



January 30, 2023

Dear Parent or Guardian,

If your school has not already, they will soon begin making available to you re-enrollment information that will also include a portion involving transportation. The transportation portion will include forms that need filled out and returned, bus stop policy and behavior policy with consequences to go over with your student. Our policy follows Ohio Law and may help answer some of the questions parents have on how we operate.

The purpose of this communication is to inform you about the importance of re-enrolling your student in a timely manner, by July 14, 2023. Not doing so can result in:

- Your student being placed on a “remove from transportation” list from your school *(if you wait too long to re-enroll and you still live at the same address, your previous stop may be removed)*
- Receiving a less than favorable stop *(there is no guarantee your old stop will be reinstated)*
- Taking several weeks (3 weeks) to get your student on a bus *(if you re-enroll only days before school starts or shortly **after** school has already started)*
- Creating constant route changes and inconsistent stop times for extended periods of time at the beginning of the new school year *(disrupting service for the riders who did re-enroll in a timely manner)*

In an effort to assist your school with a smoother transportation start-up for the 2023-2024 academic year, we have requested that they provide you with information that we need in order to have a positive impact.

Thank you

Trinity Transportation Routing Team



Trinity Transportation Group – 411 Arco Drive, Toledo, OH 43607
Phone: (419) 476-3333 (Press Option #1) | TrinityTransportation.com

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TRANSPORTATION REQUEST & EMERGENCY CONTACT FORM (2023-2024)

*In accordance with OAC 3301-83-08 (C) (16), it is required for each student to have a completed emergency contact form. Without this form, no student will be permitted to ride a school bus. In the event you move, a new form will need completed before any request will be processed. This will also serve as an initial transportation request which will need to be completed and returned to your school's office no later than July 14th, 2023.

(Incomplete/non-legible forms will not be accepted)

STUDENT INFORMATION & EMERGENCY CONTACTS (PLEASE PRINT & COMPLETE FORM IN ITS ENTIRETY)

(Note: ONLY 1 STUDENT PER FORM. Forms containing more than 1 student name, will be returned for correction)

School Of Attendance: _____ Grade: _____

Student Name: _____ Date of Birth: _____

Street Address: _____ Apt #: _____ Zip Code: _____

Parent/Guardian Name: _____ Relation to Student: _____

Home #: _____ Cell #: _____ Work #: _____

(Must List 2 Emergency Contacts OTHER than parent/guardian listed above)

Emergency Contact 1 (Name): _____ Relation to Student: _____ Phone #: _____

Emergency Contact 2 (Name): _____ Relation to Student: _____ Phone #: _____

Please list any medical conditions, current medications or serious allergies transportation needs to be aware of: _____

INFORMATION NEEDED FOR BUS STOP ASSIGNMENT (PLEASE PRINT)

What transportation is needed? (Indicate with 'X' or '✓') Both AM & PM _____ AM ONLY _____ PM ONLY _____

AM TRANSPORTATION ADDRESS: _____

PM TRANSPORTATION ADDRESS: _____

*The addresses you listed may not be the actual stop. Student(s) may be assigned to the nearest existing stop. If either of the addresses are a daycare, please list the name of the daycare and telephone number next to the address.

(YES or NO) _____ (Initial Only) In the event of an emergency, I agree for my child to be treated by emergency medical personnel.

(YES or NO) _____ (Initial Only) I was provided Bus Rules and Eating & Drinking notices to go over with my student.

(YES or NO) _____ (Initial Only) I authorize my kindergarten/1st grade student to be released by bus driver without a parent, guardian or other family member present, and will not hold Trinity Transportation or any of their employees of any liabilities that may occur after my student has been released. (It is the parent's responsibility to be present for the dismissal of their student and not a requirement by Ohio State law. However, this is a service we provide to ensure the safety of your kindergarten/1st grade student only, unless authorized by a parent/guardian. Any student that is 2nd grade and above may be released)

*Signature (See Note Below): _____ Date: _____

*(ATTN. SCHOOL STAFF: FORM MUST BE SIGNED BY PARENT ONLY. FORMS SIGNED BY ANYONE OTHER THAN THE LEGAL GUARDIAN, WILL NOT BE PROCESSED AND RETURN TO THE SCHOOL FOR CORRECTION, WHICH MAY CAUSE DELAYS).



SCHOOL BUS RULES

School buses are extensions of the school, and the same rules and expected behavior apply while riding. The following bus rules are for the safety of all passengers, and to help ensure the driver can concentrate on his or her driving responsibilities.

1. Follow directions given by your Bus driver and Bus Attendant
2. Use quiet voices: No yelling or screaming
3. Must always be quiet at all railroad crossing
4. Profanity and inappropriate gestures or threats will not be tolerated
5. Instigating or bullying will also not be tolerated
6. Stay in your seat at all times, no standing or switching seats unless you're instructed
7. Keep aisle way clear at all times
8. Do not throw objects inside or out of the bus
9. No horseplay or fighting and no weapons are permitted
10. Flashlights or laser pointers are not permitted
11. No eating or drinking on the bus- choking hazard
12. Enter and Exit the bus in a single file line- no pushing or shoving
13. Keep all body parts inside the bus at all times. No screaming or hanging out of the windows
14. No playing music. Headphone may be worn, but must be removed when exiting bus.
15. Personal electronic device recording or pictures is not allowed on the bus at any time.
16. Destruction of property (including the bus and seats) is strictly prohibited, and parents can be held responsible for the cost repairs.
17. Personal belongings should always be put away and kept safe
18. Be respectful of one another

Camera Notice: For the safety of our passengers, all busses are equipped with a camera system that continuously records the video and audio of all activities on the bus.

If these rules are not followed, a student will be subject to bus conduct referrals, and continued discipline problems can lead to suspension from all busses for a period of time based on school/Trinity policy. Safety is the most important priority and following these rules help keep all students safe while on the school bus.



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Students should observe the following Safe Rider Rules established by Trinity Transportation. These rules are posted on all school buses:

1. Students should show respect for the school bus operator and attendant at all times and follow their instructions promptly.
2. Harassment and Bullying is Prohibited at all times.
3. Students are to wait at the bus stop in an orderly manner.
4. Students are to board and exit the school bus only at their assigned bus stop. (This is the students **Point of Safety**)
5. Students should **WAIT** for instructions (hand signals or otherwise) from the school bus operator when crossing the street to board the bus or when exiting the bus. Students should be able to maintain eye contact with the school bus operator and cross in the full view of the operator.
6. Students **MUST** remain seated in their assigned seat at all times unless otherwise directed by the school bus operator and attendant
7. Quiet conversation with the students seated near you is allowed. At railroad crossings, all students must remain silent until the bus has crossed the tracks.
8. Keep hands and feet to yourself and keep all objects inside the bus.
9. Food, gum or drinks are **NOT** to be consumed on the school bus. (**CHOKING HAZARD**)
10. Cell phone is allowed, but at no time can a student take pictures, record video, play music, or pass their phone to anyone else. Doing so may result in automatic suspension.

The student below and I (Parent) have read the Safe Rider Rules above and agree to abide by these safety rules. Failure to comply can result in bus suspensions and loss of riding privileges if not corrected. Please print and return to your Bus Driver

Student _____ Date _____

Parent _____ Date _____



Safety Alert

Food & Drink Consumption is Prohibited on the School Bus

Both Trinity and National Express company policy's prohibits allowing passengers to consume food or drink (other than water) on the bus. The consumption of food, candies, snacks, chewing gum and drinks by student passengers presents a very real choking hazard that can result loss of the ability to breathe very quickly.

Never celebrate or reward a student(s) with candy, snacks or any food item.

Aside from choking concerns, there are health concerns as well, and there is no way for our staff to know what each student's medical condition and/or food allergies may be. Parents may also have preferences on what foods they wish their children to have. Also, providing food to only certain students as a reward can cause favoritism and animosity from other students.

All of this leads to the best practice of not providing any food, candy or snacks to students at any time.

Here are steps you can take to help ensure our students are compliant with this rule:

Step #1 – Observe your students as they board, whether at a stop or at the school. Do not permit the student to go to their seat with food or snacks in their mouth. Remind them that they are not permitted to eat or drink while boarding or riding the bus, and can take their food home to eat there.

Step #2 – If you observe students eating or sharing food items at any other time, remind them of the rule and how dangerous it is to consume food or drink while on the bus.

Step #3 – If a chaperone or school official asks for the students to eat on the bus while on a field trip, please remind them of this policy and work with them on creating a plan for the students to eat while the bus is NOT moving.

What to do if you suspect a choking situation:

Step #4 – If you should suspect that a student is choking, ask immediately if they are OK. If you do not get an answer quickly, find a safe place to pull over and secure the bus, notify dispatch of the situation and how you are going to address it. The most widely recommended tactic to assist a choking victim is the Heimlich maneuver. If you are not familiar with it, contact your GM or Safety Training Supervisor.

Our policy prohibits drivers from eating or drinking while operating a company vehicle.

Remember, when it comes to the Bus rules, YOU are the example!

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