

Elyria City Schools and First Student  
School Bus Handbook  
2023-2024

**First Student Phone: 284-8030**

**Cyndi Csizmadia – Transportation  
Supervisor**



**Elyria Schools Administration**  
**General Information - Phone 284-8000**  
**Operations Office - Phone 284-8289**

**Bus Driver and Monitor Standards**

Bus drivers and bus monitors are expected to model the behavior expected of students. For example, the students are not allowed to chew gum on the bus so neither will the drivers or monitors. The drivers and monitors will also not play any radios during such times when students are on the bus.

Each bus driver will assign seats to all students at the beginning of the school year and provide a seating assignment chart to the bus supervisor and each principal. The driver will also post above each seat the names of the students assigned to sit in that seat. If desired, the driver may request that a teacher or the principal give seating suggestions.

The driver will consistently enforce all rules and follow each school's respective discipline system. The driver will practice each rule with all students; make sure that all students' parents return the signed slip indicating they have read and reviewed the Bus Handbook with their children; and report to the bus supervisor the names of students who did not return the signed form. The bus supervisor will mail notification to these parents to review the Bus Handbook and keep these on file at First Student.

When writing bus misconducts, all parts must be fully completed by the bus driver or monitor and promptly given to the principal in order for the referral to be processed.

Notification to Parents, Grandparents, Guardians, etc: Bus evacuations are scheduled in the Fall (October) and Spring (April). This is when we have students practice with the driver/monitor on what to do if there is an emergency.

**Return to Bus Driver or Bus Monitor:**

**Date:** \_\_\_\_\_, 2023

**School:** \_\_\_\_\_

**Homeroom** \_\_\_\_\_

**Bus:** \_\_\_\_\_

**My child/children and I (Parent / Guardian) have reviewed and understand the contents of the Bus Handbook.**

**Parent (Please print and sign name.)** \_\_\_\_\_

**Student** \_\_\_\_\_ **(please print Student' s name)**

## Bus Rules for Students

### 1. Follow directions given by adults.

- Only talk to the students that are assigned to your seat.
- Students are to remain in their seats after boarding the bus until it is time to get off the bus.
- Students are to remain quiet when buses are crossing railroad tracks.
- Cross the street at a bus stop only after the bus driver has signaled you to do so.
- Wait at the designated place of safety at the bus stop 5 minutes before your assigned pick up time.
- Book bags are to be held in your own lap.

### 2. Respect others as well as their property.

No writing, littering, or damage to the bus is allowed.

### 3. Keep hands, feet, objects and inappropriate comments to yourself.

### 4. Only bring to school items requested by your teacher.

- You shall not bring any harmful materials, such as drugs, tobacco, alcohol, weapons, etc. on the bus.
- All items brought to school should be kept in your book bag until you reach your classroom or home.

### 5. When an adult raises a hand you are to be quiet.

### Note to Parents:

It is a violation of Ohio Law for a parent or Citizen to board a school bus transporting children.

## Positive Recognitions

The bus driver may send a good report to the office for any student at any time. The student will receive special recognition.

Each bus driver can turn in the name of a student for Bus Student of the Month and each school will determine an appropriate award.

## Consequences for Misbehavior

1<sup>st</sup> consequence – A rule reminder will be given and the school notified. When a rule reminder needs to be given, the driver will practice the appropriate behavior with the student. The student's seat will be changed if it will assist in correcting the problem.

2<sup>nd</sup> consequence – The bus driver will contact the parent for a conference, if the driver finds the student's behavior does not improve after rule reminders are given.

3<sup>rd</sup> consequence - A bus misconduct will be given.

Severe behaviors will result in a bus suspension by the principal. Bus suspensions can be issued for up to 10 days. During a bus suspension, the parent must provide transportation to and from school. Severe behaviors include such things as physical assault, verbal abuse and defiant behavior, including refusal to follow reasonable directions given by the driver or monitor.

Please sign and return the form on the reverse side of this page.

Return to Cyndi Csizmadia at First Student by having your child return this form to his or her bus driver.