



Transportation Plan

Students who qualify for transportation with Mansfield City Schools must apply for transportation with Legacy Academy of Excellence Mansfield. Students who live within two miles from school are classified as a WALKER and therefore will not qualify for transportation. The school administration will assist families with applying for transportation.

Van Driver Policy

The Ohio school driver training program for vehicles other than school buses, as developed by the Pre-service Driver Training Program of the Ohio Department of Education and Workforce (DEW), is required by Ohio law and must be completed prior to transporting students.

No one shall be employed as a driver of an authorized school motor vehicle who has not received a certificate from the school administrator or contractor certifying that such person has

a minimum of two years driving experience and is qualified physically and otherwise for such a position. Each driver must have an annual T-8 physical examination which conforms to the state highway patrol rules, ascertaining the driver's physical fitness for such employment as set forth in Ohio Revised Code (ORC) 3327.10. All individuals who transport students to and/or from school or school related activities must review all pupil transportation guidelines in Ohio Administrative Code (OAC) Chapter 3301-83. (Follow the link for complete code rules.)

Pupil management and safety:

- (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - a. To ensure that all riders are picked up in a timely manner the van driver may call the parent/guardian to ensure the rider will attend school. The driver reserve the right to skip the student for pickup after a non-response occurs two times.
 - b. Van riders must be ready when the driver arrives at their home for pickup. The driver will only wait five minutes and is subject to leave after the five-minute grace period has been reached.
 - c. At times we realize that your student might need to get on or off at a different stop or have a friend go home with them. Should this be the situation, a request must be made 24 hours prior to. Request may also be denied based on overcrowded vehicle.
- (2) Pupils must wait in a location clear of traffic and away from the bus/van stops.



- (3) Behavior at the school bus stop must not threaten the life, limb or property of any individual.
- (4) Pupils must go directly to an available or assigned seat so the bus/van may safely resume motion.
- (5) Pupils must remain seated keeping aisles and exits clear.
- (6) Pupils must observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully.
- (7) Pupils must not use profane language.
- (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the school district for non-routine trips during which the pupils on the bus shall be supervised by a chaperone(s) as described in rule [3301-83-16](#) of the Administrative Code, a school administrator or school personnel.
- (9) Pupils must not use nicotine products on the bus.
- (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- (11) Pupils must not throw or pass objects on, from or into the bus.
- (12) Pupils may carry on the bus only objects that can be held in their laps. Any objects that cannot be held must comply with the requirements set forth in paragraph (H) of rule [3301-83-20](#) of the Administrative Code.
- (13) 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. The Driver is not responsible for any items left in the vehicle.
- (14) Pupils must not put head or arms out of the bus windows.
- (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.



(16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

Student Bus Stop Release Information

Parents or guardians can grant permission for transportation to release these students without a parent or guardian by completing a “School Bus Drop-Off Permission Slip” which can be obtained by your student's bus driver.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Citations for Misbehavior

Parents will receive a written notification that their child has violated a bus rule. The Transportation Department will not be responsible for write-ups not given to the parent by the student.

The driver will fill out a Citation for Citation Violation and give it to the student. It will tell what the child has done and will include one of the following:

1st Violation - Written notification to the parents that there has been a problem.

No punishment will be given unless there has been a major infraction violation, such as fighting, giving a false name or no name at all, horseplay, smoking, and/or vandalizing the bus, which will result in a 5-day suspension from riding privileges. This does not excuse the student from school attendance.

2nd Violation - As above, except that the student may be suspended from any bus for 1-day.



3rd Violation - As above, except that the students shall be suspended from any bus for 3-days.

4th Violation - As above except that the student shall be suspended from any bus for 5-days.

5th Violation - As above, except that the student shall be suspended from any bus for 6-10 days.

When a student has reached the maximum suspension from the bus, the principal and or transportation supervisor will determine rider-ship.

Immediate removal of a pupil from transportation is authorized. A pupil immediately removed from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with policies of the school bus owner.

Parents must sign the citation and the students must return it to the driver before the student is permitted to return on the bus.

We urge parents to talk to their children and help them understand how very important it is that the bus be orderly, for themselves and the safety of others. The driver needs to give his full attention to driving the bus and should not be distracted by unruly and misbehaving children.

Students who may be feeling ill, bus Stop Procedures during COVID or other outbreaks

All drivers, Intervention Aides and Childcare Attendants will be required to wear masks while on a school bus.

- Families will be expected to conduct a Health Assessment of their children before leaving their homes for school. Parent must keep students home if they exhibit any of the following systems:
 - Cough/Trouble breathing
 - Temperature >100
 - Nausea/vomiting/diarrhea
 - Headache
 - Sore throat
 - Chills/Body shakes
 - Muscle Aches
 - New loss of taste of smell
 - Fatigue



- Congestion or runny nose
- Or if exposed to someone with a confirmed case of COVID-19
- Students will be required to wear masks while at bus stops and on school buses.
- Students who do not wear masks will not be transported and the incident will be reported to their respective building administrators.
- Social Distancing of six feet apart, when possible, will be implemented on all Mansfield City School buses.
- Children will practice social distancing of six feet apart at their bus stops.
- Children will enter the bus through the regular entry door and be seated from the rear of the bus to the front. Children will exit the bus through the main door, from the front seat to the rear seat.
- The bus will contain a bottle of hand sanitizer and a spray pump bottle containing disinfectant.
- Children will be provided 1 “squirt” of hand sanitizer when boarding a bus.
- Drivers will create and maintain a seating chart for students who ride their buses. This seating chart will be used when students board their buses.
- Every bus will be disinfected by the bus driver after each run. Driver will spray disinfectant on common touch points (hand rails, seats, etc.)
- Each bus will be disinfected at the Bus Compound after its morning and afternoon routes have been completed.
- Parents conduct a health assessment before students leave the house. Parent must keep students home if they exhibit any of the following systems
 - Cough/Trouble breathing
 - Temperature >100
 - Nausea/vomiting/diarrhea
 - Headache
 - Sore throat
 - Chills/Body shakes
 - Muscle Aches
 - New loss of taste of smell
 - Fatigue
 - Congestion or runny nose
 - Or if exposed to someone with a confirmed case of COVID-19
- Students must wear masks and practice social distancing of six feet apart.
- Students must sanitize their hands when boarding bus.



- Student will board the bus at the front door and walk to the back of the bus to start seating.
- Students may not change or move between seats.
- Students will unload at the school starting with the front seat to the last.
- Boarding the bus at the school in the PM, students stand in a designated place of safety observing social distancing recommendations of six feet apart.
- Students loading buses in the PM should load from the front door and start with the last seat, assuming routing is in reverse order from the AM. Ex: first student off the bus should sit in the first seat, last student off of the route should be seated in the last seat on the bus. Students should be lined up in order of route drop off when boarding so as not to pass each other.
- Drivers should designate the place of safety for students to stand when unloading at home stop.
- Students needs to continue practicing social distancing of six feet apart at designated place of safety when unloading at home stop.

Homeless Students:

The School shall provide transportation services for all homeless children.

1. Prior to enrollment students indicate if they need transportation
2. Transportation is assigned on the first day of school
3. When homelessness occurs after enrollment students will work with their engagement coach on all new transportation request
4. Engagement coaches are responsible to work with the student, family engagement coordinator and community partners to ensure transportations is never a barrier that prevents the student from attending school
5. Since homelessness may occur across school, county or State boundary lines, coordination among multiple agencies may be necessary. The School will work with appropriate State and local agencies to address transportation issues that may not be resolved by the school. The School shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.



Foster Care Students:

The School shall provide that transportation services for children in foster care consistent with the procedures developed by the School in collaboration with the State or local custodial agency.

These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The School's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the School shall provide such transportation if 1) the local custodial agency agrees to reimburse the School for the cost of such transportation; 2) the School agrees to pay for the cost; or 3) the School and the local custodial agency agree to share the cost. (ESEA1112(c)(5) (B)).

The School will collaborate with the SEA, other LEAs, and custodial agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Coordination of Service:

1. Prior to enrollment students indicate if they need transportation
2. Transportation is assigned on the first day of school
3. When Foster Care occurs after enrollment engagement coach will work LEA on all new transportation request
4. Engagement coaches are responsible to work with the student, family engagement coordinator and LEA to ensure transportation is never a barrier that prevents the student from attending school
5. Since foster care placements may occur across school, county, or State boundary lines, coordination among multiple agencies may be necessary. The School will work with appropriate State and local agencies to address such placement and transportation issues that arise. The School shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Governing Authority policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and



youth in foster care.

GENERAL STATEMENT OF POLICY OF EXTRACURRICULAR TRANSPORTATION

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

Discipline

Conduct that occurs off the Legacy Academy of Excellence grounds and/or at non-school related activities may be the subject of discipline by the school administrator if the conduct has a relation to the school and has a direct effect on the general welfare of the school.

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Governing Authority authorizes the Superintendent, School Director, and other authorized personnel employed by the school to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Student Code of Conduct/Student Discipline Code.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.