

Before  
June 30



## *Central Services*

**Maintenance, Transportation  
&  
Custodial Services**

600 E. Wayne St.  
Lima, Ohio 45801

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Dear Parent and Student:

The students attending a charter, non public, community and parochial school may be eligible for transportation from their public school of residence. The procedures for procuring this services are listed below.

Once the student has enrolled at the school, the parent/ guardian must contact Lima City Schools Transportation Department at 600 E. Wayne St. with a written request for transportation and bring in proof of residence (current utility bill dated within 60 days of application with parent name and address on it) along with the enclosed transportation request form. The transportation department will determine whether the student meets eligibility requirements for transportation. This needs to be done annually.

If the eligibility requirements are met, the parent will need to bring the student to Lima City Schools Transportation Department, we will issue a photo ID at that time. The student will need the ID with them everyday to scan on and off the bus each time they ride. If they do not scan the ID while entering or leaving the bus, the student will receive a conduct report. Students in grades kindergarten through fourth grade do not have consequences for not scanning ID. If they lose the ID there will be a \$5.00 replacement fee. If the student has been riding a Lima City School bus the previous year, we do not need to make a new ID unless they have changed schools/ school buildings.

We have enclosed Lima City Schools bus rules and regulations. Please read through them and discuss them with your students so they are familiar with the guidelines for our bus procedures. This has the disciplinary steps

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listed for bus violations and the procedures taken, which may result in loss of bus privileges. This will help all of the students to safely ride the bus.

Parents of kindergarten through second grade students are required to be waiting at the bus stop in the afternoon. The only exception granted will be if an older sibling is assigned to the bus and available to escort the younger sibling home. If parents fail to meet the student at the bus, the student will be taken back to school and it will be the parent's responsibility to pick up the student. If this happens more than three times, transportation will be suspended for one day, the fourth offense will be three days and the fifth offense is expulsion of bus privileges. This will also apply to parents that have notified the transportation office, via the bus stop escort form, that their student above second grade will not be permitted to exit the bus without a parent or sibling to escort the student.

All students are required to be waiting at their assigned place of safety before the bus arrives at the A.M. bus stop and remain at their place of safety in the P.M. bus stop until the bus pulls away according to ORC3301-83-13. They will receive a conduct report if they are not waiting or staying at their place of safety.

The deadline is Tuesday, July 1, 2025 to request the student transportation to ensure transportation will be available for the student at the beginning of the school year. After this date, any request or address changes will be done in a timely manner.

Thank you,



Randy Crossley, Supervisor  
Lima City School Central Services

**STUDENT TRANSPORTATION**  
**SCHOOL BUS AND CONTRACTED TRANSPORTATION**  
**RULES & REGULATIONS**

**INTRODUCTION**

The transportation policy of the Lima Board of Education is to provide a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that transportation is scheduled to ensure that the best educational interests of the students are served.

The school district provides transportation in compliance with state law. Parents of students being transported are not relieved of their responsibility of supervision before the student boards the bus or contracted service or after the student leaves the bus or contracted service at the end of the school day.

The student shall realize that school transportation is a privilege, and a student's failure to observe the rules and regulations is good and sufficient reason to refuse transportation services to the student.

Student misbehavior problems are to be directed to the building principal for disposition. Whenever it becomes necessary to refuse transportation to a student, the parents of the student will be notified and a full explanation will be given.

Student transportation is a very important part of our school program. It requires the full cooperation of everyone involved – students, parents, teachers, principals and transportation drivers. Without everyone's cooperation, injuries could occur and possibly, even death.

Good behavior while being transported on a school bus or contracted service is expected from all students. Bus and contracted service drivers cannot drive safely in city traffic and administer discipline at the same time to students who misbehave.

A student may be suspended from school bus/vehicle riding privileges for all or part of the 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.

We ask for your support.

Please review the rules and regulations with your child so he or she understands what is expected. The safety of children is of primary importance to each of us. Please help your child to ride the bus or contracted service safely.

Thank you.

Note: When reference to parent/parents is made throughout School Bus and Contracted Transportation Rules & Regulations, it also includes legal guardians.

## SCHOOL BUS STUDENT CONDUCT RULES & REGULATIONS

The rules listed below – in accordance with Section 3301-83-08 of the Ohio Pupil Transportation Safety Rules – are intended for your child's safety and protection. We ask that you see that your child understands and obeys the rules at all times.

### 1. BUS STOP RULES

- A. Parents and students must understand that bus transportation is a privilege – not a right.
- B. Parents are responsible for the safety of their child while going to and from the assigned bus stop location, and for seeing that their child arrives at the bus stop at least ten [10] minutes before the bus is scheduled to arrive at the stop. Any child who misses the bus must be taken to school by his/her parents.
- C. Parents of children who qualify for door to door pickup must have their child ready and waiting at the door and begin walking their child to the bus when it arrives. Bus drivers will **NOT honk the horn** and wait. When children are returned home from school, parents must be waiting to walk out to the bus to receive their children.

If parents are not home or fail to meet the student at the bus, the student will be taken back to school, and it will be the parent's responsibility to go to school and pick up the student. If this happens more than three times, transportation will be suspended.

- D. Parents are responsible for their child's behavior at the bus stop.
  - 1. Students must wait at their designated place of safety per the Ohio Administrative Code 3301-83-13.
  - 2. Student behavior at the bus stop location must not threaten life, limb or the property of any other individual.
  - 3. Students must get on and off the bus at their assigned stops. Bus drivers do not have the authorization to change bus stops.

**Parent notes for the child to get on or off with another student at another bus stop will not be accepted. There will be NO exceptions.**

- 4. Parents of pre-school through second grade students are required to be waiting at the bus stop in the afternoon. The only exception granted will be if an older sibling is assigned to the bus **and available to escort the younger sibling home.**
- 5. Parents with the exception of preschool through second grade students are **NOT** required to be waiting at the bus stop in the afternoon. However, if a parent has requested an exception via the transportation office requiring a parent meet his/her child at the bus stop, the parent must be on time and waiting at the stop when the bus arrives or the child will be returned to school.

If the child has to be returned to school due to the parent's late arrival, it will be the parent's responsibility to go to the school and pick up the student. After the third occurrence, transportation will be suspended.

## 2. BUS RIDER RULES

- A. All students will be required to scan on the bus using their school ID badge.

All students upon entering the bus are to lower hoods and or face coverings. Students must go directly to their assigned seats and remain seated, **facing forward at all times**. Bus drivers have the right to assign a student to a seat on the bus.

- B. Bus isles must be kept clear at all times – backpacks, musical instruments and other items must be in the student's seat.

- C. Students are required to remain seated until the bus comes to a complete stop when unloading.

- D. All students will be required to scan off the bus using their school ID badge at their designated bus stop.

When exiting at their stop, students who must cross the street are to wait in their designated place of safety for the driver to signal before crossing. All students are to remain at the designated place of safety until the bus has pulled away per the Ohio Administrative Code 3301-83-13.

- E. Students must remain quiet and seated facing forward when the bus is stopped at railroad crossings.

- F. Students must keep their hands and feet to themselves.

- G. Students must keep all body parts inside the bus windows at all times – windows are down only with permission from the bus driver.

- H. Students are required to obey the bus driver promptly and respectfully.

- I. Students are not to use obscene or profane language or engage in loud talking or laughing. Students are not permitted to bring nuisance items such as any electronic devices or any other item which may cause a disruption on to the bus.

Unnecessary confusion diverts the bus driver's attention, and may result in a serious accident.

- J. **No eating or drinking on the bus except for medical reasons.** If food or drink is required for medical reasons, the parent must contact the transportation supervisor to explain and obtain approval.

- K. Students are not permitted to possess or use any tobacco or tobacco substitutes in any form on the bus.

- L. Students are not permitted to possess or use any alcohol or drugs in any form on the bus, except for approved prescription medication required for the student.

- M. Students are not permitted to carry or have concealed on his or her person any object that is or resembles a weapon, dangerous instrument or any other object – real or toy – that simulates a weapon or dangerous instrument.

- N. Students are not permitted to throw or pass objects – of any kind – on, from or into the bus.

- O. Only articles that can be held on a student's lap without overlapping onto other students may be taken on the bus. No large musical instruments, sports equipment, etc. will be permitted.

## 2. BUS RIDER RULES

- P. Students shall not cause or attempt to cause damage to the bus or any property on the bus. Parents are liable – up to the amount allowed by law – for the willful destruction of property by a minor in their custody or control.

### **3. SUSPENSION AND/OR EXPULSION FROM BUS PRIVILEGES**

- A. The bus driver is responsible for the orderly conduct of students and in the event of misbehavior of any kind, the bus driver will complete a written conduct report. This is given to the principal of the student's school, and will serve as a warning to the student and the student's parent[s] or legal guardian that he or she has been reported.

Disciplinary action taken will be progressive. The action taken will follow the defined steps for the appropriate grade level with each additional conduct report – up to and including loss of bus riding privileges. The exception to the progressive steps cited is as follows: if a student has not received a bus referral within the past nine weeks that school was the session, the next bus referral received would start over at step one.

#### **B. Student Bus Violation Progressive Steps - Grades K-4**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Bus Referral/Conference/Parent Contact                            |
| 2 <sup>nd</sup> Offense | Bus Referral/One [1] day loss of recess privileges/Parent Contact |
| 3 <sup>rd</sup> Offense | Bus Referral/One [1] day loss of bus privileges/Parent Contact    |
| 4 <sup>th</sup> Offense | Bus Referral/Three [3] day loss of bus privileges/Parent Contact  |
| 5 <sup>th</sup> Offense | Bus Referral/Three [3] day loss of bus privileges/Parent Contact  |
| 6 <sup>th</sup> Offense | Bus Referral/Five [5] day loss of bus privileges/Parent Contact   |
| 7 <sup>th</sup> Offense | Bus Referral/Ten [10] day loss of bus privileges/Parent Contact   |
| 8 <sup>th</sup> Offense | Bus Referral/Loss of bus privileges/Parent Contact                |

**Fighting on the bus: Bus Referral/Loss of bus privileges/Parent Contact**

#### **C. Student Bus Violation Progressive Steps - Grades 5-8**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Bus Referral/Conference/Parent Contact                           |
| 2 <sup>nd</sup> Offense | Bus Referral/Three [3] day loss of bus privileges/Parent Contact |
| 3 <sup>rd</sup> Offense | Bus Referral/Five [5] day loss of bus privileges/Parent Contact  |
| 4 <sup>th</sup> Offense | Bus Referral/Ten [10] day loss of bus privileges/Parent Contact  |
| 5 <sup>th</sup> Offense | Bus Referral/Loss of bus privileges/Parent Contact               |

**Fighting on the bus: Bus Referral/Loss of bus privileges/Parent Contact**

### **3. SUSPENSION AND/OR EXPULSION FROM BUS PRIVILEGES**

#### **D. Student Bus ID Badge Violations Progressive Steps - Grades 5-8**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Bus Referral/Conference/Parent Contact                           |
| 2 <sup>nd</sup> Offense | Bus Referral/Conference/Parent Contact                           |
| 3 <sup>rd</sup> Offense | Bus Referral/Three [3] day loss of bus privileges/Parent Contact |
| 4 <sup>th</sup> Offense | Bus Referral/Three [3] day loss of bus privileges/Parent Contact |
| 5 <sup>th</sup> Offense | Bus Referral/Five [5] day loss of bus privileges/Parent Contact  |

- 6<sup>th</sup> Offense    Bus Referral/Five [5] day loss of bus privileges/Parent Contact
- 7<sup>th</sup> Offense    Bus Referral/Ten [10] day loss of bus privileges/Parent Contact
- 8<sup>th</sup> Offense    Bus Referral/Loss of bus privileges/Parent Contact

- E. In a situation where rule violations occur that justify immediate removal, suspension or expulsion of a student from riding the bus, the Transportation Office will notify the principal verbally, followed by a written report regarding the incident.
- F. The superintendent, superintendent's designee, principals or assistant principals are authorized to suspend or remove students from bus privileges.
- G. Immediate removal of a student from transportation is authorized. A student removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two [72] hours of the removal. The notice shall include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the bus.
- H. Expulsion of a student from riding privileges shall be by the superintendent or superintendent's designee.
- I. Lima City Schools' buses are equipped with video and audio recording devices to assist with student safety. The information recorded may be utilized to assist with disciplinary matters. The recorded information will be treated as an educational record as defined by the Family Educational Rights and Privacy Act [FERPA], 20 U.S.C. 1232g and 34 CFR Part 99.

## SCHOOL CONTRACTED TRANSPORTATION SERVICE CONDUCT RULES & REGULATIONS

The rules and regulations listed below are for your child's safety and protection. We ask that you see that your child understands and obeys the rules and regulations at all times.

### 1. CONTRACTED TRANSPORTATION SERVICE RIDER RULES

- A. Parents and students must understand that Contracted Transportation Service is a **privilege – not a right**.
- B. Parents are responsible for the safety of their child while going to and from the assigned stop location and for seeing that their child arrives at the stop at least ten [10] minutes before the contracted transportation vehicle is scheduled to arrive. Any child who misses his or her pick-up must be taken to school by his or her parents.
- C. Parents of preschool children must have their child waiting and ready at the door and begin walking their child to the transportation vehicle when it arrives. The drivers will not honk the horn and wait.

When preschool children are returned home from school, parents must be waiting to walk out to receive their children.

If parents are not home or fail to meet the student at the stop, the student will be taken back to school, and it will be the parent's responsibility to go to the school to pick up the student. If this happens more than three [3] times, transportation will be suspended.

- D. Parents are responsible for their child's behavior at the designated stop.

1. Students must wait at their designated place of safety.
2. Student behavior at the designated stop location must not threaten life, limb or the property of any other individual.
3. Students must get on and off at their assigned stops. Contracted transportation service drivers do not have the authorization to change designated stops.

**Parent notes for their child to get on or off with another student at another stop will not be accepted. There will be no exceptions.**

4. Parents are not required to be waiting at the child's designated stop in the afternoon. However, if you wish to meet your child at the stop, please be on time and waiting. If your child (PreK through 2<sup>nd</sup> grade) has to be returned to school due to your late arrival, it will be your responsibility to go to school and pick up your child. After the third occurrence, transportation will be suspended.
- E. Any student who misses the contracted transportation service vehicle must be taken to school by the parent. The contracted transportation service vehicle will bring the student home.

Parents are not to call the contracted transportation service provider and ask them to come back for their child. If the contracted transportation service vehicle has been to the home, they will not be sent back.

## **1. CONTRACTED TRANSPORTATION SERVICE RIDER RULES**

- F. Parents are responsible for seeing that their child meets the contracted transportation service vehicle's schedule and for the safety of their child while the child is waiting for the contracted transportation service vehicle to arrive at the assigned pick up location.
- G. Students must ride the contracted transportation service vehicle to and from their designated stop location. There will be no exceptions.
- H. Parents are responsible for notifying their child's school office of any change of address. The building principal is responsible for notifying the Transportation Office.
- I. Parents shall notify the contracted transportation service provider if a student does not need transportation because of illness or for any other reason.

If the parents fail to notify the contracted transportation service, and they stop two [2] times without getting the student, transportation will be cancelled, and will not be reinstated until the parent has attended a conference. When transportation is not cancelled, the Board of Education is still charged for the trip.

- J. Parents are not to call the contracted transportation service provider for anything other than to cancel transportation if their child will not be attending school.

If the parent feels there is a problem of any kind, they are to contact the Lima City Schools' Transportation Office, not the contracted transportation service provider.

- K. No eating or drinking on the contracted transportation service vehicle except for medical reasons. If food or drink is required for medical reasons, the paren[s]ts must contact the Transportation Department Supervisor to explain and to obtain approval.
- L. Students are not to use obscene or profane language or engage in loud talking or laughing.

Students are not permitted to bring nuisance items such as any electronic devices or any other item that may cause disruption on to the contracted transportation service vehicle.

Unnecessary confusion diverts the driver's attention, and could result in a serious accident. Drivers cannot drive in city traffic safely and discipline students at the same time.

- M. Students are not permitted to throw or pass objects of any kind on, from or into the contracted transportation service vehicle nor shall anything be held so it extends out of the window of the vehicle.
- N. Students are not permitted to possess or use any tobacco or tobacco substitutes in any form on the contracted transportation service vehicle.
- O. Students are not permitted to possess or use any alcohol or drugs in any form on the contracted transportation service vehicle, except for approved prescription medication required for the student.
- P. Students are not permitted to carry or have concealed on his or her person any object that is or resembles a weapon, dangerous instrument or any other object – real or toy – that simulates a weapon or dangerous instrument onto the contracted transportation service vehicle.
- Q. Only articles that can be held on a student's lap without overlapping onto other students may be taken on the contracted transportation service vehicle.

## **1. CONTRACTED TRANSPORTATION SERVICE RIDER RULES**

- R. Students shall not cause or attempt to cause damage to the contracted transportation service vehicle or any property on the vehicle.

Parents are liable – up to the amount provided by law – for the willful destruction of property by a minor in their custody or control.

## **2. SUSPENSION AND/OR EXPULSION FROM CONTRACTED TRANSPORTATION SERVICE PRIVILEGES**

- A. The driver is responsible for the orderly conduct of students, and in the event of misbehavior, the driver completes a Written Conduct Report. This is given to the Lima City Schools' Transportation Office to investigate. Upon completion of the investigation and if warranted, the conduct report will be submitted to the principal of the student's school, and will serve as a warning to the student and the student's parent[s] or legal guardian that he or she has been reported.

The disciplinary action taken shall be progressive. The action taken will follow the defined steps for the appropriate grade level with each additional conduct report – up to and including loss of transportation services. The exception to the progressive steps cited is as follows: if a student has not received a bus referral within the past nine weeks that school was the session, the next bus referral received would start over at step one.

### **B. Student Contracted Service Violations Progressive Steps for Grades K-4**

- 1<sup>st</sup> Offense Bus Referral/Conference/Parent Contact
- 2<sup>nd</sup> Offense Bus Referral/One [1] day loss of recess privileges/Parent Contact
- 3<sup>rd</sup> Offense Bus Referral/One [1] day loss of bus privileges/Parent Contact
- 4<sup>th</sup> Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact
- 5<sup>th</sup> Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact

6<sup>th</sup> Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact

7<sup>th</sup> Offense Bus Referral/Ten [10] day loss of bus privileges/Parent Contact

8<sup>th</sup> Offense Bus Referral/Loss of bus privileges/Parent Contact

**Fighting on the Contracted Service Vehicle: Bus Referral/Loss of transportation**

**C. Student Contracted Service Violations Progressive Steps for Grades 5-8**

1<sup>st</sup> Offense Bus Referral/Conference/Parent Contact

2<sup>nd</sup> Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact

3<sup>rd</sup> Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact

4<sup>th</sup> Offense Bus Referral/Ten [10] day loss of bus privileges/Parent Contact

5<sup>th</sup> Offense Bus Referral/Loss of bus privileges/Parent Contact

**Fighting on the Contracted Service Vehicle: Bus Referral/Loss of transportation**

**2. SUSPENSION AND/OR EXPULSION FROM CONTRACTED TRANSPORTATION SERVICE PRIVILEGES**

- D. While on the contracted service vehicle, the student is under the authority of and directly responsible to the contracted service vehicle driver, school principal and program supervisors.
- E. If the student's misbehavior continues, the student will be removed from the contracted service vehicle, and a conference with the student's parent[s], building principal and appropriate program supervisor will be mandatory before the student will have transportation provided again by the Lima City Schools.
- F. In a situation where rule violations occur that justify immediate removal, suspension or expulsion of a student from riding the contracted service vehicle, the driver will return the student to school. The driver will notify his/her company that he/she is returning a student, and give the reason for doing so. The contracted company will notify the Lima City Schools' Transportation Office. The transportation supervisor will then notify the school principal and/or principal's designee that the student is being brought back to school because of inappropriate behavior.
- G. The superintendent or superintendent's designee, principals or assistant principals are authorized to suspend or remove students from contracted transportation service riding privileges.
- H. Immediate removal of a student from transportation is authorized. A student removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two [72] hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the contracted service vehicle.
- I. Expulsion of a student from the contracted service vehicle shall be by the superintendent or superintendent's designee.

Date: \_\_\_\_\_

I, \_\_\_\_\_ am requesting bussing transportation for the  
Parent Name (printed)

children listed on the Lima City Schools Transportation Request Form. I have attached this letter, request form and proof of residence together according to rules set by LCS. Be assured that my student is registered at St. Rose Catholic School.

\_\_\_\_\_  
Parent Signature

**MUST HAVE:**

\_\_\_\_ Request Letter

\_\_\_\_ Transportation Request Form

\_\_\_\_ Proof of Residence (gas, water, electric bill-within the last 3 months)

**LIMA CITY SCHOOLS**

**LIMA CITY SCHOOLS**

[illegible]

DATE RECEIVED \_\_\_\_\_  
IN TRANSFER \_\_\_\_\_  
COMPLETED \_\_\_\_\_