

ANN JERKINS-HARRIS



2023-2024

SCHOOL POLICY FOR BUS USAGE

POLICY AND PROCEDURES PERTAINING TO COMPLIANCE WITH USAGE REQUIREMENTS BY SCHOOL BUSES.

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ANN JERKINS HARRIS ACADEMY OF EXCELLENCE

AS APPROVED BY THE AJHAE GOVERNING AUTHORITY ON AUGUST 21ST, 2018.

REVIEWED AND UPDATED ON MAY 22ND, 2021.

REVIEWED AND UPDATED ON APRIL 22ND, 2023.

SCHOOL POLICY: SCHOOL BUS USAGE

General Rules

- (A) The use of alcohol, tobacco, and non-prescribed drugs is prohibited on the school bus.
- (B) The driver shall use the established route and make stops only at points designated by the school bus owner or the administrator who is authorized to designate such stops. District shall have a routing plan in place and documented for all routine routes.
- (C) The driver shall operate the bus on the approved time schedule and shall wait for pupils if ahead of schedule.
- (D) Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance.
- (E) All buses shall be kept clean on the inside and on the outside. Front and rear windows, lights and mirrors should be clean and all markings clearly visible. (F) The following equipment may be installed in a school bus: broom, snow brush, ice scraper, and trash container. All equipment must be properly secured.
- (F) All buses shall be equipped with emergency assistance cards which list three telephone numbers to call. The cards shall provide space for describing the location of the school bus and the type of emergency.
- (G) The school bus driver shall use the seat belt whenever the school bus is in motion.
- (H) Identified route hazards shall be documented and provided to school bus drivers whose routes are affected. School bus drivers should report any such regular pedestrian or vehicular concerns as the following:
- (1) Construction sites;
 - (2) Areas of poor visibility;
 - (3) Restricted sight distances;
 - (4) Railroad crossings;
 - (5) Other route hazards as noted by the school bus driver.

(I) Equipment such as music instruments, athletic uniforms, etc., which cannot be withheld by passengers in their seats, shall be stored in the rear of the bus, without displacing students. A clear aisle to the exit door must be maintained at all times.

(J) Maximum Hours:

The school bus driver shall operate the bus for not more than ten hours in any one twenty-four hour period.

Operation means on-road driving. Lay-over time does not count as operating time.

(K) Fueling:

(1) Buses shall not be fueled while the engine is running'

(2) Smoking shall not be permitted while fueling'

(3) Buses shall not be fueled with pupils on board'

(4) Except in cases of extreme emergency cellular telephones, including hands-free and wireless devices, or other portable communication devices will NOT be used by the driver while the school bus is in motion or while the driver is supervising the loading or unloading of students'.

(L) Medically necessary oxygen may be transported provided it is properly secured. The oxygen must be housed in portable units less than fifteen pounds total weight each.

Guidelines for transporting oxygen will be developed and administered by the Ohio Department of Education'

(M) Districts shall adopt engine idling time policies that minimize the amount of time diesel engines shall be left idling. Diesel engine idling in excess of five minutes in school loading zones shall not be permitted unless the operation of a wheelchair lift is required'



Private Pupil Transportation License

Pursuant to sections 4511.763 and 4511.76C of the Revised Code of the state of Ohio

Academy of Educational Excellence

Name

728 Parkside Blvd., Toledo, OH 43607

Business Address

has been duly licensed as required under this section of law to transport pupils to and from school in a school bus in accordance with Chapter 4501-1 inclusive of the Ohio Administrative Code.

License Number 13-48-37-7

This License is Valid Until

7/31/2023

Director, Department of Public Safety



Superintendent, State Highway Patrol

This license is valid for use by the licensee named hereon and is not transferable. Licensee is subject to inspection of equipment, insurance, bond and drivers. License is valid only until the expiration date and may be suspended, revoked, or other action taken as deemed appropriate by the Director of Public Safety.