



TRANSPORTATION POLICY

Daily Transportation:

Students who qualify for transportation with Columbus City Schools must apply for transportation at <https://www.ccsch.us/site/Default.aspx?PageID=4818>. Students who live within two miles from school are classified as a WALKER and therefore will not qualify for transportation. The school administration will assist families with applying for transportation. The school will transport (in a vehicle other than a bus) on a first come, first served basis. Parents must provide transportation denial documentation from CCS.

The Ohio school driver training program for vehicles other than school buses, as developed by the Pre-service Driver Training Program of the Ohio Department of Education and Workforce (DEW), is required by Ohio law and must be completed prior to transporting students.

No one shall be employed as a driver of an authorized school motor vehicle who has not received a certificate from the school administrator or contractor certifying that such person has a minimum of two years driving experience and is qualified physically and otherwise for such a position. Each driver must have an annual T-8 physical examination which conforms to the state highway patrol rules, ascertaining the driver's physical fitness for such employment as set forth in Ohio Revised Code (ORC) 3327.10. All individuals who transport students to and/or from school or school related activities must review all pupil transportation guidelines in Ohio Administrative Code (OAC) Chapter 3301-83. (Follow the link for complete code rules.)

Pupil management and safety:

- (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - a. To ensure that all riders are picked up in a timely manner the van driver may call the parent/guardian to ensure the rider will attend school. The driver reserves the right to skip the student for pickup after a non-response occurs two times.
 - b. Van riders must be ready when the driver arrives at their home for pickup. The driver will only wait five minutes and is subject to leave after the five-minute grace period has been reached.
 - c. At times we realize that your student might need to get on or off at a different stop or have a friend go home with them. Should this be the situation, a request must be made 24 hours prior to. Request may also be denied based on overcrowded vehicle.

(2) Pupils must wait in a location clear of traffic and away from the bus/van stops.

(3) Behavior at the school bus stop must not threaten the life, limb or property of any individual.

(4) Pupils must go directly to an available or assigned seat so the bus/van may safely resume motion.



- (5) Pupils must remain seated keeping aisles and exits clear.
- (6) Pupils must observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully.
- (7) Pupils must not use profane language.
- (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the school district for non-routine trips during which the pupils on the bus shall be supervised by a chaperone(s) as described in rule 3301-83-16 of the Administrative Code, a school administrator or school personnel.
- (9) Pupils must not use nicotine products on the bus.
- (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- (11) Pupils must not throw or pass objects on, from or into the bus.
- (12) Pupils may carry on the bus only objects that can be held in their laps. Any objects that cannot be held must comply with the requirements set forth in paragraph (H) of rule 3301-83-20 of the Administrative Code.
- (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. The Driver is not responsible for any items left in the vehicle.
- (14) Pupils must not put head or arms out of the bus windows.
- (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
- (16) 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.

Student Bus Stop Release Information

Parents or guardians can grant permission for transportation to release these students without a parent or guardian by completing a “School Bus Drop-Off Permission Slip” which can be obtained by your student's bus driver.



SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Citations for Misbehavior

Parents will receive a written notification that their child has violated a bus rule. The Transportation Department will not be responsible for write-ups not given to the parent by the student.

The driver will fill out a Citation for Citation Violation and give it to the student. It will tell what the child has done and will include one of the following:

1st Violation - Written notification to the parents that there has been a problem.

No punishment will be given unless there has been a major infraction violation, such as fighting, giving a false name or no name at all, horseplay, smoking, and/or vandalizing the bus, which will result in a 5-day suspension from riding privileges. This does not excuse the student from school attendance.

2nd Violation - As above, except that the student may be suspended from any bus for 1-day.

3rd Violation - As above, except that the students shall be suspended from any bus for 3-days.

4th Violation - As above except that the student shall be suspended from any bus for 5-days.

5th Violation - As above, except that the student shall be suspended from any bus for 6-10 days.

When a student has reached the maximum suspension from the bus, the principal and or transportation supervisor will determine rider-ship.

Immediate removal of a pupil from transportation is authorized. A pupil immediately removed from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil'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 ridership shall be in accordance with policies of the school bus owner.



Parents must sign the citation and the students must return it to the driver before the student is permitted to return on the bus.

We urge parents to talk to their children and help them understand how very important it is that the bus be orderly, for themselves and the safety of others. The driver needs to give his full attention to driving the bus and should not be distracted by unruly and misbehaving children.

Homeless Students:

The School will make every effort to provide transportation services for all homeless children.

1. Prior to enrollment students indicate if they need transportation
2. Transportation is assigned on the first day of school
3. When homelessness occurs after enrollment students will work with their engagement coach on all new transportation request
4. Engagement coaches are responsible to work with the student, family engagement coordinator, and community partners to ensure transportation is never a barrier that prevents the student from attending school
5. Since homelessness may occur across the school, county or State boundary lines, coordination among multiple agencies may be necessary. The School will work with appropriate State and local agencies to address transportation issues that may not be resolved by the school. The School shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

Foster Care Students:

The School will assist with providing transportation services for children in foster care consistent with the procedures developed by the School in collaboration with the State or local custodial agency. Transportation requests are based on availability. These requirements apply to whether the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The school's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the School shall provide such transportation if 1) the local custodial agency agrees to reimburse the School for the cost of such transportation; 2) the School agrees to pay for the cost; or 3) the School and the local custodial agency agree to share the cost. (ESEA 1112(c)(5) (B)).



The School will collaborate with the SEA, other LEAs, and custodial agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Coordination of Service:

1. Prior to enrollment students indicate if they need transportation
2. Transportation is assigned on the first day of school
3. When Foster Care occurs after enrollment engagement coach will work LEA on all new transportation request
4. Engagement coaches are responsible to work with the student, family engagement coordinator and LEA to ensure transportation is never a barrier that prevents the student from attending school
5. Since foster care placements may occur across school, county, or State boundary lines, coordination among multiple agencies may be necessary. The School will work with appropriate State and local agencies to address such placement and transportation issues that arise. The School shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Governing Authority policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

Students who may be feeling ill, bus Stop Procedures during COVID or other outbreaks

All drivers, Intervention Aides and Childcare Attendants will be required to wear masks while on a school bus.

- Families will be expected to conduct a Health Assessment of their children before leaving their homes for school. Parent must keep students home if they exhibit any of the following systems:
 - Cough/Trouble breathing
 - Temperature >100
 - Nausea/vomiting/diarrhea
 - Headache
 - Sore throat
 - Chills/Body shakes
 - Muscle Aches
 - New loss of taste of smell
 - Fatigue
 - Congestion or runny nose
 - Or if exposed to someone with a confirmed case of COVID-19
- Students will be required to wear masks while at bus stops and on school buses.
- Students who do not wear masks will not be transported and the incident will be reported to their respective building administrators.



- Social Distancing of six feet apart, when possible, will be implemented on all Columbus City School buses.
- Children will practice social distancing of six feet apart at their bus stops.
- Children will enter the bus through the regular entry door and be seated from the rear of the bus to the front. Children will exit the bus through the main door, from the front seat to the rear seat.
- The bus will contain a bottle of hand sanitizer and a spray pump bottle containing disinfectant.
- Children will be provided 1 “squirt” of hand sanitizer when boarding a bus.
- Drivers will create and maintain a seating chart for students who ride their buses. This seating chart will be used when students board their buses.
- Every bus will be disinfected by the bus driver after each run. Driver will spray disinfectant on common touch points (hand rails, seats, etc.)
- Each bus will be disinfected at the Bus Compound after its morning and afternoon routes have been completed.
- Parents conduct a health assessment before students leave the house. Parent must keep students home if they exhibit any of the following systems
 - Cough/Trouble breathing
 - Temperature >100
 - Nausea/vomiting/diarrhea
 - Headache
 - Sore throat
 - Chills/Body shakes
 - Muscle Aches
 - New loss of taste of smell
 - Fatigue
 - Congestion or runny nose
 - Or if exposed to someone with a confirmed case of COVID-19
- Students must wear masks and practice social distancing of six feet apart.
- Students must sanitize their hands when boarding bus.
- Student will board the bus at the front door and walk to the back of the bus to start seating.
- Students may not change or move between seats.
- Students will unload at the school starting with the front seat to the last.
- Boarding the bus at the school in the PM, students stand in a designated place of safety observing social distancing recommendations of six feet apart.
- Students loading buses in the PM should load from the front door and start with the last seat, assuming routing is in reverse order from the AM. Ex: first student off the bus should sit in the first seat, last student off of the route should be seated in the last seat on the bus. Students should be lined up in order of route drop off when boarding so as not to pass each other.
- Drivers should designate the place of safety for students to stand when unloading at home stop.
- Students needs to continue practicing social distancing of six feet apart at designated place of safety when unloading at home stop.



Safety and Emergency Procedures

Despite all possible precautions, mechanical breakdowns and accidents still occur. In this event, the driver must have knowledge of what to do, how to do it, and when to do it. They must know how to use warning devices and know what to do as various emergencies arise. Although red reflective triangles are not required in law, it is strongly recommended that reflectors be utilized for safety purposes.

Use of Emergency Equipment:

1. After securing the vehicle, the four-way hazard lights should be actuated in an emergency procedure involving a stopped vehicle.
2. On a two or three lane roadway, place three red reflective triangles on the roadway as follows:
 - a. One at the traffic side of the vehicle within 10 feet of the rear bumper,
 - b. One at a distance of 40 paces or approximately 100 feet to the rear of the vehicle, and
 - c. One at a distance of 40 paces or approximately 100 feet in advance of the vehicle.
3. On a divided highway, place the reflective triangle as follows:
 - a. One at the traffic side of the vehicle within 10 feet of the rear bumper,
 - b. Two at the rear of the vehicle approximately 100 feet and 200 feet away, and
 - c. Warn oncoming traffic of the accident if on a curve or hill by placing reflective triangles 100 to 500 feet to rear and front.
4. To operate a dry chemical fire extinguisher:
 - a. Remove extinguisher from mounting bracket.
 - b. Hold extinguisher in vertical position for best discharge results.
 - c. Remember the acronym PASS:
 - P**ull the safety pin out of the handle.
 - A**im the fire extinguisher at the flames.
 - S**queeze the handle of the extinguisher.
 - S**weep the discharge stream across the flames.(Remember that a fire extinguisher has approximately 30 seconds of use.)
 - d. Recharge the fire extinguisher after every use or if the gauge indicates red.
5. First Aid Kit & Emergency Assistance Cards
 - a. The first-aid kit should be in the driver's compartment, be dustproof, well labeled and conform to federal standards. It also should contain Emergency Assistance Cards listing three phone numbers to call.
 - d. The kit must be secured and removable in the event of an evacuation. Make sure to



replace any item used from emergency equipment supplies as soon as possible.

6. Optional equipment may include:

- a. Flashlight,
- b. 2-way communications (radio, cell phone). Cellular phones shall not be used while the vehicle is in motion, except in cases of extreme emergency,
- c. Fire blanket,
- d. Strap cutter (required when special needs students are transported), and
- e. Emergency instructions and insurance information (district provided).

7. Notify school and law enforcement officials:

- a. Contact them by radio or phone.
- b. Seek assistance from a passing motorist or bystander.

8. Do not discuss the accident with other drivers or bystanders. Cooperate with the investigating officer.

- a. Be factual. Give your driver's license number, insurance company or school.
- b. Don't rationalize.
- c. Provide a list of students (name, age, phone number, and date of birth) and seat positions.

9. Work with the school administration to:

- a. Continue transportation of the students after being released by emergency services. (There should be a plan.)
- b. Any driver of a vehicle involved in a motor vehicle accident that exceeds \$400 in property damages or causes a personal injury in excess of \$500 should file the Motor Vehicle Crash Report Form with the BMV no later than six months after the accident if the other driver is uninsured.

Tornado Disaster Plan:

1. When transporting students in rural areas:

- a. Try to pull the vehicle off the roadway away from large trees, electrical lines, telephone poles, or buildings.
- b. Evacuate vehicle. Make sure to take along a first-aid kit.
- c. Move away from the side of the vehicle without crossing the road.
- d. Try to find a ditch, ravine or embankment and use it for protection. Be aware of high or swift water.
- e. When danger is over, check students for any injury or shock and administer first aid if needed.
- f. Contact the transportation office for further instructions.

2. When transporting students in urban areas:

- a. Park vehicle immediately.



- b. Evacuate vehicle and take first-aid kit..
 - c. Send students to nearest homes or buildings, going into a room with no windows. Place hands over head, kneel in fetal position on the ground near an exterior wall.
 - d. When danger is over, check for shock and injury; administer first aid if needed
3. Vehicle in transit (no students):
- a. Park vehicle and seek shelter.

When the danger is over, contact the transportation office for further instructions.

Responses to Emergency Situations:

Accident

1. Evaluate the need for medical assistance.
2. Protect the scene.
3. Evacuate if necessary.
4. Control students.
5. Notify law enforcement/medical emergency (911).
6. Contact authorities.
7. Collect data.
8. Communicate with parents.
9. Discuss facts of the accident only with police/school personnel.

Vehicle Breakdown

1. Move vehicle off the roadway if possible to prevent collisions with other vehicles.
2. Notify school officials.
3. Control students.
4. Secure vehicles and protect the scene.
5. Arrange for another vehicle.
6. Assist in transferring students.
7. Communicate with parents.
8. Discuss facts of the accident only with police/school personnel.

Evacuation

1. Everyone exits through the nearest door.
2. Driver remains at the vehicle until pupils are completely evacuated.
3. Parking brake is set. Engine is off. Transmission in gear or park and key is removed.
4. Students assemble at least 100 feet from the vehicle.
5. Communicate with parents.
6. Discuss facts of the accident only with police/school personnel.



Severe Bleeding

1. Apply direct pressure (use pressure points if necessary).
2. Apply a bandage. If bleeding does not stop, apply additional bandages and Contact emergency medical services
3. It may be necessary to elevate the wound above the heart or use pressure points.
4. Notify the parent of the child/ren who is experiencing severe bleeding
5. Discuss facts of the incident only with emergency medical services /school personnel.

No Breathing

1. Contact emergency medical services
2. Initiate chest compressions (CPR)
3. Notify the parent of the child
5. Discuss facts of the incident only with emergency medical services /school personnel.

Traumatic Shock to Bones, Joints and Head

1. Apply cold compress to prevent swelling.
2. Keep student quiet.
3. Do not move the student unless further danger is imminent. Contact emergency medical services if further imminent occurs
4. Notify the parent of the child/ren
5. Discuss facts of the incident only with emergency medical services /school personnel.

Convulsions or Seizures

1. Do not restrain the individual.
2. Clear all sharp objects from around the individual.
3. Keep airway open.
4. Notify the parent of the child/ren
5. Evaluate the need for medical assistance.
6. Contact emergency medical services based off the evaluation
6. Discuss facts of the incident only with emergency medical services /school personnel.

Basic Rules of First Aid

1. Keep the injured student lying quietly.
2. Look for severe bleeding. Check breathing.
3. Look for injuries or fractures.
4. Ask for Help. Assist with provided the exact location
5. Reassure the injured student.
6. Every injury creates shock.
7. Report all injuries to the proper school authorities.
8. Fill out a report.
9. Contact emergency medical services if symptoms get worst

Student Illness/Injured While Onboard the Vehicle

1. Evaluate the need for medical assistance.
2. Notify emergency medical services (911) following school policy.



3. Inform transportation office.
4. Request that parents be contacted.
5. Obtain correct information (name of student, work and/or home phone number of parents).
6. Fill out a report.