

# NORTHWESTERN LOCAL SCHOOLS - BUSING INFORMATION SHEET 2021-2022



<p><b>**PARENTS PLEASE SELECT**</b></p> <p><input type="checkbox"/> Bus Transport   or   <input type="checkbox"/> Self Transport</p> <p><b>(please fill out Section 1 regardless)</b></p>	<p>Today's Date _____</p> <p>Effective Date _____</p> <p>Bus # _____ Grade _____</p>
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If your child(ren) require(s) busing for the 2021-2022 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. **State Law requires that students be at their designated point of safety 5 minutes prior to the arrival time.** Please contact the Transportation Department at 419-846-1154 with any questions/concerns. We appreciate your cooperation.

**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 \_\_\_\_\_

**Emergency Medical Authorization:** To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached:

**Health Alert:** List student's known allergies or medical conditions: \_\_\_\_\_

**The medical concerns listed above are allowed to be shared with necessary staff at my child's school.** Yes   No

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**Part I – To Grant Consent: I hereby give consent for the following medical care providers and local hospital to be called.**

Preferred Doctor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Dentist: \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

In the event reasonable attempts to contact me have been unsuccessful, I hereby give consent for: (1) the administration of any treatment deemed necessary by above-named doctor, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. The authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part II – Refusal to Consent: I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action as they are reasonably able to do so:**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

- Home address in Section 1. Designated stop address and contact info in Section 2.
  - One designated stop per student unless approved by transportation supervisor.
    - 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 – STATE LAW. According to Ohio Administrative Code, “Pupils shall arrive at the bus stop before the bus is scheduled to arrive” (OAC 3301-83-08 (C) (1). At Northwestern, we adhere to 5 minutes but depending on students not riding on a particular day, this time could vary to between 5-10 minutes.
  - 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 point of safety spot when the bus stops.
- Safety Procedures
  - Hand dropping (by the driver) when student is getting on, before student moves out of point of safety.
  - When crossing the road, after driver has given the hand signal, look both ways before proceeding to cross.
  - Three toots of the 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! The student will need to wait until the bus leaves before moving from designated point of safety.
- Proper bus etiquette
  - Seat to seat, back to back, feet to floor if they can touch, book bags on their laps.
  - Seatbelts with parent 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.

- If any large objects need transported to school, parents will need to bring the item to school as it causes overcrowding on the bus.
- The Elementary route is sometimes seated 3 students 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 the jump seat until the bus gets to the next stop. The student then 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 scheduled to be the first stop will sit in the 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 Janet Alberts  
 HS: 419-846-3833 Becky Burkholder / 419-846-1154 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☺