

**Zanesville City Schools
Student Transportation (Busing) Handbook**



2020 – 2021 School Year

Contact Information

Transportation Department

956 Moxahala Avenue
Zanesville, OH 43701
(740) 454-9751

ZCS Administration Office

956 Moxahala Avenue
Zanesville, OH 43701
(740) 454-9751

Zanesville High School

Grades: 9 – 12
1701 Blue Avenue
Zanesville, OH 43701
(740) 453-0335

Zanesville Community High School

Grades: 9 - 12
920 Moxahala Avenue
Zanesville, OH 43701
(740) 588-5685

Zanesville Middle School

Grades: 7 & 8
1429 Blue Avenue
Zanesville, OH 43701
(740) 453-0711

John McIntire Elementary School

Grades: K - 6
1275 Roosevelt Avenue
Zanesville, OH 43701
(740) 453-2851

National Road Elementary School

Grades: K – 6
3505 East Pike
Zanesville, OH 43701
(740) 450-1538

Zane Grey Elementary School

Grades: PK - 2
711 Fess Street
Zanesville, OH 43701
(740) 453-0576

Zane Grey Intermediate School

Grades: 3 – 6
968 Pine Street
Zanesville, OH 43701
(740) 450-1335

Mid-East Career & Technology Centers

Grades: 11 & 12 and Adult Education
400 Richards Road
Zanesville, OH 43701
(740) 454-0101

Bishop Fenwick School

Grades: PK – 8
1030 East Main Street
Zanesville, OH 43701
(740) 454-9731

Bishop Rosecrans High School

Grades: 9 - 12
1040 East Main Street
Zanesville, OH 43701
(740) 452-7504

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Zanesville City Schools Vision & Mission Statements

Zanesville City Schools is the premier district in southeastern Ohio providing innovative and progressive educational experiences, where culturally diverse students are engaged in learning and supported by our caring staff in safe and state-of-the-art facilities.

Zanesville City Schools provides all students the opportunity to reach their full potential and ultimately become responsible, productive, life-long learners, and contributing citizens of the United States of America in a global society.

Zanesville City Schools Transportation Goal

ZCS Transportation's goal is to make our students' trip from home to school and from school to home in a safe and timely manner. Please assist us in meeting our goal by reading and carefully following the procedures and rules in this handbook. Traveling on a school bus is one of the safest forms of transportation; however, everyone has a role to help us insure the safety of every child.

Drivers' Job

- To be in good physical and mental condition
- To check the bus/van before and after each trip every day
- To be on time at every stop
- To obey all laws, policies, and procedures
- To drive safely at all times

Parents' Role

- To have children at the bus stop prior to the pick-up time
- To be at the bus stop for younger students to ensure they safely return home
- To know and reinforce transportation rules and regulations
- To support the bus driver and administration in addressing behavior problems

Motorists' Role

- To know and obey the traffic laws regarding school buses and school zones
- To report unsafe school bus driving practices to school administration
- When backing out of a driveway, watch out for students walking to school

Students' Role

- To arrive at the bus stop prior to the pick-up time
- To wait in the designated place of safety and follow the bus driver's instructions
- To remain seated while the bus/van is in motion
- To keep aisles clear at all times
- To be courteous to the driver and other students
- To be alert to traffic when leaving the bus/van

Ohio Revised Code Regarding Bus Conduct Rules (3301.83.08)

1. Students must arrive at their designated bus stop (at least 5 minutes recommended) before the bus is scheduled to arrive. The bus will not wait for students that are tardy arriving to the bus stop.
2. Students must wait quietly in a location clear of traffic and away from the bus stop – designated area of safety. (at least 10 feet is recommended)
3. Student behavior at bus stops must not threaten life, limb, or the property of any individual.
4. Students must go directly to an available or assigned seat on the bus/van.
5. Students must remain seated, keeping the aisles and exits clear.
6. Students must observe classroom conduct. All school rules apply while on the school bus. Obey driver instructions promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco (includes vaping) on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for the student. Note: see school nurse to arrange the appropriate forms.
11. Students must not throw or pass objects on, from or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms (and other body parts) out of the bus windows.

Additional School Bus Safe-Riding Rules

1. Students may not use the emergency exit doors unless permission has been given by the bus driver and/or administrator in charge of the bus.
2. Students must remain quiet at all railroad crossings.
3. When getting on or off the bus, students who cross the street or highway are instructed to wait until the bus driver has signaled for them to cross. Students should also check for traffic before crossing. Students must remain visible to the driver at all times.
4. Students must assist in keeping the bus clean.
5. Students must refrain from any destructive behavior.
6. Students must wait for the bus to come to a complete stop before attempting to get on or off the bus.

An Easy Saying for Students to Remember

Your seat in a seat
Your back against the seat back
Your feet on the floor—if they reach
Your backpack in your lap

Which Students Qualify for School Transportation Services?

Ohio law requires students in grades K – 8, who live two (2) miles or more, from their school of attendance to be transported by the school district. **Zanesville City Schools goes beyond the Ohio minimum requirement to transport students in Grades PK – 12, who live one (1) mile or more from their school of attendance.**

School Bus Stops

Bus stops will be limited, where possible, so students from several homes can meet safely at a central point for group pick-up. Students may be asked to walk up to one-half mile from their home to their designated bus stop. Students are to arrive at the bus stop at least five minutes before the bus is scheduled to arrive. The bus scheduled time of arrival is dependent upon who is riding on any given day and may vary a few minutes due to student absenteeism, traffic, road conditions, weather and trains. Student behavior at the designated school bus stop should follow “classroom” rules; however, this does not relieve parents of students from the responsibility of supervision until such time as the student boards the school bus and after the student leaves the school bus at the end of the school day.

The length of bus routes and the number of stops does not permit us the time to wait for each student to come from inside their home. Our drivers have been instructed to slow down; however, if a student is not at their appointed pick-up location, the bus will proceed to the next stop on its route. Students who miss the bus should be transported to the school by a parent or guardian as there is not time in the route schedule to circle around or return to pick-up students who have missed the bus. Students must board and leave the bus at the location which they have been assigned unless arrangements have been made with both the ZCS Transportation Department and the school principal. Written requests need to be made at least two days in advance unless a family emergency exists.

Students are to abide by instructions and hand motions given by the driver to assure their safety and well-being at the bus stop. If it is necessary to cross the roadway (we try to minimize these situations in route design), the student is to stay within the vision of the driver and wait for assurance that it is safe to cross the roadway—students should also check for traffic before proceeding. Students should remain at the bus stop and within vision of the driver until the bus proceeds on the route—a good criteria is to not leave the designated place of safety until you can see the back emergency door of the school bus. Students are never to reach under or in front or back of the bus to retrieve a dropped item. If a parent is by the road, children tend to want to run to the parents instead of watching the bus driver for directions—parents should wait on the door side of the road and cross with their children upon the bus driver’s signal.

School Bus Drivers

Zanesville City Schools Bus Drivers are highly skilled, trained professionals with a very demanding job. Imagine maneuvering a 30,000 pound vehicle through busy traffic in all kinds of weather while effectively supervising 50 – 60 students. It takes a patient, highly skilled person willing to assume a tremendous amount of responsibility to transport your child safely

The State of Ohio requires applicants to be thoroughly evaluated before they are hired; it isn't over after the interview. School Bus Drivers must complete a medical examination, criminal background check, drug screening and a driving record check. Initial training consists of 15 hours of classroom instruction followed by 20 – 30 hours of on-the-road training with a certified On Board Instructor (OBI). The School Bus Driver must then pass a test for the Ohio Commercial Driver's License which is administered by state evaluators.

Once licensed and certified, drivers must complete annual in-service training, an annual physical, have their driving record reviewed on a regular basis, and be subject to random drug testing as per federal law. A School Bus Driver must complete renewal training every six years by attending nine hours of classroom instruction and successfully completing a driving evaluation.

Zanesville City Schools take our responsibility of safely transporting your children to and from school and special events seriously. Our School Bus Drivers are skilled professionals trained and equipped to get the job done right every day. Keep in mind that in order to safely transport students, we need the assistance of the students, parents, school personnel, and drivers to follow all traffic laws and school bus safety rules. Should you have an interest in becoming a School Bus Driver, contact the ZCS Transportation Department for additional information.

School Bus Discipline

School Bus Drivers have the responsibility of safely transporting our students to and from home and to special events. Distractions add to the stress level of the driver performing this very important task. School Bus Drivers must be aware of all that is occurring outside of the bus with pedestrians, with other motorists, the gauges and operation of the school bus, and changing road conditions as well as how the students are behaving behind them. The School Bus Driver's authority and/or responsibility is to maintain an orderly climate in the school bus in order to safely transport students. The School Bus Driver has permission and is instructed, when necessary, to stop the bus on route, return to school or home to immediately address a discipline problem. The School Bus Driver may assign seating in the school bus for any students riding the school bus.

The students have a responsibility to maintain decorum and reduce distractions so that the School Bus Driver can safely transport all passengers. School Bus Transportation is a privilege, not a right and this privilege can be suspended or denied due to inappropriate school bus behavior.

Minor inappropriate school bus behavior is addressed in multiple ways: a review of safe school bus behavior with the student, counseling a student on appropriate school bus behavior, a verbal warning of inappropriate school bus behavior by the School Bus Driver, and assigning a specific seat to the student on the school bus. Major inappropriate school bus behavior is addressed by the School Bus Driver providing the building administrator with a written “School Bus Conduct Report” describing the inappropriate school bus behavior. The building administrator has the authority to suspend students from school bus transportation up to ten (10) days per incident. Should a student’s inappropriate school bus behavior be severe or persistent, the superintendent or superintendent’s designee may exclude the student from school bus transportation services.

The discipline procedure (note: if the violation is severe, the consequence could result in skipping disciplinary steps below):

1st write up – typically, a warning and counseling on appropriate school bus behavior

2nd write up – typically, a detention and counseling on appropriate school bus behavior

3rd write up – typically, a suspension from school transportation services

School Bus Vandalism

Cost of repairs for holes in seats, broken windows, and other vandalism or student misuse of equipment while on the bus is the responsibility of that student and his/her parents. In addition, criminal charges may be filed against the student. Students who observe “vandalized” items on the school bus should immediately report that item(s) to the bus driver upon exiting the school bus. Note that school buses do have video surveillance cameras onboard.

Student Clothing and Safety Issues

Student clothing, coats, and bags should not have drawstrings or objects that are dangling and can catch or snag upon entering or leaving the bus. Light-colored clothing is preferable for early morning pick-ups prior to sunrise. Students boarding or leaving the bus that are crossing the road should refrain from having their hoods up or using their handheld devices such as cell phones or tablets. Note that while cell phones are permitted on school buses for parent and student communication only, use of cell phones for taking pictures or videos is strictly prohibited on school buses for safety and student privacy.

Calamity/Snow Day (Delay or Cancellation of School)

In the event of inclement weather, impassable roads, or some other event that precludes the possibility of normal transportation services which will cause a delay or cancellation of school, certain procedures will take effect. If weather conditions necessitate the delayed start, cancellation, or early release from school, students and parents will be notified of such via local media, the district website, the district social media, and a direct phone call through our alert system. Therefore, it is extremely important that you have updated contact information on file with the school district.

Normally, the decision to delay or cancel school is made before 6:00 a.m. Delay or cancellation of school may require parents to make back-up plans for care and/or supervision of children at home. Please have these alternative plans ready and reviewed with you child(ren) prior to the start of each school year. Road conditions can change dramatically in a short period of time—if students are already in route to school, it may be deemed to be safer to transport students to school to wait on improving road conditions by the end of the school day.

Lost Child

Periodically, we receive a report of a lost student that was not dropped off at home and/or school as scheduled. Please notify the school immediately that the child is missing with a description of the child and the clothing worn to school that day. We will contact the school bus driver to determine if the student is/was on the school bus and where the student exited the bus. We will contact all school buses on route to ascertain if the child boarded another school bus. School administrators will also begin an inquiry and search for the child.

Please call the student's friends, relatives, child care providers and neighbors to see if they are aware of the child's whereabouts. Normally, we find that there was a miscommunication on what the child was to do after school. Please notify the school if the child is found as we will continue our efforts to locate the student until the student is found.

School Bus Rerouting and/or Delayed Route

Occasionally, due to road construction or automobile accidents, school buses may have to travel an adjusted route to pick-up or return students home—this may cause a delay in posted times. Occasionally, due to limited buses or available drivers, bus routes may be delayed as bus routes are combined to pick-up or return students home.

Lost and Found

Any items left on the bus will be held by the bus driver for one to two days to permit a student to retrieve the item. After that time, the lost item will be given to the school to be placed in the "lost and found." Please call the Transportation Department immediately if your child loses an item.

Video Cameras

All buses are equipped with cameras and will be used to monitor student behavior. Videos will be reviewed by school administrators.

Co-curricular/Extra-Curricular Field Trips

If a student is on a fieldtrip the same rules apply as they do when they are being transported to and from school.

Pre-School/Kindergarten Students

It is required by law for all preschool students to have an adult to put the student on and off the bus. Kindergarten students are required to have an older sibling or an adult to put the student on and off the bus. Should their not be an appropriate individual at the bus stop, the following will occur:

- 1st – Contact parent/guardian, student will be taken to Latchkey Program
- 2nd – Student will be taken to the Latchkey Program, parent/guardian contacted
- 3rd – Student will be taken to the Latchkey Program, Children Services contacted

Extra Rider Home Requests

If a student who normally does not ride the bus requests (or rides a different bus) to ride the bus with a student who normally rides the bus, the student is required to bring a note to the school office from the parent or guardian to have a bus pass issued to ride a different bus (as long as that bus has the room). The school should call the transportation department to verify that the bus has room available for extra riders. If the student is open enrolled to ZCS and there is room on the bus, the student will have to travel to the closest bus stop in order to ride the school bus to school.

Change of Bus Requests

If a student desires to change his/her assigned bus on a long term basis, the parent or guardian needs to call the school and also the transportation department to request the change.

Requests for Bus Stop Changes

Should a student believe that another bus stop is more convenient to his/her residence than the currently assigned bus stop, please call the transportation department to request a change in the student's assigned bus stop.

Day Care/Babysitters

Should a parent need to have his/her child ride a bus to daycare/babysitter, as opposed to the home address bus stop, the parent needs to provide the school and the driver or drivers of the student with a schedule of the desired date or dates. If the schedule changes call the school and the transportation department with the changes. The child care provider must be located within the attendance zone of the school and on an established bus route.

School Bus Turn-around

Turnaround areas can be more complicated than normal driving and everyone should be more cautious at these locations. Typically, students are always to be picked up before the bus does a turnaround as the bus should make the turnaround before discharging students.

School Bus Shuttles

At times, students may need to “transfer” from one bus to another during their morning and/or afternoon routes—for example, students may ride a “shuttle bus” from Zanesville High School to the Mid-East Career and Technology Centers site. Students need to follow all transportation regulations in all school vehicles.

Unauthorized Passengers

The employees, coaches, chaperones, and students of Zanesville City Schools are the only individuals that are permitted to ride the school bus. Students not regularly assigned to ride a school bus must have a written permission slip from a school administrator. Only parents that have been officially approved as a chaperone or coach may ride the school bus to co-curricular or extra-curricular events.

Transportation Department and Building Administration Coordination & Communication

A seating chart should be established within the first week of school (Revised from the one started on day one). Copies of seating charts should be given to transportation directors and school administrators within the first week of school. As the year progresses, updated seating charts should be provided to transportation directors and school administrators.

Bus disciplinary notices need to be filled out entirely including first and last names. The bus disciplinary notice should also be given to school administration within one school day from the incident. Bus notices are shared with the students' parents; therefore, the notices should be written in a professional and detailed manner. Once a student has been removed from transportation services and parent has been notified, the student is not permitted to access any school district transportation services until the bus riding privilege has been restored by the school administrator.

Over the summer - parents receive letter stating where their student's bus stop will be and have an approximate pick up and drop off times listed; include a copy of these letters/route information to building administrators for each bus before the start of school.

Frequently Asked Questions

Question: What determines a bus stop?

Answer: Bus stops are determined by the neighborhoods where current students reside, by the safety factors of the location, and the efficiency of the bus route.

Question: The bus goes right by my house, why can't it stop here?

Answer: School bus stops are placed in central locations to shorten route length and times. The transportation department makes every effort to identify bus stops that are safe and have appropriate walking routes to them. The higher the frequency of stops made by the school bus increases the dangers for an accident.

Question: Why can't I see the bus stop from my house?

Answer: Bus stops can be up to one-half mile from the student's house. Therefore, there may be some bus stops which can't be seen from the home. Please note that it is the responsibility of the parents, guardian, or daycare provider to ensure that their child arrives safely at the bus stop and arrives home safely from the bus stop.

Question: Why do some children have to cross the street to board the school bus?

Answer: Not all bus routes can be designed to board the bus on the door side. It is imperative that students follow all instructions of the bus driver to both board and exit the school bus.

Question: What should I do if the bus doesn't show up? Why is the bus late sometimes?

Answer: Pick up and drop off times will not vary to any great extent on a normal basis after the first two weeks of school. Circumstances such as vehicle break downs, impassable roads, emergencies, substitute drivers new to the route, and combining routes due to lack of drivers/buses are just a few reasons that could make the bus late. If the wait is longer than fifteen (15) minutes, please contact ZCS Transportation Office.

Question: What is the maximum length of time for a bus route?

Answer: ZCS Transportation strives to establish bus route times so that a student will not ride the bus for more than one hour one way. Unfortunately, we cannot always guarantee this will occur for every bus route.

Question: What happens if my child loses something on the school bus?

Answer: The driver does a walk through after every run and if they find the item they will either hold it until they see the student, or the driver will send it into the school where the student attends. Zanesville City Schools is not responsible for any lost or broken items on the bus

Question: Are seat belts required on school buses?

Answer: Seat belts are not required equipment on school buses. School buses utilize the “compartmentalization” concept to insure student safety. Since the mid-1970’s the National Highway Traffic Safety Administration has determined that this approach to student safety is the most practical for school buses. Compartmentalization is an arrangement whereby seats are placed close together to absorb the energy of a child’s body thrown against it. Additional padding, higher seat backs, frame construction, and anchoring requirements make compartmentalization the accepted choice of and the industry standard.

Question: Do you need a special license to drive a school bus?

Answer: Yes, all drivers are required to maintain a Class B Commercial Drivers License (CDL) with both School Bus and Passenger endorsements. All drivers are subject to drug and alcohol testing. Bus drivers also need to pass a physical every year. Drivers receive 30 – 40 hours of initial training and 4 hours annual training during the year.

Question: Who should I contact for questions/concerns about the school bus, the bus stop, or the school bus driver?

Answer: Please contact the Transportation Department at the Zanesville City Schools Administration Building. 740.588.5546 or 740.588.5558