



# Marlington Local School Transportation

## Pickup Locations

Each student will be designated one residential bus stop for pickup five days per week. The designated bus stop may be changed with proper notification to the Transportation department. The school district will make transportation provision for court ordered joint custody for students. However, the provisions made by the school district will be limited to those specifically indicated in the court order regarding a student's joint custody.



## Student Safe Road Crossing Rules

Always watch bus driver for hand signals when crossing the road and do the following steps:

1. Watch the bus driver and his/her hand signals, walk to the middle of the road, traffic edge of the bus and stop.
2. Look in both directions **ON YOUR OWN**. Look at the driver and when you see that it is clear and the driver drops his/her hand down, cross to your place of safety (residential side). Students must go to driver's designated place of safety.
3. If driver blows the horn, it means **DANGER**. STOP – check traffic again. If you see no danger, look back at the driver for further instructions.
4. After you have crossed the street, stay at your designated place of safety and wait until the bus departs.

## **Student Pickup**

**Please note:** At the beginning of each school year, there is a minimum of a 15 minute window for the school bus to arrive. After the first several weeks of school the bus will be on a regular schedule and times may only vary a little depending upon traffic, mechanical breakdown or other unforeseen delays.



Students are expected to be waiting at the designated bus pickup location five to ten minutes prior to the arrival of the school bus. The bus picking up the students will not wait for students to walk from their home (front porch to the end of driveway/bus stop) or other locations in order to meet the bus. When a student is not waiting at the bus stop, a delay is created for students riding on the bus later in the route. Therefore, in order to provide a uniform service time to all students, it is necessary for students to be waiting at the bus stop. Students are obligated to be at the bus stop 5-10 minutes prior to the bus arrival. The school bus will not return to a pickup location for a student that has missed the bus.

If your child has not been regularly using his/her designated bus stop, please contact the transportation office to reactivate the use of your student's bus location.

## **Drop Off Locations**

A student must use the same residential bus stop for drop-off. Due to safety reasons & transportation efficiency it is mandatory to ride to and from school on the same bus. Having inconsistency

with your child's schedule causes confusion with staff, drivers and students resulting your child getting on the wrong bus. If possible, have your child have the same riding schedule each day.

### **Designated Point of Safety**

Each student will be assigned a "designated point of safety" on the residence side of the street. The student shall/must wait on the residence side of the street at the designated pint of safety until the school bus driver gives the hand signal to board the bus. When students are getting off the bus at the bus stop they shall/must go to the designated point of safety and wait until the bus has safely left the location before going to their home.

### **Temporary Change in Bus Stop**

Only after authorization has been given may a student ride an alternate bus in the afternoon to another location.

#### **Procedures for Authorization**

1. A signed request by the parent/guardian stating the student's name, address, date and bus number they are to be riding. This is given to the building teacher/principal for approval.
2. School building office will fill out an authorized bus pass for student to give to the bus driver. No student, who is not assigned to that bus, will be allowed to board an alternate bus without an authorized bus pass.

### **School Responsibility**

The school district is responsible for student behavior from the time the student boards the school bus until the students exits the school bus. The school district is not responsible for the behavior or safety of students while waiting at their bus stop for the arrival

or upon the exit of the school bus once they have gotten to their place of safety.

### **Eating and Drinking**

Eating and drinking on the bus are prohibited unless there is a signed doctor's document on file with the Transportation Office indicating a medical need for food/drink. Food allergies and potential choking hazard are a concern as well as proper hygiene.

### **Personal Belongings**

Any personal items brought onto the bus must be in an enclosed case or bag. The item(s) must be able to fit on a student's lap. The aisles must remain clear for safety reasons. Permission must be obtained from the bus driver and/or transportation office for any item(s) that does (do) not fit on the student's lap.

### **Alternate Plan if No One is Home**

Our responsibility for the safety of your child ends when we drop the child off at the designated stop / driver place of safety. You and your child should have an alternate plan in case this situation arises. Have arrangements made for students to go to the neighbors until you arrive home, a key is available to student so they can enter the home or arrange for a friend or relative to be at the stop. This will eliminate any unsafe environment for the student. For kindergarten and young elementary students we do require for an adult to be visibly present before they are dropped off. If no one is present the driver will take the child back to the elementary latchkey program, at your expense.



### **Video Security Camera**

All of our buses are equipped with video security cameras.

### **Unauthorized Passengers**

Only students who are eligible for transportation through the Marlinton Local School District are permitted on the bus. If an unauthorized individual enters a school bus, contact will be made with the appropriate law enforcement agency.

### **Shared Custody**

The school district will make transportation provision for court ordered joint custody for students. However, the provisions made by the school district will be limited to those specifically indicated in the court order regarding a student's joint custody.

### **Weapons**

All weapons are prohibited on school buses. The Marlinton Local School District has a policy. Please refer to student handbooks and board policy.

### **Bus Evacuation Drills**

All bus drivers conduct 3 bus evacuation drills during the first 6 weeks of each school year for all riders eligible for transportation.

## **Parent pick-up and drop-off**

Each building has specific procedures and guidelines for parent pick-up and drop-off for students. Please consult with the individual buildings for locations and procedures.

High School	330-823-1300
Middle School	330-823-7566
Lexington Elem	330-823-7570
Marlboro Elem	330-823-7677
Washington Elem	330-823-7586

## **Contacting the Bus Garage**

If there is a need for the parent/guardian to get a message to a driver in the morning or afternoon, please call 330-829-1990 or 330-821-4027 and someone will contact them by radio. All the buses are equipped with radios.

## **Bus Rules**

The following rules are State Law and are posted in all of our buses. Please go over them with your child.



## **Rules for Riding the Bus** **O.R.C. #3301-83-08**

1. Students shall arrive at bust stop 5-10 minutes before the bus is scheduled to arrive.
2. Students must wait in an orderly manner at a location clear of traffic. Do not Destroy or litter property
3. Students must go directly to an available or assigned seat so the bus may safely resume motion.
4. Students must remain seated keeping aisles and exits clear.
5. Students must observe classroom conduct and obey the driver promptly and respectfully. The driver has the authority to enforce these rules.
6. Students must not use profane language.
7. Students must refrain from eating and drinking on the bus except as required for medical reasons.
8. Students must not use tobacco on the bus.
9. Students must not have alcohol or drugs in their possession on bus except for prescription medication required for a student.
10. Students must not throw or pass objects on, from or into the bus.
11. Students may carry on the bus only objects that can be held in their laps.
12. Students must get on or off the bus at the assigned bus stop unless they have written authorization from parent and school office.
13. Students must not put head or arms out of the bus windows.

Failure to follow these rules is cause for suspension from riding the bus or other disciplinary action. Parents are responsible for any damage to a bus by their child.