

Simon Kenton School Transportation Handbook



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Welcome

Welcome to Simon Kenton School Transportation! Our professional and dedicated staff look forward to providing your child with safe and efficient service. Our goal is safety first!

It is our responsibility to comply with the rules and regulations as mandated by the State of Ohio. Our main concern is the safety of all of our passengers.

Annually, transportation forms are updated and turned into the office.

Please Note: Only one address is allowed for pick up / drop off. For the safety of our students, no child will be released unless the person is listed on the child release form and can show a photo ID. This information is given to the driver so they know who the student can be dropped off to.

This handbook contains information pertaining to your child's transportation. Please be sure to review it carefully. Keep this handbook available for future reference during the year. Parents/Guardians will be notified if there are any changes.

If any problems should develop, please call the Transportation Department immediately at 419-679-8417. Do not contact the driver personally. Everyone's cooperation and understanding of the rules, regulations, policies, and procedures will be appreciated.

Transportation Policies

Simon Kenton School shall provide transportation for students enrolled in 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 individuals enrolled in 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.

Time Schedule

Times may vary for several reasons; therefore, pick up times and/or drop off times, may vary 10 to 15 minutes before or after the scheduled time.

Schedule Changes

The time schedule is subject to change due to students entering or leaving the program. The transportation office will notify parents/guardians of these changes in a timely manner.

Please Note: The driver is required to wait two minutes for the student. The time schedules are extremely rigid in order for all students to arrive at school as scheduled. Should the bus arrive earlier than 15 minutes prior to the normal scheduled pick up or drop off time, transportation will wait an additional two minutes.

If there are any changes in your child's daily transportation schedule please contact the transportation office as soon as possible. Please call 419-679-8417 between the hours of 6 AM and 2 PM with any changes. A new transportation form will need to be filled out prior to any change of address.



Safety
Is Our
#1
Priority!

Pick-Up Procedure

We emphasize that your child must be ready at least 10 to 15 minutes prior to the scheduled time. If the driver gets a motion to wait he or she is required to wait two minutes, The driver will signal you when to bring your child to the bus.

Drop-Off Procedure

No drop off will be made until the bus driver knows someone is at the home. You must meet the bus to get your student. The driver will signal you when to get your child from the bus. When dropping off, the driver will wait the allotted two minutes. If no one shows and no one can be contacted, the student will be taken back to the school after the route is complete. The parent / guardian will be notified by the school to pick the student up. To avoid this situation, it is recommended that someone be home approximately 30 minutes prior to the regularly scheduled time. There is such a wide span in stops, if a student happens to be absent on any particular day, it could cause a variance of five minutes or more, up to 30 minutes to the route.

Regulation on Stopping Point

If a pickup 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.

Backing

Although backing is not prohibited, it is only allowed when necessary, for example- to turn around. Backing can only be done with the approval of the Transportation Coordinator and Superintendent, and will only be the distance of the length of the bus.

Irregular Attendance

When the program is not notified that your child will not be attending, the driver will stop at the home for three consecutive days. If after the third consecutive day that your child does not appear, pick-up will be suspended until parents/guardians notify the program for pick up to resume.

Three Day Notice

Pick up and/or drop off cannot be changed without a three day advance notification in writing. The only exception to this would be an emergency. This three day notice will give the Transportation Coordinator time to readjust the route or routes, the time schedule, and to notify other parents/guardians of the time change.

Personal Belongings/ Special Equipment

If your child uses special equipment that is to be transported between school and home, the transportation office must be notified for arrangements to be made. Under the rule of Ohio Administrative Code 3301-83-08(c) (12) - Any personal item carried onto the bus must be in a bag or backpack and be able to fit on the student's lap. Please limit this to their lunch and (1) one other bag or backpack. If your child needs to transport an item that will not fit on the students lap, permission must be obtained through the transportation office.

Wheelchairs

Wheelchairs shall be inspected once a year or more often if necessary. If your child's wheelchair is found to be in need of repairs, they will be marked on the inspection form and you will be notified. It is not transportation's responsibility to fix your child's wheelchair. Wheelchairs are to be transported in the upright position. In accordance with school policy, no wheelchairs will be transported empty or with trays attached. If your child requires a tray at school, we recommend having a tray that can be left at school. The wheelchair inspection form is located at the back of this handbook, Appendix A.

Medication

If the bus aide is to carry medication from your home to the program, Simon Kenton School and the transportation office must first be notified. Any medications transported must be in its original packaging stating your child's name, medication type, dosage, physician's name, and approved by the school nurse.

Illness Procedure / Contagious Disease

If your child becomes ill or shows signs of a contagious condition, they will be assessed by the Health Services Coordinator or designee. Please refer to the Preschool or School Age Handbook for further information.

Unauthorized Passengers

Only those students who are enrolled in Simon Kenton School and have all the required forms on file are permitted to ride the bus. Volunteers/parents who are scheduled to go on field trips or any other related duties may ride the bus from Simon Kenton School to the field trip destination and back to the school. These volunteers/parents are required to have a background check to ride. Parents/guardians are not permitted to ride the bus to and from home to attend field trips. They must board the bus at Simon Kenton School.

Mechanical Breakdown

Bus breakdowns can be very traumatic not only to the students, but also to the drivers. Very seldom does a bus breakdown happen while in route, it generally happens while the bus is still at the school.

If the driver finds a problem during the pre-trip inspection prior to leaving on the route, and determines it would be unsafe to operate the bus, the bus does not leave the school. The route would be rearranged in this situation. Should this happen, parents/guardians may be notified because of rerouting. If there is a large difference in the time of the pick up or drop off, an announcement will be made on the radio. Should this happen in the afternoon, parents/guardians will be notified of the late arrival. To keep informed of what's going on, the radio/ television stations listed below need to be listened to.

Delays/Cancellations, Radio/Television Stations

Please listen between the hours of 6:30 AM to 8:30 AM and 2:30 PM to 4:30 PM. The following message will be given to the media: Simon Kenton School will be delayed /closed due to _____. We also have One Call Now notifications.

RADIO

Kenton
Findlay

WKTN
WKXA

TV

Columbus
Lima

WBNS 10TV
WLIO 35

Bus Driver Responsibility

Drivers 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 and Workforce.

Bus Aide Responsibility

The bus aides are responsible for assisting students on/off the bus and monitoring the students to and from the school. The bus aide is not permitted to assist students to and from home.

For the safety of all students, drivers / aides are not permitted to get off the bus. Our duties begin when the student gets to the bus and ends when the student steps off of the bus.

Drivers and bus aides must have access to appropriate information about the student 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.

Parent/Guardian Responsibility

Parents/guardians are responsible for getting their child to and from the bus. Please be advised the parents/guardians are not permitted on the bus unless authorized by the Transportation Coordinator and Simon Kenton School.

School Bus Rules

Simon Kenton School will adhere to district policy and Ohio administrative regulations regarding transportation of students on school buses. Below are the school bus rules in accordance with Ohio Administrative code 3301-83-08, and the Hardin County Board of DD. The following guidelines are intended to assure a safe and orderly environment for bus students. The privilege of riding a bus depends upon following these basic rules. Please review with your children the bus rules and procedures. Your cooperation and support is appreciated. Good conduct helps ensure safe, timely, and enjoyable travel to and from the school. The driver's instructions are to be followed at all times. Students are to observe safety rules which include talking quietly, and remaining in

their seat until they arrive at their destination. If the driver observes unsafe conduct, he/she will advise the Transportation Coordinator. If the student continues to disregard bus rules, the Simon Kenton School office will be notified and the appropriate action will be taken.

(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 individual.

(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 (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).

(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 firearms, 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.

Emergency Removal

A student who behaves in a way that is dangerous to themselves or others may be removed from transportation services (HCBDD Policy). If this happens, the parent/guardian and office personnel will receive written notification and a meeting will be held within 72 hours to discuss methods for correcting this problem.

Road Closed

Drivers are not permitted to drive past road closed signs. If your road is closed, arrangements must be made with the transportation office for alternative pick-up and drop-off.

QUESTIONS & ANSWERS

Question: What does the driver do each morning to prepare for the route?

Answer: The driver comes in one half hour prior to the route to inspect the bus.

Question: Why does it take so long to get a bus back in service?

Answer: Any problem found is reported to the Transportation Coordinator. If some parts need to be ordered it could take days or even weeks to get them in.

Question: Why is it that the bus may come from a different direction?

Answer: When a bus breaks down, the routes have to be rerouted. Another driver may pick up and drop off students that are not normally on the driver's route. This causes the driver to change the route to accommodate these extra students, so the bus may come from another direction. It can also be if someone is absent that day, the driver needs to come from a different direction.

Question: Why does the driver come at different times?

Answer: Example- To travel from one residence to another could take 20 minutes. If there was a student absent, the bus would not have to go to that stop and it could cut 20 minutes from that route. So for pick-up, if that driver knows ahead of time about the absence, the driver could leave later in the morning. If not, the driver will be picking up some students early. In the afternoon, this absentee would result in getting some students home 20 minutes earlier. This is why it's important to notify the driver ahead of time if your child is not attending. This gives the drivers a chance to let other parents/guardians know of the time change. This is also why we request someone is home earlier than the regularly scheduled time.

Question: If the student needs to be picked up or dropped off at a different location and the bus goes right by there or even stops there, why is there a three day notice important?

Answer: What is done for one student has to be done for everyone. The next student may want a change of address that is a location that would change the time schedule drastically. The driver needs three days to notify all those on his/her route of the time change and to readjust the routes.

Question: Why does my child have to be picked up first?

Answer: In general, students who live the farthest out are picked up first on the route. Some student's medical limitations may change this. Also, those who live in town are naturally picked up last and dropped off first.

Question: Who makes up all the rules and regulations?

Answer: The Hardin County Board of DD adopts the policies, rules, and regulations that are in compliance with the Ohio Revised Code and the Ohio Administrative Code. The board exercises these duties and responsibilities defined in the statutes of the state of Ohio.

Question: Why must there be evacuation drills?

Answer: Imagine what it would be like if a fire breaks out on the bus and your child does not know where to go or what to do. We are required by the State of Ohio to do three evacuation drills annually. **There is a better chance of everyone getting off the bus if all the students know what the procedures are.**



Ride Safe!

APPENDIX A

WHEELCHAIR SAFETY CHECKLIST / INSPECTION FORM

Your wheelchair is a machine that will help your child to be more active and mobile. You need to check the wheelchair periodically to be sure that it is working well and safely. This is a list of things that you may need to check on your wheelchair, depending on the type of accessories you have. It is the same list transportation will use for a yearly wheelchair inspection and anytime there may be a problem to safely transport your child.

Student Name _____

Make of Chair _____

Model of Chair _____

Key items, outlined in the Ohio Department of Education Special Needs Transportation Guide to check when transporting a student on the bus include but are not limited to:

- ☐ Lap belt (that comes with the chair) should have proper hardware, i.e. belt buckle should have manual release (NO Velcro, snaps, plastic clasps, etc.).
- ☐ Lap belts should be attached to the chair frame with proper hardware.
- ☐ Wheel Locks must lock and secure wheels.
- ☐ Tires must be properly inflated.
- ☐ Tires must have enough tread so that the locks will function properly.
- ☐ Rims and spokes should be in good repair.
- ☐ Frame should be free of structural flaws such as cracks and abnormal signs of wear or strain.
- ☐ Footrests, armrests and accessory components must be firmly attached to the chair frame.

- ☐ All students riding in wheelchairs must have appropriate head and neck support.
- ☐ Head and neck restraints must allow for release of the head and flexing of the neck during a crash.
- ☐ If the wheelchair is battery powered, the batteries being transported should be in the passenger compartment of the bus and should be of the dry cell or gel electrolyte type. (This essentially means that if a wheelchair is battery powered, the battery needs to be available.) If it is installed on the chair, the battery must be turned off or properly disabled during transport. (Exceptions must be approved.)

Overall

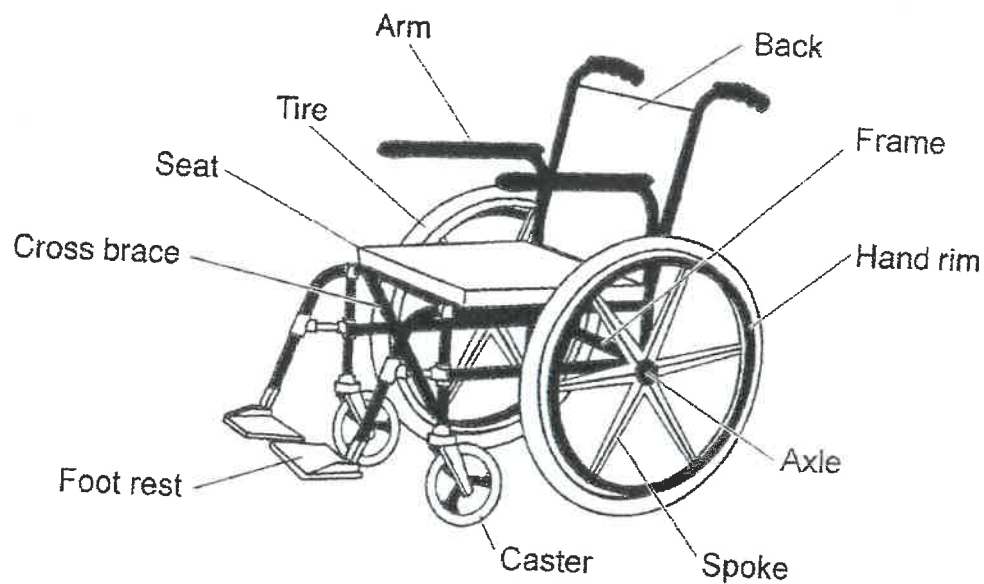
- ☐ Wheelchair is clean and in good condition
- ☐ Wheelchair complies to dimensions (length, width, height) available on wheelchair adapted bus.

Other

- ☐ _____

Date Parent Notified of Issue _____

NOTE TO PARENT: Please Review /Correct Above Item(s)



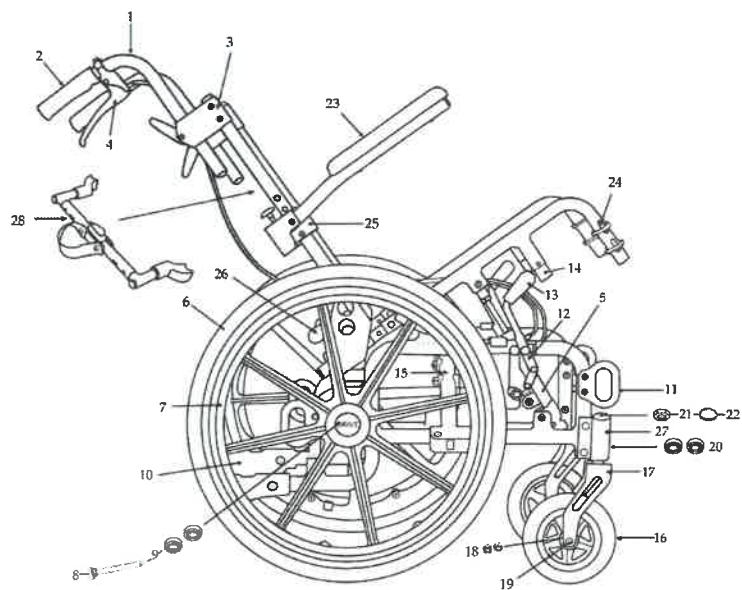
- 1. Push Handle & Grip
- 2. Handgrip
- 3. Push Handle Clamp
- 4. Reclining Lever & Cable

- 5. Tilt Piston Left
- Right
- 6. Rear Wheel & Handrim
- 7. Handrim & Screws
- 8. Quick Release Axle
- 9. Rear Wheel Bearing
- 10. Anti-Tippers
- 11. Bus Tie Downs
- 12. Wheel Lock
- Left
- Right
- Wheel Lock
- Left
- Right
- 13. Rubber Wheel Lock Tip
- 14. Seat Saddle
- 15. Cross Frame

Cross Frame Assist

- 16. Front Wheel
- 17. Caster Fork Left
- Right
- 18. Caster Bearing
- 19. Caster Axle
- 20. Fork Stem Bearing
- 21. Fork Stem Lock Nut
- 22. Fork Stem Dust Cap
- 23. Armrest
- 24. Hanger Pins (4)
- 25. Armrest Mounting Bracket
- Left
- Right

- 26. Back Release Assembly
- 27. Fork Housing & Bearings
- Left
- Right
- 28. Spreader Bar Assembly



APPENDIX B

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge I have been given a copy of the Simon Kenton School Transportation Handbook which includes the policies and procedures involving bus transportation. This handbook supersedes any previous handbooks. I understand that this handbook is subject to change as needed. Please return this form to transportation. Thank you.

Student Name _____

Parent Name _____

Parent Signature _____

Date _____