

**ELMWOOD LOCAL SCHOOLS
BOARD OF EDUCATION**

**Regular Meeting – Monday, August 8, 2022 / 5:30 p.m.
Elmwood Schools Auditoria
Bloomdale, Ohio 44817**

Board minutes are not official until approved at the September 2022 board of education meeting.

Roll: Time 5:30 pm

Mrs. Davis	Present
Mr. King	Present
Mr. Lee	Present
Mr. Pennington	Present
Mrs. Reynolds	Present

Call to Order

At this time, the meeting was called to order.

Pledge of Allegiance

145-22

Acceptance of Minutes of Previous Meeting:
Regular Meeting, July 11, 2022

Motion by Mr. Lee Seconded by Mrs. Davis

**Mrs. Davis Yes Mrs. Reynolds Yes Mr. Lee Yes
Mr. Pennington Yes Mr. King Yes**

Adjustment of Proposed Agenda for Tonight's Meeting
Superintendent Borton made any changes to the agenda at this time.

Superintendent's Recognition and Updates
Europe Trip Report

Hearing of the Public
No request for public participation

TREASURER'S REPORTS

Financial

146-22

It is recommended that the financial statements for the month of July be approved as presented by the Treasurer.

Motion by Mr. Pennington Seconded by Mr. Lee

**Mrs. Davis Yes Mr. Lee Yes Mrs. Reynolds Yes
Mr. Pennington Yes Mr. King Yes**

ELMWOOD BOARD OF EDUCATION

August 8, 2022

147-22

It is recommended to appoint Melanie Davis as delegate to the OSBA Annual Business meeting and Jeremie Pennington as alternate.

Motion by Mr. Pennington Seconded by Mrs. Davis

***Mr. Pennington Yes Mrs. Reynolds Yes Mr. Lee Yes
Mr. King Yes Mrs. Davis Yes***

SUPERINTENDENT'S RECOMMENDATIONS & REPORTS

148-22

Consent Agenda

- a. It is recommended that bus routes as prepared by the Transportation Coordinator be approved for the 2022-2023 school year and authorizing the superintendent or his designee to make changes to bus stops/routes as needed.
- b. It is recommended that the Transportation Handbook be approved for the 2022-2023 school year. (Exhibit A)
- c. It is recommended that the Wood County Substitute Teacher & Aide List additions and deletions for the past month and all subsequent revisions be approved for the 2022-2023 school year.
- d. It is recommended that approval be granted for participation in the National School Lunch Program for the 2022-2023 school year.
- e. It is recommended to continue the student athletic drug testing program at board expense for the 2022-2023 school year, as defined in the Athletic Code of Conduct.
- f. It is recommended that the following donations be accepted:

Donator	Recipient	Amount
Gary & Sandy Rhodes	Elmwood Football	\$7000.00
	(for purchase of time clocks)	
Toledo Roadrunners Club	Elementary Running Club	\$300.00

Motion by Mrs. Davis Seconded by Mr. Lee

***Mrs. Reynolds Yes Mr. Pennington Yes Mrs. Davis Yes
Mr. Lee Yes Mr. King Yes***

ELMWOOD BOARD OF EDUCATION

August 8, 2022

Action Agenda

149-22

It is recommended that the following individual be issued a One Year Limited, classified contract, for the 2022-2023 school year.

<u>Individual</u>	<u>Tentative Placement</u>	<u>Step/Rate of Pay</u>
Ashley Oestreich	Elementary Secretary	Step 10

Motion by Mr. Pennington Seconded by Mrs. Davis

***Mr. Pennington Yes Mrs. Davis Yes Mr. Lee Yes
Mr. King Yes Mrs. Reynolds Yes***

150-22

It is recommended to authorize and direct the Treasurer to place a notice in the Sentinel-Tribune no later than August 10, 2022, which reads substantially as follows:

PUBLIC NOTICE

The Elmwood Local School District Board of Education hereby gives public notice in accordance with Section 3309.345 of the Ohio Revised Code that Dawn Hamman, who is currently employed by the Board of Education as Custodian and Kelli Reiser, who is currently employed by the Board of Education as Financial Specialist/Treasurer's Secretary will be retired and seeking employment in the same positions following their service retirement.

The Board of Education will hold a public meeting on the issue of re-employing the above-named persons at a meeting to be held on September 12, 2022, at 5:30 p.m. in the Elmwood School Auditoria.

Motion by Mr. Pennington Seconded by Mr. Lee

***Mr. King Yes Mr. Pennington Yes Mrs. Davis Yes
Mrs. Reynolds Yes Mr. Lee Yes***

151-22

It is recommended that the following individuals be approved for supplemental positions for the 2022-2023 school year pending BCII/FBI and certification if applicable.

<u>Name</u>	<u>Position</u>	<u>Salary/Step</u>
Sarah Frank	2 nd Yr Mentor for Madison Hoffman	\$500.00 for the year
Cindy Zattau	2 nd Yr Mentor for Kalista Thain	\$500.00 for the year
Monica Arnold	3 rd Yr Mentor for Garrett Michalkiewicz	\$400.00 for the year
Erin Shaffer	CCP Stipend (2)	\$1,000.00 for the year
Heather Traxler	CCP Stipend	\$500.00 for the year
Kristine King	CCP Stipend	\$500.00 for the year
Jill Davis	CCP Stipend	\$500.00 for the year
Eric Poffenbaugh	CCP Stipend	\$500.00 for the year
Kile Eichenauer	AP Stipend	\$500.00 for the year

Motion by Mr. Lee Seconded by Mrs. Davis

***Mrs. Reynolds Yes Mr. King Yes Mr. Pennington Yes
Mrs. Davis Yes Mr. Lee Yes***

ELMWOOD BOARD OF EDUCATION

August 8, 2022

152-22

It is recommended to approve two (2) contracted service agreements with Maxim Healthcare Services and Bridge Home Care and Hospice to provide nursing/aide services for two (2) special needs students. The hourly rate is currently \$55 for one and \$60 for the other.

Motion by Mr. Lee Seconded by Mr. Pennington

***Mr. Lee Yes Mrs. Davis Yes Mr. King Yes
Mr. Pennington Yes Mrs. Reynolds Yes***

153-22

It is recommended that the following resolution be accepted to expand employment of substitute teachers for the new substitute teaching variance:

Pursuant to the authority granted in House Bill 583, signed by Governor DeWine on or about June 23, 2022, the Elmwood Board of Education authorizes the employment of substitute teachers, as-needed, who do not hold a post-secondary degree, as otherwise required pursuant to Ohio law and regulations, including Ohio Revised Code 3301.071, 3319.226, 3319.30 and 3319.36, Ohio Administrative Code Section 3301-23-44, and/or Board Policy, provided that all other applicable requirements and procedures, including but not limited to successful completion of a criminal background check and evidence of a non-renewable temporary substitute teaching license issued by the Ohio Department of Education, have been satisfied.

Per law, this is a temporary resolution of the Board, and the authority granted by this resolution extends from the effective date through June 30, 2024.

Motion by Mr. Pennington Seconded by Mrs. Davis

***Mr. Pennington Yes Mr. Lee Yes Mrs. Reynolds Yes
Mr. King Yes Mrs. Davis Yes***

154-22

It is recommended that the following individuals be approved as van drivers, for insurance purposes only, for the 2022-2023 school year, pending BCII/FBI, licensure & certification, if applicable.

VAN DRIVER

Tony Borton
Nicholas Davis
Krysteena Lawrence
Eric Poffenbaugh

Motion by Mrs. Davis Seconded by Mr. Lee

***Mrs. Reynolds Yes Mr. Pennington Yes Mr. King Yes
Mrs. Davis Yes Mr. Lee Yes***

ELMWOOD BOARD OF EDUCATION

August 8, 2022

155-22

It is recommended that the following individuals be hired as substitutes as indicated on an as needed basis for the 2022-2023 school year, pending BCII/FBI and licensure if applicable.

SECRETARY

Brittany Dennis
Kimberly Duvall
Samantha Evans
Madison Hoiles
Doreen Kreais
Diane Reynolds-Miller

AIDE (Library/Classroom/Building)

Brittany Dennis
Madison Hoiles
Doreen Kreais
Sandy Rhodes

CAFETERIA

Sandy Rhodes
Andrea Ziebold

BUS DRIVER

Mark Adler
Gregg Abke
Jerry Bunge
Nathan Dean
Rory Fitch
Susan Goetz
Tyler Rosendale
Steve Schafer
Andrea Ziebold

CUSTODIAN

Doreen Kreais
Andrea Ziebold

Motion by Mrs. Davis Seconded by Mr. Pennington

***Mr. Lee Yes Mr. King Yes Mrs. Davis Yes
Mr. Pennington Yes Mrs. Reynolds Yes***

156-22

It is recommended that the following individuals be approved for supplemental positions for the 2022-2023 school year, pending BCII/FBI and certification if applicable. For any non-licensed applicant, it is noted that the open position was first offered to those employees of the district who are licensed and no licensed employee qualified to fill the position accepted it, and then that it has advertised the position as available to any licensed individual who is qualified to fill it and who is not employed by the Board, and no such person has applied for and accepted the position.

High School

<u>Name</u>	<u>Position</u>	<u>Step/Rate</u>
Stacie Nagy	Assistant Volleyball Coach	Step 0

Middle School

<u>Name</u>	<u>Position</u>	<u>Step/Rate</u>
Taylor Hosmer	8 th Grade Volleyball Coach	Step 0
Lori Baker	7 th Grade Volleyball Coach	Step 4
Jessica Faber	Volunteer 7 th Grade Volleyball Coach	Step 0
Colton Ickes	Volunteer MS Football Coach	Step 0

Motion by Mrs. Davis Seconded by Mr. Pennington

***Mrs. Davis Yes Mr. Lee Yes Mrs. Reynolds Yes
Mr. King Yes Mr. Pennington Yes***

ELMWOOD BOARD OF EDUCATION

August 8, 2022

Building Reports

High School

- The office staff and counseling department have been working on preparations for the upcoming 22-23 school year! Many teachers have been in to prepare their rooms for the opening of school as well!
- High School fee notices will go out via Final Forms on August 8th.
- Our "Welcome Back" e-mail to students and parents was sent out on August 3rd.
- First Night will be held on Monday, August 15th from 4pm-7pm. In addition, we will hold a Freshman/New Student Orientation for parents and students at 6:30pm in the High School gym that evening.
- Plans are in place for a district-wide pep rally on Friday, August 19th.
- Classes begin on Wednesday, August 17th. Our first two days will follow a special schedule to include class meetings, homeroom reveals/activities, introductions to our We Are ELMWOOD program, and much more! Thanks to our "culture committee" for planning these days!
- Welcome, New Staff - Kyle Hackenburg, School Counselor and PE/Health teacher, J.T. Bates!

Middle School

- We are working hard at getting ready for the new school year.
- Communication has been sent regarding first night, fees, free and reduced lunches, supply lists, and more.
- Regular communication and reminders have been sent all summer long to incoming 7th graders' parents and guardians regarding them having to have either an updated shot record or the vaccine waiver form turned in by August 31st.
- Enrollment seems to be changing daily.
- First Night is Monday August 15 from 4:00-7:00. A PD day is scheduled for all teachers Tuesday August 16th.
- We are excited that with the new bell schedule implemented for 7/8 grade last school year, we are ready for the next step. We have worked to be able to start offering high school classes to middle school students who have multiple study halls and have academically demonstrated they can handle a high school course. We offered 15 students an opportunity to take Spanish 1, and at the time of writing this, 8 have accepted this academic challenge.
- Fifth grade orientation will take place the first two days of school with 1/2 of them coming day 1, and the other 1/2 coming day 2. This should help with the anxiety and overwhelming changes for the incoming fifth graders such as hallway lockers, combinations to memorize and work, changing classrooms frequently, 5-6 teachers in one day, being in a new part of the building, new expectations, etc. Communication has been sent home multiple times regarding this.
- Fall athletic practices are underway

Elementary

- Changes with enrollment are occurring daily at each of the grade levels.
- Teachers are beginning to prepare their rooms for the first day of school. They are working hard to provide adequate spacing for students so that we can social distance as much as possible. Wherever possible, we are planning to be as normal as possible throughout the school day.
- First Night is Monday, August 15th 4:00-7:00.
- First day with students is August 17th.

ELMWOOD BOARD OF EDUCATION
August 8, 2022

Legislative Update

Committee Reports – PTO - playground updates

Music Boosters next meeting August 11, 2022

Athletic Boosters next meeting August 10, 2022

Board Member Comments

The Board will hold a work session on Monday, September 12, 2022 from 8:00 a.m. to 12:00 pm in the Elmwood Middle School Conference Room.

The next Board meeting is scheduled for Monday, September 12, 2022 at 5:30 pm in the Elmwood Schools Auditoria.

157-22

Adjournment – Time 6:13 pm

Motion by Mrs. Davis Seconded by Mr. Pennington

Mr. King Yes Mrs. Davis Yes Mr. Lee Yes

Mrs. Reynolds Yes Mr. Pennington Yes

Jenalee Niese, Treasurer

Debra Reynolds, Board President

ELMWOOD

TRANSPORTATION



DRIVER HANDBOOK

<p align="center">"AMBASSADOR OF GOOD PUBLIC RELATIONS"</p>
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Transportation is one of the most vital parts of the entire school system – School Bus Drivers and School Buses are the most frequent reminder of the schools in the community. The yellow school bus is the only visible sign of education to a great many people. School bus drivers are a very important link in the chain between the school system and the public.

In most cases it is the child’s first impression of school, whether or not it will be the beginning of a happy and well adjusted relationship between the school and child depends a great deal on the bus driver. The first experience of the day for the child is the school bus ride and his/her relationship with the bus driver. Certainly, this points to the importance which should be given to the moral obligation of the school bus driver.

School bus drivers have the greatest opportunity of all school people to help the child who rides a bus learn how to live with his/her neighbors. The driver can influence the attitude of the child in later life, attitudes toward driving, toward safety, toward fair play in all phases of life.

Public relations is for everyone connected with the school. We must work together and be aware of our responsibility to the public. The job of a school bus driver has both dignity and responsibility and you have the opportunity of being an ambassador of good public relations.

Updated 8/2006
 Approved 8/2007
 Updated 8/2008
 Updated 8/2019
 Updated 10/2021
 Updated 8/2022

TABLE OF CONTENTS

The following policies, procedures, and forms are described for you in this packet. Please refer to your packet for help throughout the year. If you should need more forms or have further questions, please notify the Central Office.

PHONE NUMBERS

DRIVER / SUBSTITUTE ADDRESSES & PHONE NUMBERS

POLICIES AND PROCEDURES

- Employee Qualifications
- Bus Lists and Routes
- Pupil Stops
- Delay and Cancellation Procedures
- FM Radio
- Driver Certificates, Physicals, License Renewals
- Correspondence / Communication
- Fuel / Inspection Sheets
- Cleaning Bus
- Staff Absence - Illness / Personal Leave Procedure
- Student Misconduct
- Repair/Maintenance Request Form
- Seating Charts
- Field Trips
- Accidents
- Speed
- Time Piece
- Doors
- Cell Phones
- Duties
- General Information Guidelines
 - Transportation Schedule and Routing
 - General Information – Student Transportation
 - Bus Stops
 - Kindergarten / Preschool Transportation
 - Babysitters
 - Open Enrollment Transportation
 - School Bus Discipline
 - Authorized / Unauthorized Passengers
 - Guidelines for Extra-Curricular Trips
 - Warning Devices
- School Transportation Disaster Preparedness Plan
- Weather-Related Issues
- Idling Policy
- Ohio Pupil Transportation Operation & Safety Rules Manual / Designated Place of Safety Guidelines

MAPS (Approved Routes) TO FIELD TRIP DESTINATIONS

FORMS

- Fuel / PreTrip Sheets (Green)
- Seating Charts (White)
- Maintenance / Repair Forms (4-3 Part)
- Misconduct Forms (HS, MS & EL)

PHONE NUMBERS

Superintendent's / Coordinator's Office	655-2583 Ext. 4
Bus Garage	655-2583 Ext. 605
<u>Home Numbers</u>	
Laurie Lee	308-0998
Nathan Dean	806-6346
Tony Borton	783-8784
Rescue - 911	
Fire - 911	
Wood County Sheriff's Department	354-9001 or 911
State Highway Patrol	666-1444 423-1414

BUILDING NUMBERS

High School	655-2583 ext. 3
Middle School	655-3583 ext. 2
Elementary	655-2583 ext. 1
Superintendent	655-2583 ext. 4
Laurie	655-2583 ext. 347
Susan	655-2583 ext. 349

EXHIBIT A continued

ELMWOOD BOARD OF EDUCATION
August 8, 2022

EMPLOYEE QUALIFICATIONS

See the Ohio Pupil Transportation Operation and Safety Rules for more thorough descriptions of qualifications.

BUS LISTS AND ROUTES

All routes must be run on a timely schedule. Route sheets must be kept up to date by the driver, coordinated with the master schedule in the Transportation Office. It is the drivers' responsibility to report problems to their supervisor. Only in emergency situations should your assigned route change, any deviation from the printed route sheet must be approved prior to occurring.

Bus lists and routes should be kept in your folder. Any changes that occur during the year should be updated on your routes. **The route sheets on your bus should ALWAYS BE UP TO DATE!** ... Add new students, delete withdrawn students. Any route changes should come from the Central Office. If you are in a situation of a route change and have not received notification, please make the Central Office aware as soon as possible.

It is highly recommended that each driver utilize front seat loading & unloading. Please have designated students to help a substitute driver. The names of these students should be listed on the top of your route sheet.

Bus routes/lists should be turned in to the Central Office at the end of each school year for updating and rescheduling.

Each driver is responsible for selecting a designated place of safety for each stop on their route. Please refer to "Guidelines for determining Driver-Designated Place of Safety". Each AM & PM stop is required to have the place of safety listed on the route sheet.

PUPIL STOPS – Procedures for Right Side / Left Side Pick Ups / Drop Offs

Refer to the Ohio Pupil Transportation Operation and Safety Rules attached.

DELAYS AND CLOSINGS

All delays and closings will be called in to the local radio/TV stations by 6:00 a.m., providing lines are open to the station.

Drivers will be notified via the alert call system used by the school.

FM RADIO

Our two-way radio system is a valuable part to our operation. Since the use of all radio communication is controlled by the Federal Communication Commission, it is essential for the bus driver to abide by the rules and regulations. Proper techniques, and respect for the rights of other using the radio can help assure the driver that in time of adversity, the message will be transmitted and received. The radio shall be used for business only, no chit-chatting among drivers. The FM Radios have been installed in the buses and buildings to improve communications and improve safety and efficiency in our operations.

GUIDELINES:

1. When you speak on the radio, remember... all buses, building offices, and private individuals with scanners can hear what you are saying!
2. Only use names of students when absolutely necessary.
3. When calling another staff member, be specific in identifying the person you are attempting to contact. (Use bus numbers and building names.)
4. Check out the radio as part of your pre-trip inspection to be sure it is operating properly before each route / field trip.

Channel #1 – is operated through the base station (repeater) and allows you to receive and transmit anywhere in the district. Your radios should be on Channel #1 at all times.

Channel #2 – is not operated through the base, therefore, you are received only at a very short distance. Should our base station not be working properly, you should switch to Channel #2 and the message can be relayed from bus to bus if necessary. The only other time you may need Channel #2 is on field trips when you are talking from bus to bus at a distance too far away from the district base station.

PROPER RADIO PROCEDURES

The following four "Cs" are essential to effective broadcasting:

Calm

Keep emotion out of your voice.

A calm attitude may lessen the anxiety of an individual who is already excited.

Courtesy

Remember you are a public servant.

Never lose your temper on the air.

Don't become an "air hog." There may be someone waiting with an urgent message.

Correct

There is no place for errors in public safety.

Use standard phrases.

Read back names and addresses and other vital information.

Maintain a business-like attitude.

When talking into the microphone, these speaking procedures are an important phase of radio communication:

- Always hold the mike two inches away from your mouth.
- Speak directly across from the mike.
- Before speaking, hold the transmitter button for two seconds. This enables the repeater system to open up.

Proper structure of messages will assure better understanding.

When calling a unit give the name of the unit being called.

Example: Sending Receiving
Mobile #1 to Control
Mobile #1 to Mobile #2

At the end of a transmission, use the words "go ahead."

You may end your message with "O.K.," "10-4," or "Clear."

Priority calls must be honored.

MAYDAY (emergency)

ASSISTANCE

"Emergency" versus "Assistance." Remember there is a difference between "emergency" and "assistance." The word "assistance" indicates a lesser degree of urgency.

DRIVER CERTIFICATES, PHYSICALS, AND LICENSE RENEWAL

Physical forms are distributed at the end of each school year. There are Board appointed physicians with whom you may schedule an appointment. Check with the Central Office for names. The school will be billed directly for physicals. Completed physicals should be turned in by July 15.

All driver abstracts are required annually in order to be a certified driver. All drivers' abstracts will be requested from the Central Office.

DRIVERS LICENSE

Check the expiration date on your driver's license and if it expires during the school year, make arrangements for renewal. Drivers must have their license with them whenever operating a school vehicle. Reimbursement for renewal will be approved when the original receipt is presented to the Transportation Coordinator.

COMMUNICATION

Correspondence to bus drivers will be put in the Driver Mail Box in the front office. A driver should check this box daily and distribute any information to the appropriate driver.

In returning mail to the Central Office, you may use the box labeled for the transportation coordinator.

FUEL SHEETS

The driver shall not permit the fuel tank to be filled while the motor is running. Students shall not be on the bus when fueling. You are responsible for keeping the bus you are using (including any spare) fueled daily and recording it on the fuel sheets. Turn fuel sheets in by the first of the month.

Please be sure all information on the form is completed. Fuel sheets are updated monthly for record purposes of fuel usage and bus efficiency.

CLEANING BUS

It is the responsibility of the driver to keep his/her bus clean. Time is paid to each driver on a daily basis for this purpose. All buses shall be kept clean on the inside and outside. Front and rear window, lights and all mirrors should be clean. A dirty bus shows lack of pride and personal responsibility. Sweep after each route and wash as often as necessary, at least once a week.

STAFF ABSENCE – ILLNESS/PERSONAL

If you are ill, call in sufficient time (at least 1 hour before your route begins) so that arrangements can be made for your supervisor to call a substitute. Report daily if you are to be out more than a day in cases of minor illness (flu, etc.). Excessive absenteeism will not be tolerated. The successful and efficient operation of our fleet is dependent upon daily performance of duty by our regular drivers.

All drivers are to notify the Central Office of their absence. A sub driver will be assigned. Should an emergency arise, and you cannot contact the Office, please notify a sub to assume your route and notify us as soon as possible.

Drivers should use the Employee Kiosk to report their absence.

PERSONAL LEAVE REQUESTS

Personal Leave Requests requested five (5) days prior to the day requested. (Exceptions for Emergencies Only.) Drivers should use the Employee Kiosk to request a personal leave. For further information, refer to the Negotiated Agreement.

STUDENT MISCONDUCT FORMS

Misconduct Forms are to be filled out on students with whom you are having difficulty. Have the student take a copy of the form home and return it to you within three (3) school days signed by the parent. (This signed copy should be turned in to the office.) The remainder of the form should be turned in to the school office for further discipline by the principal / assistant principal. The student should be reminded if they do not return the signed copy. If the student does not have the signed copy on the day after reminding, please radio in to see if the student should ride. (The office may make a contact to the parent regarding the signed misconduct.)

MAINTENANCE / REPAIR REQUEST FORM

Maintenance / Repair Forms (4-3 part) are included in your folder for routine/non-emergency repairs that need to be made to your bus. Please complete the form. The top 2 white copy copies go to the mechanic. 3rd 2nd yellow copy goes to the transportation supervisor; 4th 3rd pink copy driver keeps. The mechanic will contact you to arrange for your bus to be sent in. Once the mechanic has made the repairs or other, a copy of what was completed or found will be returned to the driver and the original to the transportation supervisor.

Direct contact should be made with the mechanic for items that need immediate attention. The Maintenance / Repair Form should still be completed following conversation with the mechanic.

SEATING CHARTS

All bus routes must have an authorized seating chart on the bus. Buses will be checked periodically for seating charts.

FIELD TRIPS

Sign up for seasonal field trips will be put out at the beginning of each season. Trips requested between athletic seasons that cannot wait till the next seasonal sign up, will be assigned by contacting drivers by seniority list or by an emailed list of trips, then using the seniority list to assign.

All bus drivers are called contacted for field trips. If you are not interested in taking trips, please notify the office.

A trip ticket will be given to the driver for each trip they have been assigned. Please complete the required portion and return as soon as possible for payment. Each time sheet should have a signature of the teacher/coach/advisor.

ACCIDENTS

1. Secure the bus: Shut off the ignition, set the brake.
2. Check for danger of fire or explosion.
 - a. Evacuate or not to evacuate? Stay put unless there is danger of fire or explosion.
 - b. If you evacuate, take fire extinguisher and first aid kit.
3. Protect the scene.
 - a. Don't move the vehicle unless absolutely necessary.
 - b. Display safety devices – fuses or reflectors: one beside the bus, one 40 paces to rear, and one 40 paces to front.
4. Check for injuries. Administer first aid. The hurry cases are bleeding and breathing.
 - a. Direct pressure will control most bleeding.
 - b. Mouth-to-mouth resuscitation to restore breathing.
5. Radio for help. Contact the Transportation Office. If not available, contact local law enforcement agency.
6. Locate reliable witnesses. Do not leave students unattended.
7. Exchange information.
 - a. License number.
 - b. Name and address of the owner of the other vehicle.
 - c. Name and address of the insurance companies.
 - d. Do not give any further information. Let the investigating officer determine who is at fault. This is a good place to remain silent.(For Steps 6 and 7: Should be attempted only after another school employee or law enforcement office has arrived.)
8. For the reports the patrol will need the names, addresses, phone numbers and birth dates of the students on the bus. There is a form in your binder for this purpose. If the scene is secure and passengers are uninjured and safe, being to collect this information.
9. File all reports.
 - a. Local, if required.
 - b. State (T-10).
 - c. BMV if over \$400.00 damage.
10. Report all accidents to the school authorities. Don't hide anything, whether it is on the road, private property or in the lot. It is always better if the information comes directly from you.
11. Post-Accident Drug Testing – Please check with Transportation Supervisor.

In the event of an accident, a form will be forwarded to you for completion. This form needs to be filled out as soon as possible after the accident.

SPEED

No school bus shall be operated at a speed in excess of the safe and legal speed for the driving conditions prevailing (10 mph on school premises and 20 mph in school zones). Moving traffic violations and speeding tickets must be reported to the supervisor, including those issued while driving your private vehicle within two working days. The Transportation Department must be aware of points on the driver's license of all school bus drivers employed by the school system.

TIME PIECE

Make certain you have a time piece with you. Section 3327.01 states the conveyance shall run on a time schedule. Time should be set with that of the local radio station or with "Elmwood Time".

DOORS

The doors of the school bus shall be kept closed while the bus is in motion. The driver shall be sole operator of the entrance door. The rear door of the bus is to be used only in time of emergency or drills. Rear door must never be locked when bus is in operation. The aisle to the rear door must be kept clear at all times. This is especially true on field trips. It is the driver's responsibility to be sure it is kept clear! When the driver leaves the bus during a field trip, the rear and service doors should be locked at all times.

CELL PHONES

Except in cases of extreme emergency, cellular telephones, including hands-free and wireless devices, or other portable communication devices shall 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. (ORC 3301.83.20) This includes at the school.

In case of an emergency, cell phones may be used after securing the bus in a safe location (regular routes or field trips). Drivers should not use their cell phones while students are on the bus, including loading and unloading.

So as not to be distracted while driving on a route or a field trip, drivers should have their cell phone or any other portable communication device on silent or turned off. This would include, but not be limited to, a cellular phone or a smartwatch.

DUTIES

- A. Each driver must report to the garage every morning and afternoon on time. Drivers are paid for 15 minutes prior to route in the AM and 5 minutes prior to route in the PM. Punctuality is an essential qualification for continued employment. All buses must be at its first school in the afternoon 5 minutes before dismissal time.
- B. Each driver shall report for work dressed in a neat and orderly manner.
- C. Drivers must have a telephone (~~home~~)-landline or cell phone.
- D. Make a safety inspection of the bus before each run.
- E. Check all fire, emergency and first-aid equipment daily.
- F. Report all mechanical defects on the proper forms, and give to the mechanic. Bus should be reported for regular maintenance (6,000 miles). The driver is expected to keep oil, water and transmission fluid checked, and report any problems on the proper forms to the mechanics.
- G. Operate the assigned school bus over designated route.
- H. Drive at a safe operational speed at all times.
- I. Make pupil stops at established stops the same time each day.
- J. Be on the bus at all times when students are on.
- K. Use proper hand signals for students crossing in front of the bus.
- L. Keep students seated in their assigned seats at all time. Seats are to be assigned to all elementary students, including kindergarten. Do not move the bus until they are seated.
- M. Keep order on the bus and be responsible for discipline, in keeping with school policies as approved by the Board of Education.
- N. If requested, come into the school building office for student discipline conferences.
- O. Report all student injuries to the Transportation Coordinator on the proper forms.
- P. Do not use the bus to "block" the road when loading and unloading.
- Q. Stop at all railroad crossings.

- R. Evacuation drills are required to be conducted each year. The Transportation Coordinator will schedule drills.
- S. Drinking and smoking on buses are prohibited by law.
- T. Drivers are prohibited to eat or drink while driving the bus.
- U. Be courteous to drivers of other vehicles as well as each other.
- V. Assist in the promotion of good public relations.
- W. Comply with Ohio Pupil Transportation Laws and Regulations as established by the Ohio Department of Education and Ohio Department of Highway Safety.
- X. Drivers are to attend all meetings and conferences as required, unless absence is approved by the Transportation Coordinator.
- Y. Park buses and automobiles in designated areas.
- Z. The driver is responsible for properly securing his/her bus. This includes checking inside for sleeping students, keeping windows and doors closed and turning off lights.
- AA. Other duties as assigned: all performance expectations cannot be listed in its entirety. Bus drivers are expected to perform other duties as assigned by the Transportation Supervisor and/or Superintendent.
- BB. If a driver does not adhere to expectations and the infractions warrant discipline, the procedures are outlined in the negotiated contract.

GENERAL INFORMATION GUIDELINES

Transportation Scheduling and Routing

1. The Transportation Coordinator shall conduct annual studies of bus routes in order to provide the safest, shortest routes which will get all children to school in the most economical way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads and to provide for the full use of buses.
2. When practical, safe, time-saving, and economical transfers may be made from one bus to another. Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.
3. Two copies of each official route shall be made prior to the opening of school. One copy shall be for the driver. One copy shall be kept on file in the Transportation Office. The official bus route shall not be extended or changed until such proposed change has been reported to the Transportation Office, and such a change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency, and economy.

General Information

1. The Board will provide transportation for students living more than one mile from their assigned building. (State law calls for K-8 pupils living two miles distance or greater to be provided transportation).
2. Students will be picked up and delivered from the bus stop nearest their residence. Permanent deviation from this situation must be applied for in writing and approved by the Transportation Coordinator and/or his designee, will be judged on the following criteria: safety, economy of operation, equality, and student's best interest.
3. Students may ride a different bus to another location *that is an existing stop* on a temporary basis with written permission from parent, and if room is available on the bus. This must be authorized by the building principal or his designee by issuing a bus pass

EXHIBIT A continued

ELMWOOD BOARD OF EDUCATION
 August 8, 2022

Bus Stops

1. Bus stops will be located only in areas providing adequate safety conditions.
2. Students will be picked up and discharged from the bus on the same side as their residence, whenever possible.
3. Designated bus stops shall annually be taken to the Board for approval. Subsequent changes in or additional bus stops will be the responsibility of the Transportation Coordinator.
4. Bus stops shall be established based on the following considerations of safety, economy of operation, common sense, equality, road conditions and physical surroundings. Students may be required to walk up to one half mile to their assigned stop.
5. The number of school bus stops shall be limited as far as possible.

Kindergarten/Preschool Transportation

1. The transportation of kindergarten and preschool children present a unique problem situation because of the age of the child. As a result, some provisions will be made that will not apply to older students.
2. ~~Kindergarten bus routes will be tentatively established by mid August for all students eligible for transportation.~~
3. Bus stops will may be established at all licensed day care centers care providers (maybe at a bus stop) when needed to transport students living in the same attendance area, and over one mile walking distance from the school.
4. The bus stops established for the delivery or pick-up at noon will be based on the needs and safety of the younger students.
5. Kindergarten/preschool children may be picked up or delivered to a babysitter care provider in the same attendance area provided this action does not cause major route changes.
6. It is the responsibility of the parent to ensure the babysitter care provider is responsible. Any problems with a sitter, such as not being home, the parent will be called. Parents must give school authorities telephone numbers for both babysitter and their own emergency numbers.

7. During the year changes in routing or new stops will not be created due to changes in babysitters.

Babysitter Care Providers

1. Students may be picked up or delivered at a babysitter care provider provided this action does not cause route changes that are economically unjustified. All requests must be made on the Alternate Final Forms Transportation Form. No changes take place until the request is approved by the Transportation Coordinator.
2. Bus stops will may be established at all licensed day care centers care providers (maybe at a bus stop) when needed to transport students living in the same attendance area, and over one mile walking distance from the school.
3. It is the responsibility of the parent to ensure the babysitter care providers is responsible. Any problems with a sitter, such as not being home, the parent will be called. Parents must give school authorities telephone numbers for both babysitter care provider and their own emergency numbers.
4. During the year changes in routing or new stops will may not be created due to changes in babysitters care providers.

Open Enrollment Transportation

1. The responsibility for transportation of an open enrollment student attending Elmwood shall rest with the parents.
2. The student may use Elmwood transportation provided he/she rides an already established route and room is available after district students are accommodated.

School Bus Discipline

1. Students will be expected to display acceptable standards of conduct at scheduled bus stops and during time transported. There will be no profane language, fighting, use of alcohol and tobacco products, defacing of equipment, as posted in each bus.
2. The bus driver shall be responsible for the safe delivery of pupils to and from bus stops and assigned school.
3. The bus driver will explain rules of conduct on the bus and report students to the Transportation Supervisor and the Principal when appropriate. In an emergency, the driver may take action necessary to control the situation.
4. The Principal will discipline the student and may contact the students' parents and may suspend the student for misconduct.

AUTHORIZED AND UNAUTHORIZED PASSENGERS

A. Authorized Passengers:

1. Pupils enrolled in grades kindergarten through twelve eligible for transportation services authorized or required by section 3327.01 of the Revised Code and local Board of Education policy.
2. Children attending an approved pre-school program authorized and directed by the Board of Education.
3. Resident pre-school children and parent (s) or guardian who are participating in school-sponsored special programs that require attendance by both.
4. School officials may authorize transportation of a school-age visitor to the home of a regular bus passenger upon proper parental authorization on a space-available basis which does not displace regular riders.

B. Unauthorized Passengers:

1. Family members of school bus drivers who are not enrolled in any of the approved school programs.
2. School employees, on routine bus routes.
3. Adults not enrolled in any of the approved grades kindergarten through twelve programs, unless assigned by proper school officials as bus monitors.

GUIDELINES FOR EXTRA-CURRICULAR TRIPS

In order to provide students with safe transportation on all extra-curricular trips, we ask that you read and follow the guideline below.

Responsibilities for Faculty Members, Advisors, and Chaperones

1. Check with transportation coordinator the week before the trip to make sure:
 - a. Trip has been scheduled.
 - b. Directions for getting to destination, parking has been cared for.
 - c. Times for pick-up, etc. are known.
 - d. Assigned seating chart.
2. Supervise students at all food/restroom stops.
3. Before leaving the school check with bus driver for the following:
 - a. Can personal things be left on the bus after reaching destination?
 - b. In case of emergency, where is emergency equipment?
 - c. Give driver your assigned seat chart before trip.

All chaperones/aides must be disciplinarians. They must keep control of students so drivers can keep their attention on driving.

GUIDELINES FOR EXTRA-CURRICULAR TRIPS continued

****REMEMBER – The Driver is in full charge while on bus****

Responsibilities of Drivers

1. Drivers must stay with the group they accompany in case of an emergency or early Departure.
2. Bus should be secure (locked if available) while at the destination.
3. If the driver leaves the bus at any time while at the destination, a safety check should be made prior to the students boarding the bus.

WARNING DEVICES

When a bus is disabled, your warning devices must be displayed, even if it is possible to get your vehicle off the road, get your fuses or triangles in position.

FIRST

On the roadway at the traffic side of the vehicle.

SECOND

Forty paces or approximately one hundred feet to the rear of the vehicle.

THIRD

Forty paces or approximately one hundred feet in advance of the vehicle.

Here again use your good judgment, you may need more than 3 fuses or reflectors, use turn signals or any other warnings you deem necessary if your vehicle is in a hazardous location. Buses have two-way radios and contacting the office is simplified.

All buses have telephone cards in the first aid kit or binder to give to an older student or someone to make a call, if the Transportation Office cannot be reached by radio.

If it is dark, take your flashlight as you step off your vehicle, turn it on, carry it with you. This makes you clearly visible to motorists while you are placing the warning devices.

EXHIBIT A continued

ELMWOOD BOARD OF EDUCATION
August 8, 2022

SCHOOL TRANSPORTATION DISASTER PREPAREDNESS PLAN

Alternative conditions to be considered for planning at the time of alert:

Pupils in school Pupils at home Pupils in transit

Pupils in school

There is no research or other evidence to indicate the pupils would be safer outside the school or on school buses. All disaster proposals studied indicate the pupils will be much safer inside the school, sheltered in small interior spaces, on the lowest level, with short span overheads, without windows, that have no wind-driven debris exposure. Therefore, if the alert is received, school buses shall not be loaded or put in transit until the "all-clear" is announced. All bus drivers shall seek shelter inside the school building in designated areas. The determination to hold students in the building and to release students for transit will be made by the Superintendent or his designee and will be relayed to bus drivers by the building Principal or his designee.

Pupils at home

Studies of previous disasters have shown that a school bus or other vehicle is exceptionally vulnerable to extreme weather conditions, and pupils who are at home should remain at home. Therefore, if the alert is received prior to the beginning of the route, the driver shall not pick up pupils until the "all-clear" is announced. All bus drivers shall seek the nearest shelter. The determination to delay the routes will be made by the Superintendent or his designee and will be relayed to the bus drivers by the Transportation Supervisor or his designee.

Pupils in transit

Protection of pupils on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the driver becomes aware of an alert or visually observes a tornado, the driver shall take the following actions:

In rural areas

Driver shall contact the Transportation Office for instructions.
If possible, park bus off roadway away from large trees, power lines poles or buildings.
Give command to evacuate bus. As driver leaves the bus, take First Aid Kit.
Position pupils away from bus without crossing the highway.
Position pupils in lowest area available, such as a ditch, hollow, ravine, culvert or embankment.
After danger has passed, driver shall check pupils for shock or injury.
Administer necessary first aid and request assistance.
If assistance is not needed, board pupils on bus and return them to their homes immediately.
Advise Transportation Office back on route.

In heavily populated areas

Driver shall contact the Transportation Office for instructions.
Park bus immediately.
Give command to evacuate bus. As driver leaves the bus, take First Aid Kit.
Send pupils into nearest homes or buildings.
After danger has passed, driver shall check pupils for shock or injury.

Administer necessary first aid and request assistance.

If assistance is not needed, board pupils on bus and return them to their homes immediately.

Advise Transportation Office back on route.

If upon arrival at student's home, no responsible adult is available, maintain pupil on bus and return pupil to school officials.

Driver in transit – no pupil

If driver is in transit, with no pupils on the bus, and becomes aware of an alert or visually observes a tornado, the driver shall notify the Transportation Office, then park bus and seek shelter. After danger has passed, the driver shall contact the Transportation Office for instructions.

WEATHER-RELATED ISSUES

TORNADOES/THUNDERSTORMS

Code Yellow – Watch – Tornadoes/Thunderstorms are possible in the area.

Code Red – Warning – Tornado has been sighted/Thunderstorm is occurring.

All clear will be given when warning/watch has been lifted.

Note: Thunderstorms will be announced.

IDLING POLICY

SCHOOL BUS IDLING POLICY

Today's school bus and engine manufacturer's routinely suggest a warm up time of five minutes or less. According to these experts, running a diesel engine at low speed (idling) causes significantly more wear on internal parts than driving at regular speeds. Idling causes the catalytic converter to plug up.

IDLING:

Diesel Buses:

- Air Temp 32-40 degrees = up to 10 minute idle / warm up time
- Air Temp 32 degrees & below = up to 15 minute idle / warm up time

Notes:

- Close heater valve while idling.
- Keep heater valve closed to build engine heat faster, for first few miles of route.
- Diesel buses should be plugged in overnight when air temp is forecast below 32 degrees.
- At the end of a route, diesel buses should be idled 3-5 minutes to ensure proper cool down before shutting off. This helps prevent damage to the turbo charger.

Propane Buses:

- Air Temp 32-40 degrees = up to 5 minute idle / warm up time
- Air Temp 32 degrees & below = up to 10 minute idle / warm up time

EXHIBIT A continued

ELMWOOD BOARD OF EDUCATION
August 8, 2022

ELMWOOD BOARD OF EDUCATION

August 8, 2022

EXHIBIT A continued

All Buses:

- Unless otherwise requested by the supervisor or mechanic, drivers should only start the bus they are assigned.
- Drivers should remain on their bus while idling, if not in the bus compound.

LOADING / UNLOADING ZONES

All buses are not to idle in a loading/unloading zone near a school. This includes for routes or field trips.

If warm up is needed prior to the route or trip, idling should be done in the compound following the policy.

FIELD TRIPS:

Buses should not idle while waiting for students while away on field trips.

Before team loads to return – it may be necessary to start the bus for a brief warm up.

Diesel buses - When air temperature drops to 15 degrees or below, it may be necessary to start the bus periodically and let it run for 5-10 minutes each hour.