

National Trail Transportation

Dear Parents:

Soon your child will be climbing aboard that big, yellow, bus for the first time. This is a big step for the children and can be a little unsettling for parents as well. I'd like to familiarize you with the policies and procedures in place so that you can feel more comfortable that your child will enjoy a safe and happy ride to and from school each day.

First of all, your bus driver has had extensive training in handling the school bus as well as safe practices and procedures in and around the bus. Drivers attend formal update training each year and must recertify their skills and qualifications every 6 years. Your driver is the first and last contact your child has each school day. Take time to get to know your child's bus driver and keep an open line of communication with them. Most concerns are best handled by simply talking to your bus driver and working together with them. If, however, you feel you are unable to come to a workable solution with the driver, feel free to contact the transportation supervisor or building principal.

School bus policies and procedures are in place for the safe and efficient transport of students. Students are expected to maintain the same behavior on the school bus as in the classroom. The bus driver's full attention is required to safely operate the bus and it is simply not acceptable for the driver to be distracted by disruptive behavior. Rules are in place to insure a safe ride for everyone on the bus. Ongoing behavior problems will lead to discipline up to and including loss of transportation privileges. Please talk to your children about the importance of following your bus driver's rules.

Please remember the new school year brings with it transportation staff changes and student/route adjustments. Some of these changes will require a couple of days' adjustment. Please be patient – with a few exceptions, the routes will be consistent after the first couple of school days. After this, buses likely will be within a minute or two of the scheduled time each day. Also, keep in mind we do make mistakes. If we should miss your child's pick up location during those first couple of days, please bring them to school and let the staff know the student's name, grade, and address. We will make the necessary route correction and make every effort to avoid repeated mistakes.

If you have a varied pick-up/drop-off schedule for your child, it is necessary to put that specific information in writing. The instructions must include: the *address* where the child is to be picked up or dropped off; the exact dates this is to take place; and the duration of the change of location. Always include a contact number for the person who will receive the child so that we may contact them, if necessary, for any reason. Do not instruct the child to tell us they are to get off the bus at a different location. Without written authorization, children will be taken to their regular drop-off locations. If your child normally rides home on the bus and you pick them up at the end of the day, please

sign them out in the office so we do not hold up the buses searching for a child who has ridden home with parents.

Bus routes and schedules will be posted on the National Trail web page under the transportation heading. Routes are listed by general description and have the pick up times listed for each student. Please check this page www.nationaltrail.k12.oh.us for your child's bus and time.

General Bus Rules

1. The bus driver is in charge of the bus just as teachers are in charge of their classroom.
2. Students are assigned to a particular bus stop and must use that stop. Do not *catch up* to the bus at another stop.
3. Students are to arrive at their stop **5 minutes before the bus arrives** and must wait in their "Designated Place of Safety" until the driver signals them to cross or load. Likewise, students must wait in their "Designated Place of Safety" until the bus pulls away in the afternoon.
4. There is no eating or drinking on the bus.
5. Students are to go directly to their assigned seats and remain seated during the entire bus trip.
6. No live animals, insects, or pets, of any type on the bus.
7. Students are to keep hands to themselves. No hitting, grabbing, poking, pushing, etc.
8. Never throw anything on the bus or out the window.
9. Never put hands, arms, or head out the window.
10. No dangerous objects on bus.
11. No foul language of any kind on the bus.
12. Students are not permitted to stand on or climb over or under the seats of the bus. This is unacceptable behavior and will result in disciplinary action.

Please review these rules with your children. They are intended to make everyone's ride to school safe and enjoyable. Your driver may choose to move and rearrange seat assignments as needed. Remember, if your child is having difficulties on the bus, have them talk to the bus driver so they can remedy the situation. If you should have any questions with regard to transportation procedures, policies, or rules, do not hesitate to contact me at my office or I will be happy to schedule an appointment to meet with in person. Thanks and have a great first year of school!

John Toschlog,

National Trail Transportation Supervisor

