



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

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 Monday, July 3, 2023 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

**LIMA CITY SCHOOLS
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 the 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 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.

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 this book, it also includes legal guardian/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. Any child who misses the bus must be taken to school by his/her parents.
 - C. Parents of children that qualify for door to door pickup, must have their child waiting and ready at the door and begin walking their child to the bus when it arrives. Bus drivers will **not** honk the horn and wait. When the 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 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.
 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 their assigned bus at their assigned stops. Bus drivers do not have the authorization to change bus stops. **Parent notes for their child to get on or off with another student at another bus stop will not be accepted. There will be no exceptions.**
 4. Parents with the exception of pre-school parents are not required to be waiting at the bus stop in the afternoon. However, if you wish to meet your child at the bus stop, please be on time and waiting. If your child has to be returned to school due to your late arrival, it will be the parent's responsibility to pick up the student. After the third such 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. 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. Keep the aisle clear at all times, backpacks, musical instruments and other items must be in your 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. When exiting at your stop those students that cross the street are to wait for the driver in their designated place of safety to signal prior to crossing. **All** other students are to remain at their designated place of safety until the bus has pulled away.
 - E. Remain quiet while stopped at railroad crossings.
 - F. Students must keep their hands and feet to themselves.
 - G. Students must keep all body parts inside the windows at all times, windows are down with permission only.
 - 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 onto 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.
- 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 provided 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, the driver submits 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 parents 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 bus riding privileges.

B. **Student Bus Violations Progressive Steps for Grades K-4**

1st Offense: Bus referral/ Conference/ Parent contact.

2nd Offense: Bus referral/ One day loss of recess privileges/ Parent contact.

3rd Offense: Bus referral/ One day loss of bus privileges/ Parent contact.

4th Offense: Bus referral/ Three day loss of bus privileges/ Parent contact.

5th Offense: Bus referral/ Five day loss of bus privileges/ Parent contact.

6th Offense: Bus referral/ Five day loss of bus privileges/ Parent contact.

7th Offense: Bus referral/ Ten day loss of bus privileges/ Parent contact.

8th Offense: Bus referral/ Loss of bus privileges/ Parent contact.

Fighting on the bus: Bus referral/ Loss of bus privileges/ Parent contact.

C. Student Bus Violations Progressive Steps for Grades 5-8

- 1st Offense: Bus referral/ Conference/ Parent contact.
- 2nd Offense: Bus referral/ Three day loss of bus privileges / Parent contact.
- 3rd Offense: Bus referral/ Three day loss of bus privileges / Parent contact.
- 4th Offense: Bus referral/ Five day loss of bus privileges/ Parent contact.
- 5th Offense: Bus referral/ Five day loss of bus privileges/ Parent contact.
- 6th Offense: Bus referral/ Ten day loss of bus privileges/ Parent contact.
- 7th Offense: Bus referral/ Ten day loss of bus privileges/ Parent contact.
- 8th Offense: Bus referral/ Loss of bus privileges/ Parent contact.

Fighting on the bus: Bus referral/ Loss of bus privileges/ Parent contact.

D. Lima City School Students Bus ID Badge Violations Progressive Steps Grades 5-8

- 1st Offense: Bus referral/ Conference/ Parent contact.
 - 2nd Offense: Bus referral/ Conference/ Parent contact.
 - 3rd Offense: Bus referral/ Three day loss of bus privileges / Parent contact.
 - 4th Offense: Bus referral/ Five day loss of bus privileges/ Parent contact.
 - 5th Offense: Bus referral/ Ten day loss of bus privileges/ Parent contact.
 - 6th 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 of 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 pupil 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, as well. 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.

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)

OVER →

