

# STUDENT TRANSPORTATION HANDBOOK



*Hudson City Schools®*





# STUDENT TRANSPORTATION HANDBOOK

## Welcome to the Hudson City Schools' Transportation Program.

The Hudson City School District contracts with Petermann Ltd to provide transportation for the school district's students. The main concern regarding transportation is the safety of all student passengers. This handbook contains information pertaining to the service level and guidelines regarding student transportation.

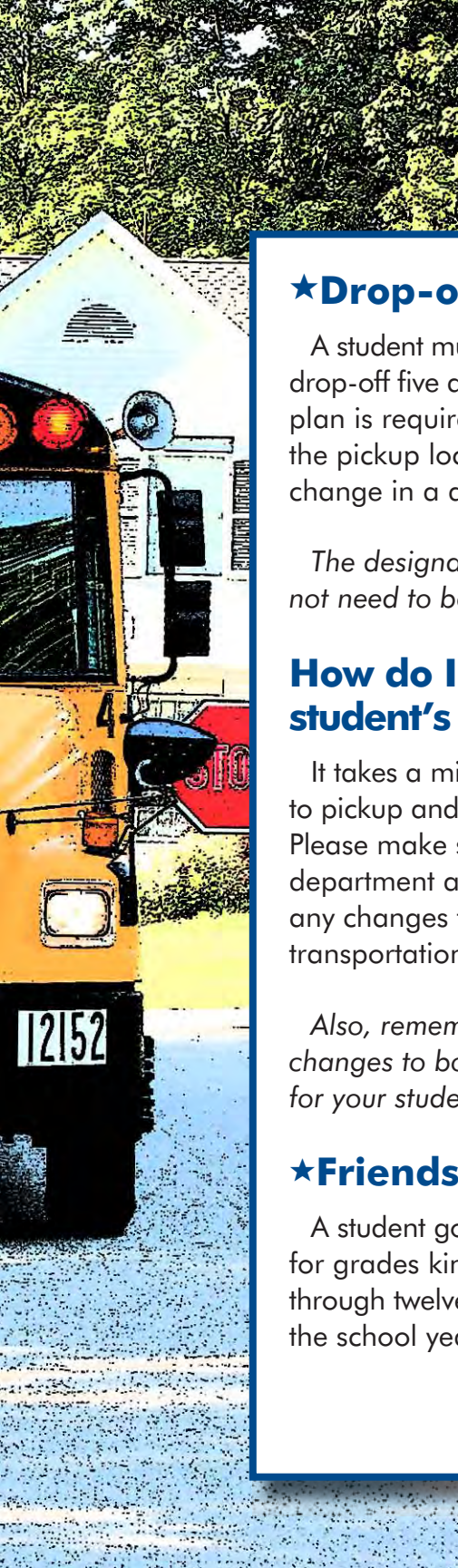
Please keep this handbook available for future reference during the year. Any changes will be posted on the school district's Web page at [www.hudson.edu](http://www.hudson.edu). All new or revised services are marked by a star.

If you have any questions, please contact the transportation department at (330) 653-3355 or the business office at (330) 653-1207.

### ★Pickup Locations

Each student will be designated one residential bus stop for pickup five days per week. The designated bus stop may be changed up to 2 times per semester with a written request to the transportation company.





## ★Drop-off Locations

A student must use the same residential bus stop for drop-off five days per week. A written transportation plan is required if the drop-off location differs from the pickup location. The school district will permit a change in a drop-off location 2 times per semester.

*The designated pickup and drop-off locations do not need to be the same location.*

## How do I make a change in my student's pickup or drop-off location?

It takes a minimum of five (5) days to make changes to pickup and drop-off locations on bus routes. Please make sure that you notify the transportation department at least five school days in advance of any changes to avoid interruption to your student's transportation services.

*Also, remember that there are only two permitted changes to both the pickup and drop-off locations for your student each semester.*

## ★Friends

A student going to a friend's home will be permitted for grades kindergarten through twelve. Grades two through twelve will begin immediately at the start of the school year. Kindergarten and first grade will



not begin this program until the second semester of each school year. The permission form for this purpose must be given to the school on the day of the visit. The “friends” bus option may not be used as an alternative drop-off location on a regular basis. There must be room on the bus for additional riders, and if excessive use by a particular student takes place, service will not be provided.

## **General Information**

The Hudson City School District provides transportation in cooperation with Petermann. Petermann provides transportation to all eligible students. The intent and purpose of Board of Education policies and procedures is to provide safe, reliable and efficient transportation service to eligible students. The overall rules and laws for the transportation of students are covered by the Ohio Pupil Transportation Operation and the Safety School Rules as adopted by the Ohio Department of Education.

The school district will provide parents and students with an initial bus schedule and pickup location. This schedule and location may change throughout the school year. Your student will be notified of any change. Depending on your child’s age, this communication may occur to the parent, to the student or both. These changes will occur throughout the school year as a result of changes in the number of students riding on a specific school bus route.

## **Arrival Times**

Buses will arrive for preschool and kindergarten through eighth grade approximately 5 to 20 minutes prior to the established school starting time. Buses for high school students will arrive between 5 and 30 minutes prior to the established start time.





## Dismissal

Buses will depart anywhere from 5 to 30 minutes after dismissal time.

## Walk Zone

Students residing in a walk zone are not typically eligible to ride the bus. There are established walk zones for each of the schools within the district. The established distances are measured from the school bus discharge point at the building, along the shortest pedestrian or vehicle travel route on a public highway or school property, and to a point where the resident's driveway intersects the public street.

The kindergarten walk zone is .5 mile; grades one through five are 1 mile; grades six through twelve are 1.5 miles.

Bus travel will be restricted from dead end streets, cul-de-sacs and non-through residential streets less than a .5 mile from a major road.

## ★Consolidated/Cluster Stops

The school district will establish, in safe locations, consolidated/cluster stops for students' pickup and drop-off. Students may walk up to .5 mile to these assigned bus stops; however, every effort will be made to limit this distance to .25 mile. The distance from a bus stop is measured from the established bus stop to the point where the resident's driveway intersects the public street.





## **Right Side Pickup Streets**

Every effort will be made to pickup and deliver elementary students on the residence side of Terex Road, Middleton Road, Route 91, Route 303, Akron-Cleveland Road, Valley View Road and Stow Road. If a parent deems it necessary for the child to cross the street, the parent is responsible for signing a waiver with the school district to indicate that the request for such a change in routing is being made at the parent's request.

## **Bus Pickup**

Students are expected to be waiting at or near the designated bus pickup location prior to the arrival of the school bus. The bus picking up the students will not wait for students to walk from their home 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 to all students, it is necessary for students to be waiting at the bus stop. Students are encouraged to be at the bus stop ten minutes prior to the arrival. The school bus will not return to a pickup location or to a dismissing school for a student that has missed the bus.

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

## **School Responsibility**

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



## **Eating and Drinking**

Eating and drinking on the bus are prohibited. Food allergies 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 the transportation supervisor for any item(s) that does (do) not fit on the student's lap. This provision includes musical instruments.

## **Unauthorized Passengers**

Only students who are eligible for transportation through the Hudson City 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.

## **Length of Bus Ride**

There is no limitation on the amount of time or distance that a student rides to or from school; however, the school district will endeavor to limit the ride time for each student to no longer than one hour in each direction.





## **Video Security Cameras**

Video security cameras are installed on buses utilized by the Hudson City Schools.

## **★Shared Custody**

The school district will make transportation provisions 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.

## **Bus Evacuation Drills**

The school district will conduct bus evacuation drills during the first quarter of each school year for all riders eligible for transportation.

## **Weapons**

All weapons are prohibited on school buses.

## **School Procedures**

Individual schools will have specific procedures and guidelines for parent pickup and drop-off. Please consult the individual building.

## **Rules while Riding the Bus**

In addition to the school district's Code of Pupil Conduct, the following rules apply when students are riding the bus.



## School Bus Safety Rules

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at a school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.





6. Pupils must observe classroom conduct rules and obey the driver promptly and respectfully.
7. Pupils may not use any verbal or physical threats to bully other students on the bus.
8. Pupils must not use profane language.
9. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
10. Pupils must not use tobacco on the bus.
11. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
12. Pupils must not throw or pass objects on, from or into the bus.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
15. Pupils must not put head or arms out of the bus windows.

## **Board of Education Policy Regarding Transportation**

The policy adopted by the Board of Education regarding transportation is available on the school district's Website at [www.hudson.edu](http://www.hudson.edu). The policy for Transportation is under the Board of Education tab, Board policies, and then access policy 8600. The Bullying policy is 5517.01.



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**Petermann Ltd. Phone Number  
(330) 653-3355**



# HUDSON/Petermann Transportation Request/Change/Withdrawal Form

Parents please fill out this form for transportation request and/or address change and/or child care provider.

A NEW FORM must be filled out if there are any changes in your child's transportation request. This form will delete any previous transportation request. Please check all information to make sure this is the schedule you need for your child.

**Please allow two days after transportation receives this form before the request is filled.**

Please Print

Today's Date \_\_\_\_\_

\*\*Student ID # \_\_\_\_\_ \*\*Student's Name \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Sex M F

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardians' Name \_\_\_\_\_ Home Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Emergency Contact (other than listed above) Name \_\_\_\_\_ Phone # \_\_\_\_\_

**CHECK OPTIONS: New Student**

**Home Address Change**

**Alternative Address P/U or**

**Please Use This Box Only For Alternative Request**

**All Alternative Addresses Must Be In The Attendance Area Of The School**

Name of Alternative Provider \_\_\_\_\_ Date Needed \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

AM or Pick Up Location - Please Check Days Needed At this Address: M T W Th F

PM or Drop Off Location - Please Check Days Needed At This Address M T W Th F

Additional/Medical Information \_\_\_\_\_

## **\*\*Withdrawal**

## **SCHOOL USE ONLY**

If withdrawal, please note new address if "In District"

Or check box if moved out of District

**\*\* Student Name and ID# Only Required for Withdrawal**

## **TRANSPORTATION USE ONLY**

Transportation approved to start on: M T W Th F ( ) \_\_\_\_/\_\_\_\_/\_\_\_\_

Pick Up Bus Number \_\_\_\_ and Time \_\_\_\_:\_\_\_\_ AM Location \_\_\_\_\_

Drop Off Bus Number \_\_\_\_ and Time \_\_\_\_:\_\_\_\_ PM Location \_\_\_\_\_

Alternative Address Not Approved At This Time