

**FIELD LOCAL  
SCHOOL DISTRICT**

**STUDENT  
TRANSPORTATION  
HANDBOOK**

Visit our website at:  
[fieldlocalschools.org/Transportation.aspx](http://fieldlocalschools.org/Transportation.aspx)



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# STUDENT TRANSPORTATION HANDBOOK

## **Welcome to the Field Local Schools Transportation Department.**

The Field Local School District provides transportation for the district students (excludes High School students, and within school boundaries). Our main concern regarding transportation is the safety of all student passengers. This handbook contains information pertaining to the service level and guidelines for student transportation.

## **General Information**

### **Pickup Locations:**

Each student will be designated one residential bus stop for pickup five days per week. The designated bus stop may be changed with a proper “Alternate Stop” form on file with the transportation office. Requests require a five (5) day advanced notice and only if there is room on the bus for additional riders before authorization will be granted.

### **Student Pickup:**

Please note: At the beginning of each school year, there is a minimum of a 15 minute window for the school bus to arrive. After the first several weeks of school the bus will be on a regular schedule, and times may only vary a little depending upon traffic, mechanical breakdown, or other unforeseen delays. Students are expected to be waiting at the designated bus pickup location five (5) minutes prior to the arrival of the school bus. The bus picking up the students will not wait for students to walk from their home (front porch to the end of driveway/bus stop) 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 obligated to be at the bus stop five (5) minutes prior to the bus arrival. The school bus will not return to a pickup location for a student that has missed the bus.

Maplewood students get picked up and dropped off at Field High School (Main Doors).

Your child(ren) will be removed from their route if they do not ride for 14 consistent days. If your child has not been regularly using his or her designated bus stop, please contact the transportation office (330-673-0618) to reactivate the use of your student's bus location.

## FIELD LOCAL SCHOOLS TRANSPORTATION

### **Drop off Locations:**

A student must use the same residential bus stop for drop-off five days per week. The designated bus stop may be changed with a proper "Alternate Stop" form on file with the transportation office. Requests require a five (5) day advanced notice and only if there is room on the bus for additional riders before authorization will be granted.

### **Alternate Stop Forms:**

Alternate stop forms are available on the Field School website (under transportation tab). If you have questions, please call the transportation office at 330-673-0618.

### **Student Safe Road Crossing Rules:**

Always watch bus driver for hand signals when crossing the road and do the following steps:

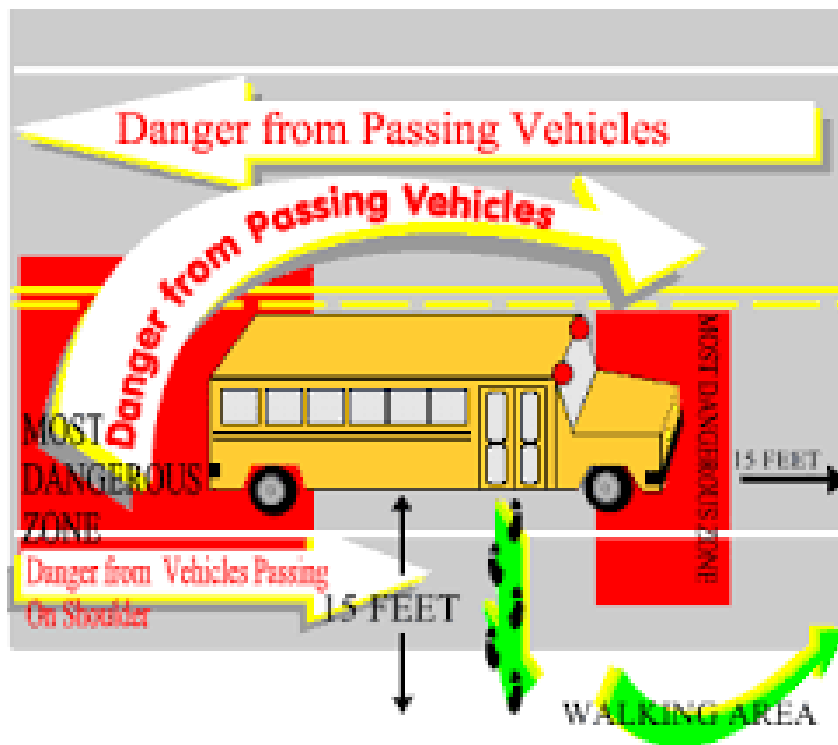
- 1) Watch the bus driver and his/her hand signals.
- 2) Look in both directions ON YOUR OWN. Look at the driver and when you see that it is clear and the driver drops his hand down, cross to your place of safety (residential side). Students must go to the driver's designated place of safety.
- 3) If the driver blows the horn, it means **DANGER**. STOP - check traffic again. If you see no danger, look back at the driver for further instructions.
- 4) After you have crossed the street, stay at your designated place of safety and wait until the bus departs .

### **Designated Point of Safety:**

Each student will be assigned a "designated place of safety," or "safe spot" to assist children with a place to stand until the bus is safely away from the bus stop. Each "designated place of safety" will be given to the students at the bus stop at the

beginning of the year. Please assist the driver with having the children go to their “place of safety,” and remind them to wait until the rear of the bus is away from the bus stop before they move.

“Designated place of safety” should be 10-15 feet away from the bus. With the students standing at this point, we all can be assured that a child will not be too close to the bus as it leaves the bus stop. Each safety point will be an object that the children can see as they exit the bus. (Example: tree by driveway or large rock near flowers.)



## FIELD LOCAL SCHOOLS TRANSPORTATION

### **Change in my student's pickup or dropoff location?**

It takes a minimum of 5 working days to make changes to pickup and drop-off locations on bus routes. Please fill out Alternate Stop form on the transportation web page, or make sure you notify the transportation office at least five school days in advance of any changes to avoid interruption to your student's transportation service.

### **Temporary Emergency Change:**

After authorization has been given by the Transportation Office, a student may ride an alternate bus to or from home. Emergency changes cannot be used as an alternate drop-off location on a regular basis. There must be room on the bus for additional riders before authorization will be granted.

#### **INFORMATION / ITEMS NEEDED FOR EMERGENCY CHANGE:**

1. Signed request by parent/guardian **to the school principal** (bus pass will be given to student.)
2. School building principal's signature must be on the bus pass to give to the driver.

### **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 at their bus stop for the arrival or upon the exit of the school bus.**

### **Parent Responsibility:**

This is your family and child's responsibility to know your family's backup plan. Please see the school responsibility section above. In case no one is at home when your student is dropped off, please have a family "Plan B" in place. Example: Your child may

go to the neighbors until the parent/guardian arrives home. A key is available to the child so they can enter the home, or arrange for a friend or relative to be at your home when your child arrives. This will eliminate any unsafe environment for your child(ren).

**Eating and Drinking:**

Eating and drinking on the bus is prohibited unless there is a signed doctor's document on file with the student's school building or Transportation Office indicating a medical need for food/drink. Food allergies and potential choking hazards are a concern as well.



**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 transportation office for any items that do not fit on the student's lap. This provision includes musical instruments.

## FIELD LOCAL SCHOOLS TRANSPORTATION

### **Video Security Camera:**

Video security cameras are installed on buses and utilized by the Field Local School District.

### **Unauthorized Passengers:**

Only students who are eligible for transportation through Field Local 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.

### **Shared Custody:**

The school district will make transportation provision for court ordered joint custody for students whose parents both reside in the Field District. 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.

### **Weapons:**

All weapons are prohibited on school buses.

### **Consolidated / Pool Stops:**

The school district will establish consolidated /pool stops for student's pickup and drop-off. Students may walk up to one-half mile to their assigned bus stops (See Ohio Pupil Transportation Operation & Safety Rules, pg. 31). The distance from a bus stop is measured from the established bus stop to the point where the residence driveway intersects the public street.



## FIELD LOCAL SCHOOLS TRANSPORTATION

### **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.

### **Dismissal:**

Buses will depart anywhere from 5 to 20 minutes after dismissal time.

### **School Procedures:**

Individual schools each have specific procedures and guidelines for parent pickup and drop-off.

Please consult the individual building.

330-673-8581 **Brimfield Elementary**

330-552-5252 **Suffield Elementary**

330-673-4176 **Field Middle School**

330-673-9591 **Field High School**