

NORTHWESTERN LOCAL SCHOOLS BUSING INFORMATION SHEET 2016-2017



Today's Date: _____
Effective Date: _____
Bus # _____
Grade _____

****PARENTS PLEASE SELECT****

Bus Transport or Self Transport
(please fill out Section 1 regardless)

If your child(ren) require(s) busing for the 2016-2017 school year, please complete this form and **return it to the school they attend. Even if your child is NOT being transported, this form needs to be completed and returned.** Because of liability and transportation issues, we can only allow **ONE** pick-up/drop-off point per student. In cases where babysitters are an issue, this has to be pre-approved by the school in order for students to be transported via bus to multiple stops. If the bus has available seating, they will be accommodated. The school needs to be provided a schedule, so there is no confusion as to which stop each day. We appreciate your cooperation on this subject.

Section 1. **Fill out this section regardless of Section 2. Please fill out a separate form for each student. Thank you!!

New Student NHS NMS NES Open Enroll Liberty Prep Career Center

Student's Name _____

Parent/Guardian (print) _____ (signature) _____

Home Address _____ City _____ Zip _____

_____ Home Phone

_____ Cell

_____ Work

Section 2.

By filling out this section, you denote your child will not be picked-up/dropped off at their home address listed above. You will be responsible for getting your child to and from this location daily.

Authorized Contact Name: _____

Authorized Pick-up/Drop-off Address: _____ City _____ Zip _____

Home Phone: _____ Cell: _____

The cut-off date for any changes is July 31st. This allows our drivers time to get their routes set up on timing. You will receive a phone call by the driver the week before school starts letting you know pick-up/ drop-off times. **Keep in mind, these are approximate times. State law requires that students be at their designated point of safety 5 minutes prior to the arrival time. ALSO:** It is very important that we have a valid contact number to reach you when/if changes occur in transporting your child(ren). Change forms are available at each school or in the board office during the summer session between 8a-5p. Please contact the transportation department at 419-846-1152 with any questions/concerns.

- Home address in Section 1. Designated stop address and contact info in Section 2.
 - One designated stop per student unless approved by school principal and/or superintendent.
 - We ask that if you are in need of a babysitter, you try to find one within the same bus route your child is currently on. This lessons the dangers of misplaced children as teachers are lining them up for the bus in the afternoon. This is strictly for the safety of your student and we appreciate your understanding in this matter.
 - Make sure school has a working phone number for contact—**We have to be able to contact you!**
- Be at point of safety 5 minutes prior to arrival time—FEDERAL LAW
 - Driver will designate a point of safety spot for your student. This is 10 feet from the road and we try to give them a landmark to know where to stand.
 - If students are waiting in a vehicle in the driveway, they need to get out of the vehicle as they see the bus approaching and be in their designated POS spot when the bus stops.
- Safety Procedures
 - Hand dropping when getting on, before student moves out of POS.
 - When crossing the road, after driver has given the hand signal, look both ways before proceeding to cross.
 - Three toots of horn when there is danger, look at driver for instructions.
 - Never go back to the bus after being crossed and the bus is pulling away. Some students try to go to the mailbox to get the mail. This is not permitted! Student will need to wait until the bus leaves before moving from designated POS.
- Proper bus etiquette
 - Seat to seat, back to back, feet to floor if they can touch, book bags on their laps.
 - Seatbelts w/parents permission if having issues—for younger students who cannot sit in their seat properly.
 - Stay out of aisles—this is for safety purposes. The seat in front of them acts as a safety guard and they need to be behind it **AT ALL TIMES**.
 - There is no standing when the bus is moving. If student needs to come to the front to talk to the driver they need to wait until the bus stops.
 - No food or drink on the bus.
 - No live animals are to be brought on the bus.

- Any large objects that need transported to school, parents need to bring in as it causes overcrowding on the bus.
- Elementary is sometimes seated 3 to a seat so students need to be respectful of their neighbors.
- Electronic devices are permitted, but need to be put away out of view when on the bus. There should not be any picture taking on the bus and devices are not to be passed around from student to student.
- Jump Seat Procedures
 - The front seat diagonal from driver is designated as the jump seat. This seat is used when students are getting on, they sit in jump seat until the bus gets to the next stop. Then the student proceeds to their designated seat and the new arrivals sit in the jump seat. This allows for quicker transport, as every second helps. In the afternoon, students will jump seat to get off. Whoever is the first stop will sit in jump seat. When they are getting off the next student off will come up to the jump seat. This is also helpful for the driver to know who is actually riding the bus in the afternoon. If a student is not on, there is no need to make that stop, which saves time on route. Very nice for our sub drivers too!
- If there is a change in the designated stop address, we ask for 2-3 days notice unless it's an emergency. In cases where we need to reroute the bus, it takes time to contact all students affected by this change. Pick up a form at the school office for any permanent changes. Immediate changes need to be done at the high school/middle school by 2pm and elementary school by 3pm. All morning changes need to be done the day prior. If an emergency occurs please notify the school as soon as possible.
Elem: 419-846-3519 Mary Workman /MS: 419-846-3974 Becky Burkholder
HS: 419-846-3833 Sue Ryan / 419-846-1152 Transportation Admin.
- Drivers may run late the first week or two of school as they get acclimated to their route and new students. After driving the route, it is sometimes necessary to alter the route for many different reasons. Bear with us as we get things in order for the school year.
- Make sure your house number is clearly listed on both sides of your mailbox for driver to see. This is most important when we have sub drivers and they are not familiar with the stops. It makes the process run much more smoothly when house numbers are in view.
- We look forward to another school year and hope you have a great summer break 😊