



Hamilton Local Schools
Department of Transportation
775 Rathmell Road~Columbus, Ohio 43207
(614) 491-4297 (614) 491-8323-Fax
Barbara Haughn- Transportation Supervisor
Karen Nelson-Administrative Secretary

Dear Parents,

This letter is to help parents understand the State Procedure we are teaching your children. **Help us keep your children safe!** The state procedure requires all children to stay at a designated safe zone (which the driver will tell the children where that is for their bus stop) before the bus comes to a complete stop when loading in the morning. Once the driver has stopped and opened the door and dropped their hand in the bus window the children may then come to the bus.

If your child crosses the road to get on the bus, the following is the procedure:

1. Your child needs to be back away from the road at least 10 feet (or where the driver directs them to wait).
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.
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).
4. If the driver blows the horn your child needs to look up for direction from the driver (go back to the sidewalk or driveway).
5. When it is safe, the driver will once again perform the same procedure.
6. Once your child has crossed the road safely they need to walk (at least 3 feet) away from the side of the bus to the bus door. (If there is a sidewalk, use it).
7. 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 going home:

1. Your child needs to remain seated until the driver directs them to get up to discharge.
2. No pushing while getting off the bus.
3. Once your child is off the bus they need to stay at the designated safe zone until the bus has pulled away, and is at least 3 bus lengths away from the stop.

If your child crosses the road when getting off the bus the following is the procedure:

1. Once your child is off the bus they need to step out at least 3 feet away from the side of the bus. (Use the sidewalk if there is one) and walk up at least 10 feet from the front of the bus and wait.
2. The driver will hold their hand up in the window. When it is safe to cross the driver will drop their hand. Your child may proceed to cross, stopping when they get in front of the bus and checking to be sure no cars are coming around the bus. If it is safe, they may proceed to cross to their designated safe zone. They must wait for the bus to pull way. Once the bus is 3 bus lengths away, they may proceed to home.

Please understand, even if you are there to meet the bus, these procedures must be followed by STATE LAW. These procedures were set up by the Ohio Pupil Transportation Department for the SAFETY OF YOUR CHILD!

Remember even in bad weather these procedures must be followed.

HELP US KEEP YOUR CHILD SAFE!

I hope after reading this letter you will take the time to go over these procedures with your child. The bus drivers need your help in teaching our children how to be safe!

Sincerely,

Barbara Haughn
Transportation Supervisor