



**Transportation Handbook
Parent/Student/Staff Edition**

Effective August 2019

Woodley Leadership Academy

Commitment to Excellence

The school bus is an extension of the school. For students who utilize the school bus to get to and from school, their school day begins when they enter the bus and ends when they exit. The standards of behavior and safety that are applied in the schools also apply to the students during the bus ride.

This handbook is a comprehensive operational procedure, designed for everyone who has a role in ensuring that students are transported safely: drivers, students, parents and school personnel.

This handbook outlines the required safety and security procedures which all parties must follow in order to ensure Excellence in School Transportation.

Promoting Positive Student Behavior

Respectful and responsible behavior by all students is the first step to successful learning. Our students need to know the difference between right and wrong and to display appropriate behavior. It is important for all of us to work together to help teach these important lessons.

Our campuses will use the following to guide our staff and students to behave appropriately.

Work Ethic □ □ **Accountability** □ □ **Respect** □ □ **Responsibility**
Relentlessness □ □ **Effective Behavior** □ □ **No Excuses**

We are privileged to have transportation services in at our campuses. The safety of our students is everyone's responsibility. We must work together to ensure a safe ride for our school students. These safety guidelines will help students stay safe each day as they ride the bus. We ask that you review this document carefully with your student so that he/she understands and accepts the rules of the Schools' Transportation Program.

Safety, Order and the Rights of Others are rules at school. Please help us teach your students these commitments by making it a priority at home.

Bus Regulations

1. Safety

- Students should stand back from the curb while waiting. Stay out of the street.
- Students should cross in front of the bus when the driver signals.
- Students should follow the directions of the driver.
- Students should use the handrail when entering or exiting a bus.
- Students should never go under the bus or bend down near the bus.
- Students should avoid unnecessary conversation while the bus is in motion.
- Students should keep all parts of their bodies inside the bus.
- Students should keep hands, feet and objects to themselves.
- Students should not throw objects out of the bus or within the bus.
- Students should not use tobacco products on the bus.
- Students have the right to talk quietly, but should avoid loud, boisterous.
- Behavior that could distract the driver, particularly at railroad crossings.

2. Order

- Arrive at the bus stop five minutes prior to bus arrival.
- Students should line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus.
- Students should ride their assigned bus.
- Students should remain in their assigned seats.
- Students should refrain from eating or drinking on the bus.
- Students should maintain the cleanliness of the bus.

3. Rights of Others

- Students have the right to a safe and orderly bus ride.
- Students have the right to be treated with respect.
- Students should respect the property of residents at the bus stop.
- Students should not use obscene language or abusive language on the bus.
- Students should respect personal belongings of others.

Violations of bus rules and regulations may result in a suspension of transportation privileges as well as other disciplinary action.

In efforts to provide a safe and orderly learning environment, the buses are equipped with video surveillance for safety of our students and staff. The videos are used to review incidents that occur and are used as one of the tools -in our incident investigation process (in conjunction with student and staff statements as appropriate). The videos are protected under the U.S. Family Education Rights and Privacy Act (FERPA); and therefore, are subject to privacy and protection laws. Therefore, the videos can only be viewed by School District staff and require a legal subpoena/summons to be released to students, parents/guardians and/or other community members who may request to review the video of the buildings and/or buses. Videos may be released to the Police Department and/or other local law enforcement agencies when criminal behavior has been committed.

School Bus Safety Rules

The safety, security & efficient transportation of all students is our Number One priority. Please read these rules to your student/students and encourage them to obey and observe proper conduct. Student misconduct will be addressed in accordance with the school Discipline Policy and the Discipline Ladder will be applied. The Discipline Ladder is included in this booklet.

- I. Parents are asked to:
 - A. Make sure all drawstrings, straps, ties, scarves, key chains, etc. on all clothing and backpacks are removed or shortened so they will not get caught in doors, railings or aisles.
 - B. Understand that no unauthorized person or parent is allowed to board the bus unless permission is granted by the bus driver.
 - C. Make alternate transportation arrangements in advance. Students shall ride their assigned bus route and get on and off at their assigned bus stop.
- II. Prior to entering and/or after exiting the bus, students must:
 - A. Make sure they stay ten (10) feet from the side of the bus.
 - B. Be at their bus stop 5 minutes early and be ready to board as the bus pulls up.
 - C. Cross the street only after they see the stop arm on the bus is out and after the driver gives them the appropriate hand signal.
- III. Upon entering the bus, students are:
 - A. Under the authority of the bus driver while on the bus.
 - B. To use the handrails and walk slowly as they enter and exit the bus.
 - C. To go directly to their seats, sit down and face forward with their hands to themselves. Normal conversation is permitted.
 - D. To understand that seats may be assigned at the driver's discretion. Students are required to sit in their assigned seat. In the case of misbehavior, the driver may require a student to sit in the front seats or may separate students who are misbehaving.
 - E. To allow K-1 students to be seated in the front of the bus.
- IV. While on the bus, students are:
 - A. To remain seated, facing forward with their feet out of the aisle, until they unload from the bus. Older students must stay in their seats until the K-1 students are given to their parents.
 - B. Not permitted to use cell phones, eat, drink or chew gum.
 - C. Not to mark upon, deface, or cut bus seats or otherwise cause damage to the school bus. Parents will be held responsible to pay for damages.
 - D. To keep their entire body and all objects inside the bus at all times.
 - E. To give their proper name to the bus driver or any school official when asked.
 - F. Not to make any loud noise that will distract the driver.
 - G. Not permitted to have any of the following:
 - a.) Animals (dead or alive).
 - b.) Glass containers, sharp objects, weapons (or fake weapons).
 - c.) Alcohol, tobacco, smoking, possession of drugs, lighters or matches on the bus.
 - H. To avoid leaving any trash on the bus.
 - I. To keep the aisle and emergency exit areas clear and accessible.
 - J. Not to tamper or play with emergency windows, doors or exits.
 - K. To keep sharp any objects such as pencils, pens, compasses, etc. inside their backpacks when travelling on the bus.
 - L. Not allowed to buy, sell or trade anything.
 - M. Never to play catch or throw anything in any direction particularly towards the driver or out of the bus windows.

- V. In order to use the bus windows, students are:
 - A. Required to ask permission prior to opening a window.
 - B. Only allowed to open the window to the marked line or the second click down.
 - C. Not to yell or shout out of the windows.
 - D. Never allowed to throw anything out the windows.
 - E. Never allowed to stick any body part or any object out the window.

- VI. At any point of the bus trip, students are:
 - A. Not to use yell, back-talk, curse, make racial remarks or use obscene language or gestures.
 - B. Not allowed to intimidate, threaten, or bully other students, chaperones, school faculty, the driver or anyone else on the bus. Intimidation, threats, and bullying can come in the form of verbal confrontation, invading someone's personal space, or touching another individual in any way.
 - C. Not allowed to do anything that would endanger another student, other passengers on the bus, the driver or the general public.

- VII. Should disciplinary action need to be taken, the following will occur:
 - A. Students will receive a Bus Conduct Report.
 - B. Bus Conduct Form must be signed by a parent.
 - C. Student will not be allowed on the bus until the form is returned.
 - D. State hospital students may be exempt to this rule.
 - E. Disciplinary events and actions will be forwarded to the campus leadership team. The school may implement additional disciplinary measures as outlined in its Parent and Student Handbook and Student Code of Conduct.

Student Return

Students in grades K-2 must be released to an authorized person at their bus stop, unless a waiver has been submitted. A copy is included in this booklet. If the authorized person is not present, the student will be returned to the campus for pick up by an authorized person. The school will make an effort to reach the primary or emergency contact in such cases. If the contact fails to pick up the student from the campus by 6:00pm, the authorities will be contacted in the interest of the student's wellbeing.

- First Occurrence - If the student is not released at the bus stop and requires a return to the campus **two times in thirty days**, a warning letter will be sent home to the family.

- Second Occurrence - If the student is not released at the bus stop and requires a return to the campus **three times in thirty days**, the student will be suspended from the school bus.

- Third Occurrence - If the student is not released at the bus stop and requires a return to the campus **two additional times within a sixty day** period after suspension, the student will be expelled from the school bus.

PARENT OR GUARDIAN TRANSPORTATION CONSENT FORM

(Kindergarten, 1st Grade and 2nd Grade only)

In granting permission, I hereby expressly waive my claim for liability against the school(s) indicated below, ACCEL Schools Ohio, LLC, and the sponsor/ authorizer of the school, including all employees and representatives of the school, the operator, and the authorizer, releasing them from liability in connection with the yellow bus transportation. Further, in case of my absence from being present at my child's assigned stop, the Transportation Department has my permission to allow my child(ren) to exit the bus.

It is further warranted that if this Parent or Guardian Consent Form is signed by one of two parents/guardians, it is with the authority of the other. Please keep a copy of this form in the student(s) file at the school level.

I hereby give my permission for my child(ren) to exit the yellow bus in the event I am not present at their assigned stop.

Student Name & Grade: _____

Student Name & Grade:

Student Name & Grade:

Address:

Home Phone: _____ Work Phone (optional): _____

Emergency Contact: _____ Emergency Phone: _____

Print Your
Name:

Signature:

Date:

Discipline Ladder

The discipline ladder listed below is designed to be progressive. It goes from very low levels of intervention to moderate levels of intervention and finally, to very high levels of intervention, to educate the student on proper behavior in regards to School Bus Safety. Discipline will always be handled at the lowest level possible, but it will depend upon the seriousness and or the frequency of the inappropriate behavior. There may be a time when the first intervention occurs at level 4 due to the seriousness off the inappropriate behavior (i.e. – a fist fight between two students on the bus). Understand, the Bus driver’s intention is to not fill out Bus Conduct Reports on students. Bus drivers are asked to always give verbal warnings and have on-bus discussions with the students first. The goal is to insure there is a learning curve for students that make an honest mistake.

Students do need to realize however, the Discipline Ladder is a progressive discipline program that is an extension of the school. So if the student receives a Level I on the bus, the school administration will know about it.

Level 1 – Driver Level	Driver indicates an issue and the student corrects, minor misbehaviors.
Level 2 -Dean of Discipline Level	Repeated misbehavior, School Dean is informed. Parent is informed after 2 incidents and a discussion will take place.
Level 3 -Principal Level	Serious Infraction, or repeated issues resulting in disciplinary action and possible suspension from the bus.
Level 4 -Mandated Consequences	Major offense requiring disciplinary action and suspension from the bus.

Level 1 - The driver is responsible to insure that all safety rules are being followed. The driver would address a student on a specific safety rule and ask them to please comply with the safety rule.

Level 2 - If the student receives a Level 2 on the discipline ladder, a member of school leadership who is responsible for that student will contact the parent/guardian/custodian. The nature of this contact is to include the legal guardian in the solution of the problem. Level 2 disciplines may involve the student being placed off of the bus for one day. Note: If this does not resolve the issue, the problem moves to a Level 3.

Level 3 - If a student receives a Level 3, this will result in an intervention by the principal and any other appropriate personnel in the school and may result in a suspension and/or expulsion from the bus. When Level 3 types of behaviors occur, the school principal and/or other appropriate personnel will become involved. Level 3 disciplines can involve the student being placed off of the bus for three days or up to a maximum expulsion of the equivalent days of a full semester. Examples of Level 3 behaviors may include, but are not limited to, smoking, abusive or vulgar language, indecent exposure, inappropriate physical behavior, threats, bullying or vandalism. Note: if this does not resolve the issue, the problem moves to Level 4.

Level 4 – If a student commits a Level 4 offense this will result in immediate action by the school principal or school official. Consequences for Level 4 offenses will include extended suspension, the remainder of the school year or longer or expulsion from the bus. Examples of Level 4 behaviors may include, but are not limited to, extortion, theft, illegal use of firearm, vandalism, arson possession or sale of alcohol or drugs, weapon possession, assault, fighting, threats to endanger someone’s else’s life.

SCHOOL BUS REFERRAL FORM

Student Name: _____ Date/Time of Incident: _____

Grade: _____ Route #: _____ Driver Signature: _____

- Incident:
- | | | |
|--|--|---|
| <input type="checkbox"/> Incorrect Stop Exit | <input type="checkbox"/> Profanity/Vulgar Language | <input type="checkbox"/> Disorderly Conduct (Arguing) |
| <input type="checkbox"/> Physical Aggression | <input type="checkbox"/> Obscenity | <input type="checkbox"/> Not Cooperating (Disrespect) |
| <input type="checkbox"/> Screaming/Yelling | <input type="checkbox"/> Other (Describe): _____ | |

Specific Description of Incident:

Action Taken by Driver:

Disposition (to be completed by School Leadership)

- Warning
 Parent Meeting
 Bus Suspension Days: _____ with return starting: _____ (date)
 Bus Expulsion

Comments: _____

Reviewed by: _____ Date of Review: _____

Please keep a copy of this form in the student(s) file at the school level.

Submit copy to Woodley Leadership Academy Administration



LOADING AND UNLOADING



THE DANGER ZONES

SAFETY TIPS...

*Wait for the school bus driver's hand signals to tell you when it is safe to cross in front of the bus.

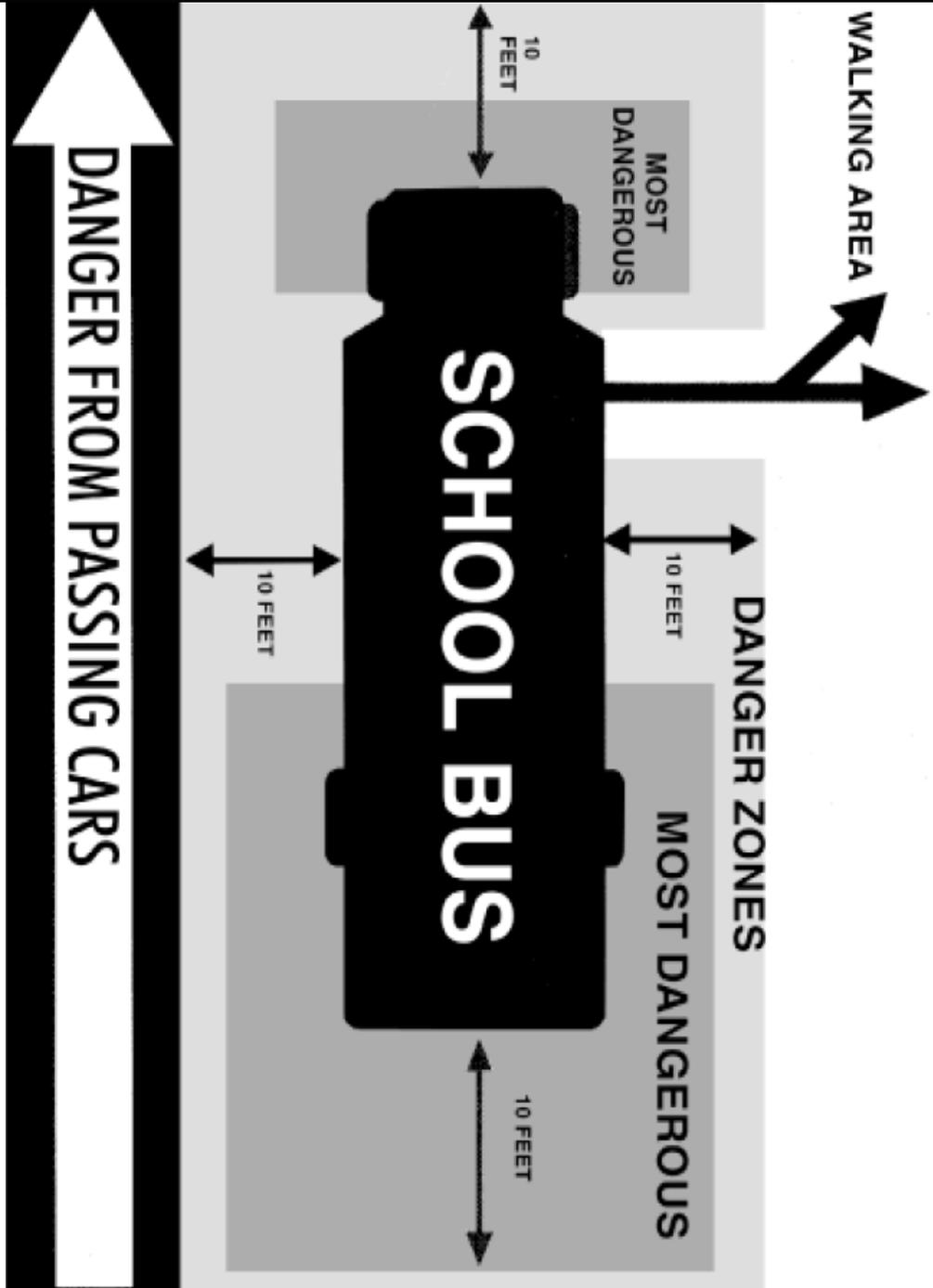
*Even if the school bus driver signals it is ok to cross the street, keep looking both ways to ensure all traffic is stopped before you walk into open traffic.

*If you cross in front of the bus or have to walk beside the bus, stay in your cross walk or at least 10 feet away from the front or side of the bus.

*If you drop something in front of or beside the bus, **NEVER** stop to pick it up. When you bend over, the driver may not be able to see you. Tell the driver and he/she will help you.

* Speak softly on the bus and do not speak at a railroad crossing.

* Have your parents or guardian explain the School Bus Safety Rules in the Parent/Student Safety Handbook.



ACCIDENT PROCEDURES

Regardless of how minor or how serious an accident may be, the driver should be familiar with the proper accident procedure. The driver must keep calm, evaluate the situation, and decide what is to be done first. The primary responsibility is the safety and security of his or her passengers. In the event of an accident, the driver should know how to carry out his or her duties.

- a. Stop immediately
- b. Activate four-way flashers
- c. Set the parking brake
- d. Turn off the ignition switch (and the manual shut-down) and remove the key
- e. Remain calm; reassure the students and check for injuries
- f. Call for assistance (dispatch, school administration, police, EMS)
- g. Protect the scene by placing the emergency reflectors in front of and behind the bus at proper distances
- h. Protect the scene from traffic and people so that evidence is not destroyed
- i. Be alert to a fire or the possibility of a fire. Check for smoke, ruptured fuel tank, leaking fuel lines, electrical fire
- j. Check for injured students. If there are injuries, give attention first to the most seriously injured. Do not move injured persons unless absolutely necessary
- k. Keep students on the bus unless there is a possibility of fire, another collision, or danger of drowning (Refer to Evacuation Section)
- l. Collect an accurate count of students using an updated roster
- m. Do not discuss the facts of the accident with the general public
- n. Give the other motorist(s), and/or witnesses accident cards (Located on the school bus)
- o. Provide information on the accident only to the investigating officers and school administration. Information should include: a list of all students' names, ages, and addresses, information about the school bus, such as insurance, make, model number, and owner.
- p. Continue the transportation of students when authorized to do so. They should be transported by the present bus, if released, or by another bus.
- q. Drivers are required to report all accidents to their supervisor who will contact the proper authorities.

FIRST-AID

First aid is the immediate and temporary care given to the victim of an accident or sudden illness until medical help can be obtained. All drivers, on occasion, will have to administer first aid, it is as important for the driver to know what not to do as it is to know what to do in an emergency situation. Drivers will be made aware of any student on their route that has a specific medical need in order that they may be familiar with the treatment necessary for any aid that could be required.

BASIC PRINCIPLES

- Effective first aid requires that a person remain calm in an emergency situation
- The person administering first aid must be able to determine which person is to be attended to first
- The primary first aid procedures are to restore breathing, control bleeding, and prevent shock in that order
- Remember that first aid is only a temporary step and medical help should follow immediately

LOCATION AND CONTENTS OF THE FIRST AID KIT

- Each school bus is equipped with a Grade A plastic first aid kit, mounted in an accessible place in the driver's compartment in full view
- Contents for a twenty-four unit first aid kit:
 - 1-inch adhesive compress (4 packages)
 - 2-inch bandage compress (3 packages)
 - 3-inch bandage compress (2 packages)
 - 4-inch bandage compress (1 package)
 - 3 X 3 inch plain gauze pad (1 package)
 - 4-inch gauze roller bandage (2 packages)
 - ½ square yard plain absorbent gauze (4 packages)
 - 24 X 72 inch plain absorbent gauze (3 packages)
 - Triangular bandages (4 packages)

LOCATION, CLEANUP AND HANDLING OF BODY FLUIDS OR MATTER

Whenever it is necessary to clean up or handle any blood, body fluids, vomit, fecal matter, and/or urine, the following practices should be observed:

- Disposable gloves should be worn during the cleanup process
- Surfaces soiled with the above substances should be promptly disinfected using a bleach solution (1 part bleach to 10 parts water)
- Whenever possible, disposal towels, tissues, or other materials should be used in the cleanup process. These disposable materials should then be placed in a plastic bag and discarded
- Non- disposable cleaning equipment and materials, such as towels and mops, should also be disinfected with the bleach solution
- Those who are cleaning should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids
- Persons involved in the cleanup should thoroughly wash their hands afterwards, even when wearing gloves

FIRE EXTINGUISHER

All school buses are equipped with a five (5) pound, dry chemical type fire extinguisher with a visible gauge and a rating of 40 B.C. This fire extinguisher is mounted in the driver's compartment.

CLASSES OF FIRES

- Class A- fires of ordinary combustible material where the “quenching” effect of water is of first importance
 - Examples: Fires in wood, textiles, rubbish, etc.
 - Class B- fires in flammable liquids, where the “smothering” effect is of first importance
 - Examples: Fires in gasoline, diesel, oils, etc.
 - Class C- fires involving electrical equipment where the use of a “non-conductor” extinguisher agent is of first importance
 - Examples: Fires involving electrical switchboards, motors, or wiring
- The fire extinguisher is filled with a dry-powered chemical. The gauge, mounted at the top of the cylinder, indicates the pressure inside. Gauges are usually divided into areas of green and red. If the needle is in the green area, the fire extinguisher is properly charged. The red area indicates that the pressure is low or high; in either case, the fire extinguisher must be

serviced. Dry chemical extinguishers are effective on small fires of Class B, on electrical fires of Class C, and if rated 2-A effective on small surface fires of Class A. It is best to be upwind whenever possible so as to get greater coverage and protection.

TO OPERATE:

- Remove from bracket
- Approach fire upwind
- Hold in upright position
- Pull the safety pin by breaking the protective seal
- Stand eight to 12 feet upwind from the burning material, if possible, to protect yourself from smoke and heat
- Squeeze handle to discharge at the base of the flame with side-to-side motion.
- Replace the safety pin
- Recharge or replace immediately after use

The dry chemical fire extinguisher must be serviced after any use no matter how limited. Once the fire has been extinguished, the transportation supervisor must be notified and the proper reports completed.

EMERGENCY EVACUATION

Due to the increased number of students being transported and the increase in extracurricular trips, there is greater likelihood of an accident or mechanical breakdown. There exists a need to instruct students on how to properly vacate the school bus in case of an emergency. The following instructions and drills are designed to minimize panic and safely remove students from a school bus.

IMPORTANT FACTORS PERTAINING TO SCHOOL BUS EVACUATION DRILLS

1. Safety of students is of the utmost importance and must be considered first.
2. Emergency evacuation drills will be supervised by the transportation supervisor or by Deans/Principals.
3. The bus driver is responsible for the safety of the students; however, in an emergency, the driver might be incapacitated and may not be able to direct the evacuation. For that reason, students must be directed on the emergency evacuation drills procedures.
4. Evacuation drills will be held the 1st and 3rd school quarter.
5. Evacuation drills will be held on school property and not on the bus route.
6. Each of the three basic types of emergency evacuation drills should be conducted.
7. Do not permit students to take lunch boxes, books, etc., with them when they leave the bus.
8. Students should go to a distance at least 50 feet from the bus in the safest direction during an “emergency drill” and remain there as a group until given further directions.
9. All students should be instructed in the proper safety precautions while riding the bus and in emergency evacuation drill procedures.

THREE TYPES OF EMERGENCY EVACUATION DRILLS

- Everyone exits through the entrance door
- Everyone exits through the rear emergency door
- Front half of students exits through the entrance door and the rest through the rear emergency door

EVACUATING THE SCHOOL BUS

Evacuation Procedures and Practice Drills

School bus evacuation and practice drills are an essential part of safe transportation. This must be accomplished quickly, safely and in an orderly manner. Evacuation drills should be conducted twice annually and should be properly documented. Observe the following procedures:

Reasons for Emergency Evacuation of School Buses:

1. Fire or danger of fire - If any portion of a school bus is on fire, it should be stopped and evacuated immediately. Passengers should move to a point one hundred (100) feet or more from the bus and remain there until the bus driver has determined that no danger remains. In the event a school bus is unable to move, and is near existing fire, or highly combustible materials, the “danger of fire” should be assumed and all passengers evacuated.
2. Unsafe location - In the event that a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately whether it is safer for passengers to remain on the bus or to evacuate.
3. Driver must evacuate a school bus if the final stopping position:
 - a. Is in the path of any train, is on or closely adjacent to any railroad tracks.
 - b. Could change and increase the danger. For example, if a bus were to come to rest near a body of water or bluff where it could still move and go into the water, or over a cliff, it must be evacuated.
 - c. Is such that there is danger of collision. Under normal traffic conditions, the bus should be visible for a distance of three hundred (300) feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Important Factors in School Bus Evacuation:

1. The safety of students is of utmost importance and must be first consideration.
2. Prior to evacuation, the bus’s emergency brakes should be set, if possibility of fire exists then ignition should be turned off, and the transmission placed in an appropriate gear.
3. The driver should stay in the bus during evacuation to guarantee smoothness of evacuation procedures.
4. Evacuations should be conducted with ‘deliberate speed’. A time interval of 1 ½ to 2 seconds per passenger has proven to be the safest and most efficient.
5. To insure a safe exit, passengers must have their hands free. They should leave lunch boxes, books and other personal belongings on the bus.
6. Driver should carry the first aid kit and IEP folder (Special Needs Bus) if time permits.
7. Passengers selected and trained in advance should be assigned to serve as:
 - a. Leaders — will lead passengers to safety from each door utilized for evacuation. Passengers should be directed to a safe point at least one hundred (100) feet (3 bus lengths) from the bus and remain there until given further directions.
 - b. Helpers — two students should be stationed to aid passengers as they leave the bus through the rear emergency exit.

Three Common Types of School Bus Emergency Evacuation Drills:

Front Door

- Stop the bus, set the parking brake, turn off engine and secure key.
- Stand, face students and get their attention.
- Give the instructions:
 - EMERGENCY DRILL
 - REMAIN SEATED
 - FRONT DOOR EVACUATION.
- Advise 'leader' to guide passengers to a safe location.
- Front door evacuations should be conducted using the right-left alternating method from front to the back of the bus. This unloading procedure can be practiced during routine unloading.
- Check bus to be sure everyone is out.

Rear Door

- Stop the bus, set parking brake, turn off engine and secure key.
- Stand, face students and get their attention.
- Give the instructions:
 - EMERGENCY DRILL
 - REMAIN SEATED
 - REAR DOOR EVACUATION.
- The driver should direct pre- assigned leader and helpers to take their positions.
- Passengers should remain in their seats until directed by the driver to leave the bus. Begin with back seat on right side alternating right-left, etc.
- When the last seat is empty, walk the entire length of the bus to be sure everyone is out.

Front and Rear Door

- Stop the bus, set parking brake, turn off engine and secure key.
- Stand, face students and get their attention.
- Give the instructions:
 - EMERGENCY DRILL
 - REMAIN SEATED
 - FRONT AND REAR DOOR EVACUATION.
- Front and rear door evacuations will be rare. If this type of evacuation is conducted the driver must direct students to the proper exit. Students using the front door will follow front door evacuation procedures. Students using the rear door will follow the rear door evacuation procedure.

Emergency Exits

- Many buses are equipped with push out windows and vents. Pop out windshields may also be used during evacuation.
- Rear door exits may have safety latches to hold doors open. Proper release is required to prevent damage to the bus or door.