permit us the time to wait for each student to come from outside their home. Students need to be at the end of their driveway or at their appointed location 5 minutes prior to the scheduled arrival of the bus. Our drivers have been instructed to slow down, but if the student is not at their appointed location, they are to proceed on their route. Students who miss the bus should be transported to school by or taken to a nearby bus stop by parent. Time does not permit our bus drivers to circle around or return to pick-up students who have missed the bus. High school and Middle school students not riding for three days or more consecutively are required to call to resume bus transportation.

Students must board and leave the bus at the location to which they have been assigned unless they have both parental **and** administrative authorization to do otherwise.

Students are to abide by instructions and hand motions given by the driver to assure their safety and well-being at the bus stop. If it is necessary to cross the roadway, the student is to stay within the vision of the driver and wait for assurance that it is safe to cross the roadway. Students should remain at the bus stop and within vision of the driver until the bus proceeds on the route. Students are never to reach under or in front or back of the bus to retrieve an article dropped. We try to set up our bus routes so we can minimize the need for this practice. If a parent is by the road, children tend to want to run to the parents instead of watching the bus driver for direction. Please be aware of this. Parents should wait on the door side of the road and cross with their student upon driver's signal.

School Bus Turn-around

It may be necessary, in order to conveniently provide transportation to your student, for the driver to locate a safe location to turn around the bus. This is done with permission and help of the parents and/or landowner. If your driveway is selected, any damage of property would be repaired including adding gravel to the driveway for the length of the bus.

Student Behavior on the School Bus

Students must go directly to their assigned seat and sit down so the bus may safely resume motion. Students must remain seated keeping aisles and exits clear. Students may carry on the bus only objects that can be held in their laps or on their seat. Students are NOT allowed to store their belongings that are too large for their lap in the back of the bus. Their items are not to be left unattended. Students are to be respectful of other students and property during the bus ride. Students must observe classroom conduct and obey the driver promptly and respectfully. Students are to maintain conversational voice level in communicating with other students without yelling or being loud enough to distract the driver. Students that choose to listen to electronic devices may do so on the bus; however, earphones or ear buds MUST be used. When the school bus is stopped at a railroad crossing, students MUST be silent until crossing is complete. Students must not put head, hands, arms, legs or feet out of the bus window. Students are not permitted to throw, or pass objects on, from or into the bus. Students are to refrain from using profane language. Fighting and possession of tobacco, alcohol, drugs, firearms, ammunition, weapons, explosives and other dangerous materials of any kind are strictly prohibited. Animals are prohibited with the exception of those intended for special needs assistance. Students must refrain from eating or drinking on the bus.

School Bus Discipline

The bus driver has the responsibility of safely transporting our students to and from school. Distractions add to the stress level of the driver performing this very important task. They must be aware of all that is occurring outside of the bus with pedestrians, other motorists and road conditions as well as what may be occurring behind them on the bus. The school bus driver's authority and/or responsibility are to maintain control in order to safely transport our students. The bus driver has permission and is instructed, when necessary, to stop the bus on route, return to school or home to immediately address a discipline problem. The bus driver may assign seating in the front of the bus for students with disciplinary problems.

Students have a responsibility to maintain decorum so the bus driver can safely transport them. Busing is not a student's right but a privilege and this riding privilege can be suspended or denied due to student's behavior. This puts a hardship, not only on the student, but also on the parents in either transporting their child or making alternative transportation arrangements and still arrives on time to their employment.

A written "Bus Conduct Report" is completed by the driver and is given to the building principal for disciplinary action. Major infractions include, but are not limited to; endangering student and/or driver, throwing an object on, out or onto bus, weapons on bus, lighting matches and/or smoking, fighting, vandalism, insubordination, profanity directed at driver. Minor infractions include, but are not limited to: not riding in assigned seat, eating or littering, profanity, failure to remain seated, harassing other students.

Major infractions result in immediate removal from the bus. Length of suspension will be determined by the superintendent, designee and/or principal and may be for as long as the remainder of the school year depending upon the severity of the offense.

Minor infractions will be dealt with by the superintendent, designee and/or principal and may involve suspension from the bus.

The superintendent, superintendent's designee or principal are authorized to suspend or remove school bus riding privileges. Immediate removal of a student from transportation is authorized. A student immediately removed from the bus will be given notice as soon as possible of a hearing that must be held within seventy-two hours of the 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 the bus shall be in accordance with school board policies.

First offense will normally have a three-day suspension from the bus. Second offense will normally have a five day suspension from the bus. Third offense will normally be a ten day suspension from the bus. The number of days of the suspension is at the discretion of the superintendent, designee and/or principal and subject to the severity of the offense.

School Bus Vandalism

Cost of repairs for holes in seats, broken windows, and other vandalism of student misuse of equipment while on the bus is the responsibility of that student and parents.

Student Clothing and Safety Issues

Student clothing, coats, and bags should not have drawstrings or objects that are dangling and can catch or snag upon entering or leaving the bus. Light-colored clothing is preferable for early morning pick-ups prior to sunrise. Students boarding or leaving the bus that are crossing the road should refrain from having their hoods up or using their hand held devices such as cell phones or iPods.

Student Safety and Emergency Instruction

Student bus riders in kindergarten through third grade will receive safety instructions within two weeks of commencement of classes each school year. Emergency evacuation procedures and drills for all students will be conducted on school property at the beginning of the school year. A student is selected to respond to the bus driver's aid if they should become incapacitated in route.

Cell Phones

Cell phones are permitted on buses for parent and student communication only. Use of cell phones for taking pictures or videos is strictly prohibited on school buses for safety and student privacy.

School Bus Shuttles – DACC, St. Mary Catholic School, Ventures, The Tomorrow Center, Grady Memorial Hospital, & ROTC

Students attending the Delaware Area Career Center (DACC) of Delaware County living within our school district are transported to Buckeye Valley High School to a collection point to be shuttled to both the North and South campuses of DACC. The students are picked up at the front entrance of the high school at approximately 7:25 a.m. and shuttled to the appropriate location. Students attending DACC are shuttled back to the high school in the afternoon to catch their normal bus home. When possible, students attending the DACC North campus will have a dedicated bus that will take them directly to their normal bus stop. When there is a dedicated bus taking DACC North students directly to their normal bus stop and for some reason they need to come back to BVHS for an after school activity they will need to let the bus driver know so that the driver will come to the High school. A daily mid-day shuttle is run to transport half day DACC N & S students to and from BVHS.

SAP Students – In the afternoon SAP students will ride the appropriate bus home from North Campus to the HS to catch their normal bus home. If there is a dedicated bus that afternoon taking North campus students directly to their homes they will also take the SAP student directly to their normal bus stop.

Students attending St. Mary Catholic School, The Tomorrow Center, Grady Memorial Hospital or Ventures are transported on our high school route to the Buckeye Valley High School to a collection point and then shuttled to their appropriate school. All transfer buses leave BVHS at approximately 7:25 a.m. and return to BVHS to catch their bus home. No mid-day shuttles are available for these schools.

ROTC – Students attending ROTC (held at Delaware Hayes HS) self-transport to Hayes HS. Buckeye Valley supplies transportation from ROTC back to BVHS at the end of the ROTC class at approximately 8:10 a.m.

Bus Riding Permit and Unauthorized Passengers

Adults not enrolled in any approved program unless assigned by a proper school official as a bus or student monitor including nurse for a student cannot board a bus unless requested by driver to assist in securing their special needs child's harness to a seat. Violators will be reported to the local law enforcement authorities.

Students are not permitted to ride another bus without an **approved** "Bus Riding Permit" authorized through the building principal. Request for a permanent bus change must be approved through the director of transportation and approval is subject to purpose of change and space on bus.

Students not residing within the Buckeye Valley Local School District or attending Buckeye Valley Local Schools (other than those students on open enrollment who use an existing bus stop) are not able to board a Buckeye Valley School bus.

Alternate Busing Information

Buckeye Valley Local School District requires busing to be arranged to and from the student's residence to the student's home school of residence. However, the District recognizes it may become necessary to change busing to another address (example: child care). The guidelines for alternate busing are as follows:

There will be only one alternate address allowed in addition to the student's home address. The alternate address must be within the boundary area of the student's current school, and there must be an existing stop for the alternate location. While we would like to be able to allow parents the convenience of multiple pick up and drop off locations, it is simply impossible for the drivers to keep track of that kind of information for all the students on their buses.

If alternate busing is necessary and the above guidelines are met, please contact the Transportation Office to provide us the necessary information in order for us to properly assign your child's bus route.

In order for the transportation staff to change a home address, parents must first contact the Administration Office at (740) 369-8735. Building staff cannot change the home address information in our system until it has been officially changed in the school records.

School Bus Passenger Capacity

Seating will be provided that will permit each passenger to sit in a position, which will provide maximum protection by the barrier. The number of passengers cannot exceed the school bus manufacturers rated capacity. The capacity of our current fleet is 65 and 71 passengers and is adjusted according to passenger's individual size. No students are permitted to stand while the bus is in motion except for bus monitors.

Buses are "compartmentalized" with high back seats (barriers) to protect riders from sudden stops. Buses are not equipped with seat belts with the exception of harnesses for preschool and special needs students.

Student and Medical Information

Bus drivers are required to have accessible student's name, address, telephone number, birth date and medical information available to the degree that such information might affect their safe transportation and medical well-being for emergency treatment. All information remains strictly confidential. Drivers, depending on the severity of medical conditions may stop route and request medical emergency assistance, return to school or alter the bus route to get ill student home as quickly as possible.

Calamity/Snow Day (Delay or Cancellation of School)

In the event of inclement weather, impassable roads, or some other event that precludes the possibility of normal transportation, which will cause a delay, or cancellation of school, the following procedures will take effect.

District students and families will be notified of a delayed start, cancellation or early dismissal via the area radio and local television newscasts plus a phone call from Alert Solutions. It is very important that we have the most updated contact information in Power School. This is the system that provides the information for Alert Solutions. Normally, this decision for a delayed start or cancellation of school is made before 6:00 a.m. prior to our school bus drivers beginning their routes. We begin notifying the news media at 6:00 a.m. Road conditions can change dramatically in a short period of time, which could alter the timing of notification.

Once drivers are in route and have students on the bus, it may be deemed as safe to continue the route and bring students to school as opposed to retracting the driver's route to return students to their home. Road conditions could improve by the end of the school day to safely transport student's home at the regular time.

If weather conditions necessitate the early release of our students, announcements will be made via the area radio and local television newscasts, as well as a call from Alert Solutions to inform parents of the time of the release.

Delay or cancellation of school may require parents to make back-up plans for care and/or supervision of children at home. Please have these alternative plans ready and notify the bus driver, school building principal's office, director of classified services or bus garage of your plan to accommodate the delay or early dismissal of school.

School Bus Communication

The Buckeye Valley Local School District radios work on a UHF frequency. It is a repeater system with a range of approximately 30 miles. Mobile to mobile, without repeater, will work within several miles of each other on strictly line of sight. Each school building, including the bus garage, in the district has a base unit and each bus is equipped with a radio for communication.

Lost Student

Periodically we receive a report of a lost student that was not dropped off at home as scheduled. Fortunately we have found all missing students and find they just were not paying attention that their stop was coming, another parent or relative picked child up at the school, student was involved in after school activities or student thought they were to get off with another student or at another address for child care.

Please notify school immediately that child is missing with description of child and clothing. We will contact bus driver to determine if student is/was on bus and where student exited the bus. We will contact all buses on route to see if student is on another bus.

Please call student's friends and neighbors to see if they are aware of your student's whereabouts. Contact day care providers. Normally, we find there was miscommunication on what child was to do after school.

Please notify school that student was found. We continue our effort, until we hear from the parent that the student has been found.

School Bus Rerouting and/or Delayed Route

Periodically, we have a bus breakdown, an ill driver, or a detour on a route that creates a situation where we have to "double-up" on some routes to cover an area for route driver and bus that is disabled. We ask surrounding route drivers to converge on the route needing coverage to help out. This causes delays due to some additional roads to cover and bus stops before the bus gets to school or to your home. Your patience and understanding is appreciated in these situations. Sometimes roadwork, an accident, bridge closure creates situations beyond our control that we must reroute our buses to cover a route for a period of time. This can create a temporary change in the schedule of your bus arrival time, bus number, and driver. If it is going to be for a period of time, the bus driver will notify you via your student or note.

Lost and Found

Bus drivers, after their routes are completed, are required to check their bus for articles left behind and even students who may have fallen asleep and missed their stop. Parents are called if the driver can identify the owner of the lost article. If not, they are normally turned into the school office to be claimed.

Students should keep their personal items in their book bag out of sight of others. Though hand held devices are permitted on the bus, they are subject to being stolen along with coats, hats and gloves and other personal items.

Students should notify the driver immediately if an item has been taken from them without their consent.

Video Cameras

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police and the District Administrator shall be authorized to view the videotape for the purpose of documenting a problem and determine which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services personnel to view segments of a specific tape if viewing the footage is beneficial to their role in assisting the student.

Co-Curricular Trips (Athletics, Music, Field Trips)

Although the bus driver is ultimately responsible for the safety of all who ride the bus, the school or parent chaperone is responsible for the management of the students on the bus, student attendance counts, and follow-up with parents and/or administrators concerning student behavior problems. Chaperones should check with the driver for driver expectations regarding noise level and student behavior. Students are expected to follow all school rules and expectations.

PRESCHOOL AND KINDERGARTEN STUDENTS:

For your information the following instructions have been given to the school bus drivers regarding Preschool and Kindergarten students transported by District school buses:

Drivers are instructed to allow the parents of Preschool and Kindergarten students enough time to properly introduce themselves to the bus driver. **It's the parent's responsibility to communicate with the driver who will be the responsible party receiving their child and give a written note if it will be someone other than the parent of the child.**

Drivers are instructed to discharge students only at their designated bus stop.

Drivers are instructed that **NO PRESCHOOL OR KINDERGARTEN STUDENT is to be left at a bus stop unless a parent/guardian is at the stop to receive the child.**

Drivers are instructed **NOT to leave Preschool or Kindergarten students with a person other than the parent unless they have a written note signed by the parent or an administrator of the School they attend.**

Drivers are instructed to **return preschool and kindergarten students to their elementary school if there is not a parent at the stop to receive the child.**

Please, do not put your child in this situation. Your help and cooperation is needed.

PRESCHOOL

Buckeye Valley is required to transport preschool students that are considered "non-typical". If your child is "typical" you are required to provide transportation to and from school. Preschool students are transported to and from schools on the elementary routes.

Preschool students attending AM Preschool will ride an AM elementary bus that starts picking up students as early as 8:00 a.m. and arrive at the elementary schools at approximately 9:05 a.m. AM Preschool students are dismissed at 11:30 a.m. and they will ride a mid-day bus home.

Preschool students attending PM Preschool will be picked up starting as early as 11:45 a.m. and will be delivered to the elementary school by 1:00 p.m. PM preschoolers will ride home on a regular afternoon bus leaving the elementary school at approximately 3:35 p.m. Afternoon buses deliver students from 3:35 p.m. until approximately 5:00 p.m.

Please have your child **ready to board the bus 5 minutes prior** to his/her scheduled pick up time. In the afternoon, please be waiting for your child to be dropped off 5 minutes prior to his/her scheduled drop off time.

All preschool students are required to be harnessed in to and from school. When students are **being picked up, they will be buckled in by their parent/guardian** with the help of the driver if necessary. When students are returning home after school, they will be buckled in by the bus driver. **The driver will unbuckle the student once they reach their destination so the student can exit the bus.** It is ultimately the bus driver's responsibility to ensure the safety of their riders.

On days that school is delayed 1 or 2 hours, AM preschools will ride their normal bus to school 1 or 2 hours later than their normal pick up time. For a 1 hour delay, the AM session will be from 10:00 a.m. to 11:30 p.m. and the PM session will be from 1:00 p.m. to 3:35 p.m. In the event of a two hour delay, the AM session will be from 11:00 a.m. to 12:45 p.m. and the PM session will be from 1:45 p.m. to 3:35 p.m. Drop off time for the PM preschool students will remain the same.

STUDENT EMERGENCY INFORMATION & ACKNOWLEDGMENT OF HANDBOOK

PLEASE FILL OUT SEPARATE FORM FOR EACH CHILD

Student Name: _____ **Date of Birth:** _____

Student Home Address: _____

Contact phone number: _____ **Is it okay to text you: YES or NO**

Email Address: _____

Student Pick up Address (if different than home address):

Student Drop off Address (if different than home address):

Emergency Contact Person: _____

Emergency Contact Number: _____

Attendance Building: _____ **Grade:** _____

Does the student attend any of the following for school purposes? Please circle all that apply:

DACC N full day DACC N ½ day – AM or PM DACC S full day DACC S ½ day – AM or PM

St Mary's Ventures The Tomorrow Center

Medical Condition(s) if applicable (examples but not limited to: diabetes, asthma, allergies, and seizures):

I have read and understand the information provided in this handbook and my student(s) will abide by these guidelines.

Parent Signature **Date**

Student Signature **Date**

PLEASE COMPLETE AND RETURN THIS PAGE ONLY TO YOUR STUDENT(S) BUS DRIVER NO LATER THAN AUGUST 24, 2018