



Office of Transportation

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The safety of our students is our top priority. To assist in understanding procedures for student pickup and drop off procedures at the bus stop, please take a moment to review the following important information. By following these procedures together we are able to help increase the safety of our students.

The procedure requires all students to be standing at the designated place of safety before the bus arrives at the stop morning. Our drivers will identify the designated place of safety for students at each stop.

All students need to be at the stop five minutes or more before the scheduled pickup time ready to board the bus.

For students who cross the road to get on the bus at the bus stop, the procedure is as follows:

1. Students are to be gathered at the designated place of safety at least five (5) minutes prior to the scheduled pickup time.
2. Once the driver has come to a complete stop, the driver will be checking for traffic to be sure it is safe for the students to cross the street.
3. The driver will hold their hand up in the window. When the driver drops their hand it means it is safe to cross (at least 10 feet from the front of the bus). Students should continue to observe vehicles and traffic near the bus.
4. If the driver sounds the horn your child needs to re-check traffic and look for danger. If the students see no danger they shall look to the driver for further instructions.
5. Once the student(s) has/have crossed the road safely they need to walk at least three feet away from the side of the bus to the bus door.
6. When getting on the bus it is important that the children get on quickly and quietly, going straight to their seats, so the driver may proceed on route.

Getting off the bus when arriving at the afternoon bus stop:

1. Students are to remain seated until the bus comes to a complete stop and the driver directs them to stand.
2. Students are to exit the bus in an orderly manner. Students not exiting are to remain clear of the aisle.
3. Once students exit the bus they are remain at the designated place of safety until the bus has pulled away.

For students who cross the road after exiting the bus at the stop, the procedure is as follows:

1. Upon exiting the school bus students will walk at least three feet away from the side of the bus, to the sidewalk if possible. Students shall then walk 10 feet to the front of the school bus and wait.
2. The driver will hold their hand up in the window. When it is safe for students to cross the street, the driver will drop their hand. Students may then proceed to cross, stopping when they get in front of the bus and checking to be certain no cars are coming around the bus.
3. If it is safe, they may proceed to cross to their designated safe zone. Once arriving to their designated place of safety, students must wait for the bus to pull way.
4. Even if a parent/guardian is at a stop to receive their student(s) these procedures must be followed.

The Hamilton Local Schools Transportation Team is committed to providing safe, efficient, and timely transportation for all our students. By following and supporting the above procedures our parents, guardians, and other adults help to increase the safety of all our students.

We thank you in advance for your assistance and support in helping to enforce and follow these procedures.