HARDIN COUNTY BOARD OF

DEVELOPMENTAL DISABILITIES

TRANSPORTATION E. 6.0

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6.0 Philosophy

The Hardin County Board of Developmental Disabilities shall provide transportation services to students enrolled in Simon Kenton School in a safe and efficient manner in the most normalized mode possible for each student.
All school shall conform to standards 4501-5-02 and 4501-5-03, Ohio School Bus Minimum Construction Standards.

6.1 Eligibility

Enrollment in Simon Kenton School includes students served in preschool and school age classrooms.

(A) The Hardin County Board and Developmental Disabilities shall provide transportation for students attending Simon Kenton School. Transportation for preschool and school age children shall be in compliance with Sections 3323.01 and 4511.76 of the ORC. The nature and extent of transportation services provided to each student shall be determined through the IEP process. The determination shall be reviewed annually.

Authorized passengers on routine trips shall include: (OAC 3301-83-17)
1. Students enrolled in Simon Kenton School
2. Parents or guardians who are participating in Simon Kenton sponsored special programs that require attendance of both the student and the parent or guardian.

Unauthorized passengers shall include: OAC 3301-83-17

1. Family members of transportation staff not enrolled in any of the approved programs for which the route is scheduled.
2. Employees on routine bus routes unless assigned by proper school officials as part of their duties.
3. Any person not enrolled in any of the board approved programs, unless assigned as a bus monitor.

6.2 Individual Education Plan Transportation Section

During the development of the IEP for each student, the following shall be considered:

1. The steps necessary to ensure safety of the student.
2. The least restrictive, most normalized mode of transportation.
3. Transportation assistance needs – special need of the student to be addressed include but not be limited to:

    a. Specialized equipment

        i. lifts
        ii. seatbelts
        iii. car seats
        iv. safety harnesses/restraints – must have quick release mechanism (approved by the Human Rights Committee)
        v. chair locks – all wheelchairs must be secured
        vi. other adaptive devices

    b. Staff assistance

        i. behavior support specialist
        ii. bus aide/assistant/monitor
        iii. OT/PT
        iv. others

4. Mobility/travel training be provided for students using alternate modes of transportation if determined necessary on the IEP.

5. A three (3) day notification is required for any changes in transportation except in emergency situations (i.e. abuse, neglect, caretaker changes, etc.).

6.3 Transportation Policies

Simon Kenton School shall provide transportation for students enrolled our program. The intent or purpose of the school's policies and procedures are to reduce and prevent, to the greatest extent possible, injury or death to the students enrolled who are utilizing the school's transportation system. It is also to ensure uniform, economical, and efficient transportation operation. The school's transportation system shall be governed by the Ohio Pupil

Transportation Operation and Safety Rules 3301–8 3–02 through 5123 –1–03. School policies are intended to be in compliance with these rules and interpretation of the same. Policies and procedures in addition to these rules may be developed to supplement the aforementioned rules and address situations that are unique to Simon Kenton School, its transportation system, and the transportation needs of the students enrolled our program. It shall be the responsibility of the superintendent, transportation coordinator, bus driver, and any other individual responsible for transporting passengers enrolled or participating in Simon Kenton School's programs or sponsored activities, to be familiar with the rules and policies governing our transportation system.

1. **Regulation on Stopping Point**
   If a pick up or drop off is considered unsafe, Simon Kenton School reserves the right to deny that stop. An alternate stop shall be arranged by mutual agreement. The Ohio Pupil Transportation Operation and Safety Rules state that there must be 500 feet of visibility from both directions of pick up or drop off locations.
2. **Backing**
   Although backing is not prohibited, it is only allowed when necessary. Backing can only be done with the approval of the Transportation Coordinator and /or Superintendent. In will only be the distance of the length of the bus.
3. **Wheelchairs**
   Wheelchairs shall be inspected once a year or when necessary. If a child's wheelchair is deemed unsafe, we will not be able to provide transportation until it is repaired and passes inspection. No wheelchairs will be transported empty or with trays attached.
4. **Bus Driver/Aide Responsibility**
   Drivers/Aides shall be responsible for compliance with all regulations contained in the Hardin County Board of DD policy manual, The Ohio Pupil Transportation Operation and Safety Rules and the rules of the Ohio Department of Education. For the safety of all students, drivers/aides are not permitted to leave the bus to assist students to and from home.
   At the end of each route the driver and aide are required to check the bus for students. The procedure will be as follows: Aides will unload students from the back to the front of the bus, checking each seat, and exiting with the students. The driver will then check each seat and hang the empty sign in the back of the bus.
5. **Unattended Vehicles**
   At no time will a driver leave a vehicle unattended with students beyond line-of-sight of the vehicle. When loading and unloading students, the driver will remain with the vehicle.
6. **Unauthorized Use of a Board Vehicle**
   Board owned vehicles may not be used for any reason than regularly scheduled duties or as assigned by the supervisor.

6.4 Bus Safety Instruction

Safety instruction will be given to all students, within the first 2 weeks of school, who are transported by county board buses and also direct service staff who provide services for these

students. Bus Safety Week is in October. Bus safety instruction will be communicated to the families of all students. As specified in, 3301-83-09 the bus safety instruction program will include, but not be limited to:

1. Safe walking practices to and from the bus.
2. How and where to wait safely for the bus.
3. Wearing of light colored or reflective clothing when going to and from the bus stop in darkness including how to avoid personal risks involving strangers.
4. What to do if the bus is late or does not arrive.
5. How to enter and leave the bus safely. This instruction shall include the potential hazards regarding the snagging of clothing, backpacks, or other items, as well as items which may be dropped around or under the bus.
6. Safe riding practices. (including instruction on rule 3301-83-08 of the Administrative Code, pupil transportation management policies).
7. Procedures to follow in emergencies, including evacuation of the bus.
8. Proper respect for the rights and privileges of others.
9. The dangers of trespassing in a railroad right-of-way and other dangerous areas

6.5 Emergency Closing of Facilities/Inclement Weather

Inclement weather or other emergencies may require the temporary cancellation of transportation services or cause delays or changes due to the nature of the emergency. In the event of cancellation or delays:

1. The Superintendent or designee will make all reasonable efforts to notify drivers / aides by phone.

2. The Superintendent or designee will notify local television, radio stations, and put out the One Call Now. The stations will be listed in the Transportation Handbook.

3. Cancellations and delays will be posted on the Simon Kenton School website.

4. Simon Kenton will utilize a phone contact system to notify families and students. Families will have the opportunity to opt out of this system.

6.6 Emergencies

6.6.1 Drills/Evacuation

The transportation Coordinator shall organize and conduct emergency exit drills for all employees riding buses to and from county board facilities. Each of the following three emergency procedures shall be conducted at least once annually.

1. Everyone exits through the front entrance door.
2. Everyone exits through the rear emergency door
3. Front half exits through the front door and rear half exits through the rear door.

Transportation Coordinator shall develop written guidelines for emergency evacuation of each bus taking into account the individuals assigned to ride each particular bus. ***Refer to Ohio Pre-Service School Bus Driver Training Manual for guidelines in developing the procedures.***

1. A written report will be prepared by the Transportation Coordinator after each drill and submitted to the Superintendent or designee which will include but not be limited to:

    a. Time, date and place of drill.
    b. Type of drill.
    c. Elapsed time of evacuation.
    d. Description of any problems encountered.
    e. Recommended corrective action for encountered problems.
    f. Other comments.

2. The reports shall be maintained in the Transportation Coordinator's Office.

6.6.2 Tornado Warning or Sighting

If a tornado warning is received prior to the beginning of the route, the driver shall not pick up until the "all clear" is announced.

Protection of passengers on buses in transit is the primary responsibility of the bus driver. As soon as the driver visually observes a tornado, the driver shall take the following action:

A. In rural areas:

    1. If possible, park bus off roadway away from large trees, power lines, poles or buildings;
    2. Give command to evacuate bus. As driver leaves the bus, take first aid kit;
    3. Position student away from the side of the bus without crossing the highway;
    4. Position students in lowest area available such as a ditch, hollow, ravine, culvert or embankment;
    5. After danger has passed, driver shall check students for shock or injury;
    6. Administer necessary first aid and request assistance;
    7. If assistance is not needed, board passengers on bus and proceed with the route;

8. Driver shall contact transportation office if further instructions are needed;
9. An incident report must be completed within the established timelines.

B. In urban areas:

1. Park bus immediately;
2. Give command to evacuate bus. As driver leaves the bus, take first aid kit;
3. Send passengers into nearest buildings after obtaining permission of building management;
4. After danger has passed, driver shall check students for shock or injury;
5. Administer necessary first aid and request assistance;
6. If assistance is not needed, board passengers on bus and proceed with the route;
7. Driver shall contact transportation office if further instructions are needed;
8. An incident report must be completed within the established timelines.

In the event a tornado warning is issued after the route starts, the driver shall:

1. Continue to listen to the radio for updates.
2. Contact the transportation office for further instructions.
3. Make a judgement based on information available and observable weather conditions as to whether the bus should be evacuated.

6.6.3 Bomb Threat

If a situation occurs at the building, bus drivers will be notified not to return to Simon Kenton School.
In the event of a bomb threat, bus transportation employees will be notified that a threat has been received. All vehicles should be stopped and evacuated at the nearest place of safety. Drivers should then notify the administrative office of the bus location and await further instructions from the supervisor.

6.6.4 Emergency Equipment

The following emergency equipment shall be maintained at all times on all buses in a safe location as close to the driver as possible:

1. Three flares and three red reflectors (day or night use);
2. Fire extinguisher;
3. First Aid Kit;
4. Body Fluid Kit

Flares and reflectors are used as warning devices when a bus is disabled and are required by state law. Follow instructions on the flares.

As required by law, the three flares and reflectors should be placed:

1. At the traffic side of the bus – a safe distance from the bus and oncoming traffic.
2. Approximately 40 paces or 100 feet to the rear of the bus. If there is a hill or curve the distance should be greater, but no farther than 300 feet.
3. Approximately 40 paces or 100 feet in front of the bus, again using greater distances if conditions warrant.

The fire extinguisher has approximately thirty seconds of use and must be checked periodically for proper charge and must be recharged after every use. The following operating procedure should be followed:

1. Remove extinguisher from mounting bracket and hold vertically.
2. Release safety device.
3. Squeeze handle to discharge chemicals.
4. Direct chemical discharge at the base of the flame.

The first aid kit and body fluid cleanup kit must meet federal / state standards and should be located in the driver's compartment, be dustproof and well labeled. Replace any item used from emergency equipment supplies as soon as possible.

6.6.5 Emergency Medical Forms

A copy of each student's Emergency Medical Authorization Form, Student Transportation Form, and Child Release Form must be on all vehicles in which the student is a passenger. These forms are to be updated annually or sooner if information changes.

6.6.6 Emergency Procedures for Mechanical Breakdowns

The transportation Coordinator shall organize and conduct emergency exit drills for all employees riding buses to and from county board facilities. Each of the following three emergency procedures shall be conducted at least once annually.

1. Everyone exits through the rear emergency door.
2. Front half exits through the front door and rear half exits through the rear door.
3. Front half exits through the front door and rear exists through the rear door.

The following procedure for mechanical breakdowns from the Ohio School Bus Driving Training Manual.

1. Move bus off road safely and as soon as possible.
2. Activate hazard lights.
3. Shut off key and remove it.
4. Set Parking Brake (emergency brake).
5. Decide whether or not to evacuate.
6. Employ safety devices.

7. Driver shall contact the office by cell phone. If not possible, ask a passing motorist to notify the school and the police. Send an emergency assistance card along with the motorist with instructions. Ohio Pupil Transportation and Safety Rules 3301-83-E states, "All buses shall be equipped with emergency assistance cards which list three telephone numbers to call and provide space for describing the location of the school bus and the type of emergency.
8. Try to keep the passengers calm.

6.6.7 Emergency Procedures – School Bus Accident

In the event of an accident the Ohio School Bus Driver training Manual procedures shall be followed.

1. Remain calm.
2. Stop the bus.
    a. Activate hazard lights.
    b. Shut off ignition key.
    c. Set parking brake.
3. Reassure passengers and check for injuries.
    a. Be clearly in command.
    b. If passengers are injured:
        1. Obtain assistance from bystanders.
        2. Apply basic first aid procedures.
4. Be alert for fire or possible fire. Check for:
    a. Ruptured fuel tank or fuel lines.
    b. Smoke.
5. Decide whether or not to evacuate.
    a. Make a decision.
    b. Locate a safe spot to evacuate.
6. Protect the scene of the accident from further accident or injury by employing safety devices.
7. Locate witnesses.
8. Notify school and law enforcement officials.
9. Do not discuss the accident with others until supervisor or building authority arrives. Cooperate with investigating officer. Provide investigating officer with:
    a. List of passengers names, ages, addresses and phone numbers.
    b. List of seat location of each passenger remaining on the bus.
    c. Information about the bus such as insurance, make, model, number, owner, etc.
10. If another motorist is involved, give your name, address, driver's license number and vehicle information to him/her. Get the same information from the other driver.
11. Work with administration to:
    a. Continue transportation of students.
    b. Prepare written reports required by the board.
        1. T-10 report must be completed and reported as directed in 3301-83-14 (G).
        2. A report must be submitted to the Bureau of Motor Vehicles within 30 days of the accident if any injury or damage exceeding $400 results from the accident.
        3. Accident/Incident Report as required by the board.

6.6.8 Emergency – Disability of Driver

1. In the event a bus driver is injured or becomes ill prior to a normal route or trip, he/she shall contact the supervisor and not start the route/trip.

2. If the disability occurs while the driver is on duty, he/she shall remove the bus from the roadway into a parking lot or driveway.

3. The driver shall contact the supervisor by cell phone and request assistance. If not radio equipped, flag passing motorist and use emergency phone cards to request help.
4. If the driver is on a non-routine trip, the chaperone shall use the cell phone emergency phone cards to request help.

5. At all times, safety shall be the primary consideration in evaluating the situation.

6.6.9 Emergency – Student Illness/Accident

1. School bus drivers may administer First Aid as needed.

2. Under no circumstances may a school bus driver administer medication.

3. School bus drivers shall notify parents/guardians/advocates in reference to an illness/accident or unusual incident upon the bus (i.e. illness, behaviors, etc.).

4. School bus drivers should communicate an illness/accident upon the bus to the transportation supervisor for reporting to the building authority. An UIR report form must be completed by the bus driver prior to the completion of the work day and filed with the transportation supervisor and Superintendent.

5. School bus drivers may contact the office to request that parents/guardians/advocates be notified by telephone in reference to an illness/accident which may warrant the student being taken home by the bus or by the parent/guardian/advocate upon the arrival of the bus to the school.

6. School bus drivers must always put safety first and foremost in their role as vehicle operator.

6.7 Non-Routine Use of School Buses

OAC 3301-83-16

A non-routine use of a school bus means transportation of students other than regularly scheduled route to and from school. School buses may be used for non-routine trips only when such trips will not interfere with routine transportation services.

Approved non-routine use of buses

1. Trips that are an extension of the instructional program as determined by the administration.
2. Trips for the transportation of students directly participating in school sponsored event.
3. Transporting students/chaperones taking part in board approved events within the local community which are board or local community sponsored.
4. Emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services.
5. A civil emergency as declared by the governor
6. Transporting board employees engaged in board approved employee improvement programs.
7. Transportation Coordination to participate with local Human Services providers.

Trip permits

School Bus owners or designee shall provide a trip permit/~~contract~~ which shall accompany the driver on any non-routine trip. The permit shall provide the following information:

1. Date of trip;
2. Destination;
3. Purpose of trip;
4. Name of School District;
5. Driver's name;
6. Bus Registration number;
7. Total miles of trip;
8. Designated meal stops;
9. Drivers must have map for destination;
10. School Bus owner or designee signature;
11. Superintendent's signature;
12. List of passengers and emergency medical forms;
13. Depart and arrive time;
14. Need for a monitor.

1. Chaperones 3301-83-16

   One or more adult chaperones, as approved by the Superintendent or designee, shall accompany each bus required for any non-routine trip involving students. The chaperone's responsibility shall be to assist the bus driver in maintaining passenger control and in enforcing procedures for the safety of all passengers.

2. Out-of-state trips 3301-83-16

Any out-of-state travel shall remain within two hundred forty miles round-trip distance from point of exit from the state to the point of entry to the state (Section 3327.15 of the Ohio Revised Code).

3. It is not permissible to use buses for any personal reasons. Drivers cannot stop at the store or at any other location unless the stop is official business.

4. Field trip requests must be received by the transportation supervisor at least one (1) week in advance. They must include completed requests for the field trip, roster of those attending and prior approval of the Superintendent.

5. Transportation supervisor shall assign the field trip and return a copy of the request for field trip form to the building authority.

6. Should a field trip be postponed or cancelled, the transportation supervisor must be contacted immediately to make the necessary schedule changes.

6.8 Bus Routes

1. Transportation shall prepare routes and disseminate the information to bus drivers, students, or parents/guardians and other appropriate program personnel at least ten (10) days prior to the start of the program (Ohio Department of Developmental Disabilities). Routes will be in accordance with 3301-83-12 and 3301-83-13.

2. All drivers are responsible for maintaining current, updated route sheets (indicating names, addresses, phone numbers, pick-up and drop-off times and route directions and other appropriate information) on their bus and in the administrative office at all times. Whenever changes or additions are made, drivers must update their copy and must provide the office with an updated route sheet within a reasonable time. Whenever drivers are assigned a new student, that person or family/guardian must be notified of the pick-up and drop-off time. If any pick-up or drip-off time changes due to additional pick-ups or drip-offs, the students or parents/guardians must be notified. Families/guardians will be given revised times by the transportation supervisor or his/her designee.

3. If the driver arrives at a pick-up point ahead of schedule, the driver shall wait until the normal pick-up time for the student if necessary. No drop-off shall be made until the driver knows someone is home. If no one shows to get their student off the bus, the school will be notified and the student will be taken back to the school after the route is complete. The parent /guardian will be notified to pick up the student.

Note: riders are to be ready for the bus arrival ten (10) minutes prior to scheduled pick-up time.

4. No bus shall be scheduled for more passengers than the approved seating capacity of each bus. Seating capacity shall be adjusted if seats are removed for wheelchair transport.

5. Travel Time: Bus riders cannot ride the bus in excess of ninety (90) minutes during any one time, 90 minutes each for transportation to school and transportation to home.

6. Changes in the route shall require three (3) day notification except in emergency situations (i.e. abuse, illness, change in caregiver, etc.).

6.9 Bus Maintenance

1. It is the responsibility of the school bus driver to make a daily pre-trip inspection before each and every operation of the school bus. The inspection form shall be completed prior to the first run of the day. The school bus driver shall make an operation inspection prior to picking up the first passenger of the bus run. All items checked and found deficient should be reported to the transportation supervisor in writing and duly noted on the inspection report form (3301-83-11).

   a. Pre-starting inspection

      1. Check the overall bus
         a. Oil, gasoline or water leaks
         b. Vandalism

      2. Open hood- be sure safety latch, rod or hinge is in holding position
         a. Check oil level before starting engine (must be between add and full lines)
         b. Be sure oil is above "add oil" line
         c. Be sure oil is not overly full
         d. Should oil be needed, the school bus driver must add the needed oil (bus cannot be driven until oil has been added)

      3. Check the water levels (must be above core level or at line auxiliary tank).
      4. Check to overfill bottle next to the radiator. It should be one-half full to full.
      5. Check the power steering fluid level (must be above add fluid level).
      6. Check the hydraulic fluid level (must be above add fluid level).
      7. Check wires (check for loose, broken or dangling wires).
      8. Check belts for proper tension, cracks and frayed edges.
      9. Check engine for moisture (check for excessive amounts of oil or water).
      10. Check the inside wheel-lugs.

11. Check the tires and brake lines.
12. Close the hood (check latch and hinges).
13. Clean the windshield, headlights, turn signals and warning lights.

b. Check safety equipment (be sure they are on board and operational)

1. Check fire extinguisher (properly charged).
2. Check fuses (6), reflectors (3) and flags (number optional).
3. Check wrecking bar.
4. Check first aid kit and emergency assistance cards.
5. Check overhead mirrors and sun visor.

c. Check gauges (start engine)

1. Check oil pressure.
2. Check air pressure.
3. Check fuel.
4. Check ammeter.
5. Check temperature.
6. Check voltmeter

d. Seated inspection (engine running)

1. Check heater fans.
2. Check defroster.
3. Check windshield wipers and washer.
4. Check dome light.
5. Check horn.
6. Check position of outside mirrors.

e. Electrical accessories (lights-first half, motor must be running at fast idle)

1. Check headlights, high beam.
2. Check instrumental panel lights.
3. Check clearance, marker lights.
4. Check left turn signal.
5. Check step well light.
6. Check side reflectors.
7. Check tires/wheels/lugs.
8. Check tail lights.
9. Check strobe lights.
10. Check for dents/scratches/vandalism
11. Clean windows/mirrors

f. Electrical accessories (lights-second half, motor must be running as fast idle)

1. Check headlights, low beam.
2. Check right turn signal.
3. Check warning lights.
4. Check for leaks under the bus.
5. Check stop arm.
6. Check exhaust pipe.
7. Check emergency door, check under seats.
8. Check gas cap.
9. Check operation of lift.

g. Inside walk back

1. Check amber lights - front
2. Check hazard lights - front
3. Check back up lights - brake lights (wrecking bar on brake pedal) observe ammeter while depressing pedal)
4. Check emergency door, check amber and hazard lights.
5. Secure emergency door bus.
6. Check seats and floor of bus.

h. Operation instruction

1. Check seat belt.
2. Check parking brake (slowly engage the drive train while parking brake is on).
3. Check transmission (automatic should not slip and manual should allow for easy and smooth gear changes throughout entire shifting range).
4. Check service brake (test at low speeds and bring the bus to a complete stop; bus should stop in a straight line without skidding, swerving or pulling to one side).
5. Check engine (listen for unusual noises).
6. Check steering (check for any unusual handling characteristics).
7. Check suspension (check for any unusual ride or handling characteristics).
8. Check clutch (should engage easily and smoothly without jerking, slipping excessively or "chattering". Should have some "free play" when the pedal is fully released).

i. Following bus route

1. Set parking brake.
2. Check condition of seats.
3. Clean the bus daily.
4. Turn electrical accessories off.

The school bus should be parked and/or spare bus used when any one of the following conditions are present:

a. Warning light system is not functioning.
b. Turn signals are not working.
c. Four way hazard lights are not functioning.
d. Brake lights are not working.
e. Oil pressure lights reads zero (is not registering).
f. Temperature gauge is reading hot.
g. Air pressure is not maintained.
h. Transmission is slipping.

Be alert at all times to detect possible malfunctions and mechanical breakdowns. The transportation department's goal is to have a safe and efficient program.

2. The preventive maintenance schedule recommended by the manufacturer will be followed. Preventative maintenance procedures shall include routine maintenance needs and the planning for future maintenance.

3. Bus repairs shall be authorized by the transportation supervisor. .

4. Upon the completion of the maintenance, a copy of the work order, indicating the maintenance completed and any comments should be returned to the transportation supervisor.

5. The Superintendent and transportation supervisor shall be responsible for presenting all school buses for the annual Ohio State Highway Patrol Safety Inspection. Arrangements shall include the pre-inspection of all buses, necessary repairs made and any other related preparations deemed appropriate.

6. School buses that have **not** received and passed the annual inspection shall **not** be placed in operation until such time they have been approved by the Ohio State Highway Patrol.

6.10 Bus Driving

1. Bus drivers shall follow the driving procedures as defined in the Ohio Pre-Service School Bus Driver Training Manual.

2. Bus drivers shall not leave the drivers' compartment of the bus when passengers are present except for loading and/or unloading of students.

6.11 Reports

The following records for the management and reporting of the transportation program shall be maintained as required by 3301-83-14:

1. Maintenance and repair:

    a. Documentation that reported mechanical deficiencies discovered during inspection were corrected.
    b. A maintenance and repair record for each vehicle.
    c. Documentation of pre-trip inspection for each vehicle. Documentation shall be kept for no less than 12 months.

2. A student accounting system that details assigned:

    a. School bus
    b. Pick-up and drop-off times
    c. Facility of attendance, student address, telephone number

3. A record of routine and non-routine daily miles driven by vehicle and by fleet.

4. A reporting of the number of regular and substitute school bus drivers, mechanics, supervisors, secretaries, clerks and driver's aides.

5. Maintain and file "School Bus Driver Medical Examination Report".

6. Maintain and file "School Bus Driver Accident Report" for each accident as defined:

    a. Any accident or occurrence involving a school bus operated by HCBDD which results in a fatality, an injury or damage to any motor vehicle or property.

    b. Any action taken by a bus driver employed by HCBDD which contributes directly to any fatality, injury or damage to any motor vehicle or property.

    c. File with the department of education, pupil transportation section, a report as directed in 3301-83-14 (G).

7. Submit reports as required by the Ohio Department of Education and the Ohio Department of Developmental Disabilities.

6.12 Seat Belts / Harnesses

3301-87-06: Restraining devices: Seat frames may be equipped with attachments and/or devices to which belts, restraining harnesses and/or other devices may be attached in accordance with Federal and State laws.

6.13 Transportation Student Behavior Support

Transportation to Simon Kenton is provided as a service to students eligible for services from HCBDD. The student and his/her family or guardian must recognize that, to maintain this safe environment, reasonable exercise of authority by program officials is necessary. Consequently, each student is required to accept responsibility for his/her own conduct and, in so doing, accept the responsibility of the consequences of his/her choice.
The following shall be enforced whenever students are provided transportation. Certain types of student conduct on a bus are prohibited as specified in accordance with Ohio Administrative code 3301-83-08.

1. Student behavior on the bus shall be in accordance with the following:

   a. It is the school bus driver's authority and responsibility to maintain control of the students.
   b. It is the student's right to "due process" as provided for by the policies and procedures of the educating agency.
   c. Students shall arrive at the bus stop before the bus is scheduled to arrive. Behavior at the school bus stop must not threaten life, limb or property of any student.
   d. Students must wait in a location clear of traffic and away from the bus stops. (Designated Place of Safety)
   e. Students are to cross the street at least 10 feet in front of the bus upon the signal of the driver.
   f. Students must go directly to an assigned seat so the bus may safely resume motion.
   g. Students must remain seated keeping aisles and exits clear.
   h. Students must observe classroom conduct and obey the driver and monitor promptly and respectfully. Students will be courteous and respectful to the driver, monitor, fellow students, and passersby.
   i. Students must not use profane language.
   j. Students must refrain from eating and drinking on the bus except as required for medical reasons.
   k. Students must not use tobacco on the bus.
   l. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
   m. Students must not throw or pass objects on, from or into the bus.
   n. Students may carry on the bus only objects that can be held in their laps
   o. Students must not put their head or arms out of the bus windows. Fighting, wrestling, or boisterous activity is prohibited on the bus.
   p. Students will use the emergency door only in case of emergency.
   q. Students will not bring fire arms, weapons, glass containers, aerosol cans, flammable liquids or other potentially hazardous material on the bus.
   r. No headphones / cell phones.
   s. Students will not bring animals except approved guide animals on the bus.
   t. Students will not open or close windows without permission of the driver.
   u. Students will keep the bus clean and must refrain from damaging it.

v. Students who refuse to promptly follow the directions of the bus driver/monitor or refuse to follow bus rules may forfeit their privilege to ride the bus.

4. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

5. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

6. **Medication:** Students requiring the dispensing of medication during the school day may request that such medication be transported on the bus. The school bus driver or monitor shall receive the medication from the parent/guardian/advocate. Any medications transported must be in its original packaging stating the student's name, medication type, dosage, and physician's name. The medication shall be secured by the driver or monitor during the route and given to an appropriate staff member upon arrival at the facility.

7. School bus drivers reserve the right to refuse the transportation of items on the bus which may be hazardous.

8. All departments of the HCBDD along with parents/guardians/advocates shall maintain an open line of communication with the transportation department to assure that school bus drivers are apprised of early dismissals, behavior problems, illnesses, etc.

9. All students found to be in violation of any of these rules or a portion thereof will be subject to disciplinary action. Disciplinary action shall consist of either a disciplinary notice to parents/guardians, emergency removal for a set number of days from the bus, suspension from riding the bus or expulsion from riding the bus. Parents/guardians will be expected to transport their son/daughter to and from school should certain disciplinary measures exclude student from transportation on the bus. In all cases, due process rights will be adhered to and proper notification made to local education agencies.

10. In addition to or in lieu of this disciplinary action, the student may be required to repair or make financial restitution for physical damage caused by the student or clean-up to assure the safety of the bus driver and all passengers.

11. The bus driver shall have the authority and responsibility to maintain student control. Physical force shall only be used by a driver or driver aide who has received appropriate training in the use of physical force for:

    a. Removing dangerous objects from an student

b. Protecting property, self-defense or defense of other passengers
c. Implementing an approved Behavior Support Plan

The board has an adopted behavior support policy. This policy is applicable to all aspects of the transportation system. A copy of the behavior support policy shall be made available to driver, driver aides and to all students and/or parents of students by the appropriate facility/program director. Bus drivers shall complete all reports as required by the board for behavior incidents.

In addition to the established behavior support policy and the above listed prohibited behaviors, the following transportation regulations shall be enforced:

1. When the bus is on schedule, the bus shall blow the horn and not wait more than two (2) minutes for a student to appear for boarding. Students are to be ready for the bus ten (10) minutes prior to the scheduled pick-up time. In emergency situations the driver is permitted to remain stopped for up to three (3) minutes, if notified to do so in the first minute of the stop.

2. The failure of a student to utilize the board's transportation system for three (3) consecutive days without notification shall result in the transportation no longer making a stop at the student's bus stop until arrangements have been made with the transportation supervisor for the transportation service to resume.

6.14 Insurance

All vehicles owned by the board for the transportation of students shall be covered by liability and property insurance.

6.15 Alternate Vehicles

If alternate vehicles are used to transport more than nine (9) preschool and/or school age passengers, the vehicle must be licensed as a school bus and the driver must be licensed as a school bus driver.

Otherwise, drivers of alternate vehicles must have an Ohio Classified License (class determined by vehicle type); annual driver's physical, proof of insurance, driver's abstract, current First Aid and CPR certification.

6.16 Three Day Notification

Any changes in pick-up addresses or drop-off addresses shall require the parent/guardian/advocate to notify the transportation supervisor or designee at least three (3) days prior to the effective date of the change. This shall include the utilization of alternate pick-up and drop-off times. Exceptions for emergencies can be made upon review by the transportation supervisor. In the event of a necessity to utilize the emergency drop-off, the

parent/guardian/advocate must notify the transportation supervisor or designee no later than 2:00 p.m.

6.17 Collaboration with Schools or Agencies

Whenever possible HCBDD will collaborate with other schools and agencies to provide transportation services in the most efficient means possible to each child and adult. This will include Hardin County Department of Jobs and Family Services, Hardin County Council on Aging and the local school districts among other social service agencies.

6.18 School Bus Idling Policy (OAC 3301-83-20)

Applicability:

This policy applies to the operation of every district-owned school bus.

Rationale

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also wasted fuel and financial resources.

Purpose

Eliminate all unnecessary idling by school buses such that idling time is minimized in all aspects of the school bus operation.

Guidance

1. When school bus drivers arrive at loading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:
    a. Extreme weather condition
    b. Idling in traffic
    c. While loading/unloading wheelchairs
    d. For any health conditions

2. At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, HCBDD shall provide a space inside the school where bus drivers who arrive early can wait.

5. In colder weather, if the warmth of the bus is an issue, idling is to be at very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
6. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
7. Transportation Operations staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.
8. All drivers shall receive a copy of this bulletin at the beginning of every school year.

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APPROVAL DATE

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Hardin County Board DD President

Adopted: February 17, 2003
Revised: May 10, 2022