

Dear Parents,

I am sure that we are all excited to be starting another school year! I would like to take this opportunity to ask that you review the bus rules and procedures with your student. It is imperative that every student knows these safety procedures and puts them into practice.

I have your student on the bus for a short period of time every day. I work with them to remind them of all of the safety procedures, but I need your help and support from home to ensure that every student understands these safety procedures and what their responsibility is.

Under Ohio Law (OAC 3301-83-08/ 3301-83-13) students shall arrive at the bus stop 5 minutes prior to the arrival of the bus. Students **must** wait in their “**place of safety**” approximately 10’ back from where the bus will stop and that is clear of traffic. Students will wait for the bus to come to a complete stop and listen for the air brake to be applied. Students will wait for the driver to check traffic and for the appropriate hand signal to be used.

Door side= when the driver puts their hand down: students need to look for danger (left, right, left). If no danger is seen by the student, they can then proceed to the bus.

Cross Over = Wait for the driver to use the appropriate hand signal. Look for any danger (left, right, left). If no danger is seen by the student, they can proceed to the bus.

If the driver beeps the horn at any time, check for danger immediately. If the student sees no danger, look to the driver for further instructions.

Students need to proceed to their assigned seat as soon as they have entered the bus. Students need to remember that they need to sit with their seat on the seat, their back on the back and their feet on the floor. The center isle of the bus needs to remain clear at all times.

Please refer to the handouts that I have provided with this letter. They help to cover these procedures as well as the procedure for getting off the bus. These are very important and they will help to ensure the safety of every student on the bus.

The last thing I am going to ask you to cover with your student is the bus rules. Every student needs to know these rules and to follow them. Riding the bus is considered an extension of the students’ school day. The same rules that apply in the classroom, also apply on the bus. The dress code and the code of conduct remain in effect on the bus.

Thank you for your time and attention. If we all work together we can ensure the safety of every student.

Best Regards,

Your Berkshire Bus Drivers

kd/sms