

Student Drop off procedures

1. Students should walk along the side of the road approximately ten steps or more out in front of the bus and look at the driver's hand in the front window.
2. The horn shall be used to warn students of danger, i.e. vehicle not stopping for red warning lights. When it is safe to cross, the driver shall drop their hand straight down signaling students to cross.
3. Students are to stop and look both ways on their own before crossing the open lane of traffic.
4. If the horn is used, students shall be instructed to look for danger first (check traffic). Then, if no danger is seen, look back at the driver for further instructions.
5. The law requires the bus driver not to proceed until all students who have reached a place of safety on their residence side of road (O.R.C.4511.75(E)).
6. Students grade 3 and below must be met by or accompanied off the bus by an older sibling or other responsible person when dropped off. Students under grade 4 who are not met by or accompanied by an older sibling or other responsible person will not be left unattended and the bus driver shall immediately notify the transportation supervisor for instructions. (exception- see rule #7 following)
7. A student under grade 4 may be dropped off unattended or accompanied only upon written notification of parent/guardian to the school and this notification will be in effect for the entire school year
8. Once arriving to the bus stop, the bus driver will not drop off a Preschool thru 3rd grade student without verification that a parent/guardian or authorized adult is home.
9. The bus driver will call the office and the dispatcher will then make a phone call to the student's home.
10. While the dispatcher attempts to contact the parents/guardian, the bus driver will wait at the bus stop keeping the student on the bus for further instructions, unless instructed by the office.
11. The dispatcher will leave a message explaining the situation to the parent/guardian on the answering machine or voicemail. The dispatcher will request the parent/guardian to call the transportation office as soon as the message has been received.
12. The dispatcher will contact the driver with instructions to continue the bus run keeping the student on the bus.
13. When the dispatcher has not been able to contact the parent/guardian at home, work or cell phone, the dispatcher will call from the emergency medical form contacts listed.
14. Once the parent/guardian has contact with the transportation office, information will be given to the parents regarding the location of their child.
15. Bus drivers are authorized to release the student to an emergency contact person listed on the student's record only. Emergency contact information will be verified by the dispatcher.
16. Upon the third occurrence of a parent/guardian or authorized adult not being at the designated bus stop, a phone call may be made to Child Protective Services regarding the matter.
17. If no contact with parent or emergency contact, the student will be returned to the school and the police and/or Children's Protective Services will be notified at the discretion of the Principal or Designee.
18. A change of drop off location must be documented by the parent/guardian via a written notification and include the name and address of the person/location to be dropped off. A phone notification may be accepted at the discretion of the Principal, Superintendent or Transportation Supervisor in the event of an emergency.

General Rules

1. Students must observe the Student Code of Conduct and applicable Board of Education Policies and follow directions the first time they are given.
2. Stay in your assigned seat at all times, keep the aisle clear.
3. No cursing, swearing, loud talking or inappropriate language.
4. Do not eat, drink, smoke, or dip on the bus.
5. All objects carried on the bus must remain on your lap.
6. Do not damage the bus in any way.
7. No fighting, pushing, or tripping.
8. Keep head, hands, and feet inside the bus.
9. No animals are allowed on the bus except service dogs.
10. No glass objects are permitted on the bus.
11. Balloons are prohibited – flammable.
12. Weapons are prohibited.
13. No use of perfume/cologne. (State Law)
14. No photos of any kind may be taken by any one at any time on the bus.
15. Students with special needs must be picked up on their residence side of the street, or a parent/guardian will escort the child to the bus.
16. Parents and students are responsible for transporting all medicine.
17. All students must remain in their seats. The school bus driver or the school bus aide should be the sole operators of the service door and wheelchair lift.

Unauthorized passengers on a school bus include the following:

1. Family members of school bus drivers who are not enrolled in any of the approved school programs, unless adults appointed as chaperones on non-routine trips.
2. School employees on routine bus routes unless authorized.
3. Adults not enrolled in any of the approved programs, unless assigned by proper school officials as bus monitors.
4. Students who are not Bright Local School residents may not be transported (non-public schools), unless approved by the Principal, Superintendent or Transportation Supervisor.