

**COVINGTON EXEMPTED VILLAGE SCHOOLS  
TRANSPORTATION DEPARTMENT HANDBOOK**



**TRANSPORTATION ADMINISTRATOR**

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Or

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This is general information from the Covington Exempted Village Schools Transportation Department concerning any bus issues you may have:

**TOWN NON-BUSSING AREA**

- 1) South of Broadway (U.S. Rt 36) starting at the Dollar General Store to the High Street intersection.
- 2) East of High Street, the Broadway (U.S. Rt 36) intersection to the intersection at St Rt 41.
- 3) North of the St Rt 41 and High Street intersection to the Mote Drive and St Rt 41 intersection.
- 4) West of Brown Road at the east end of Walnut Street.

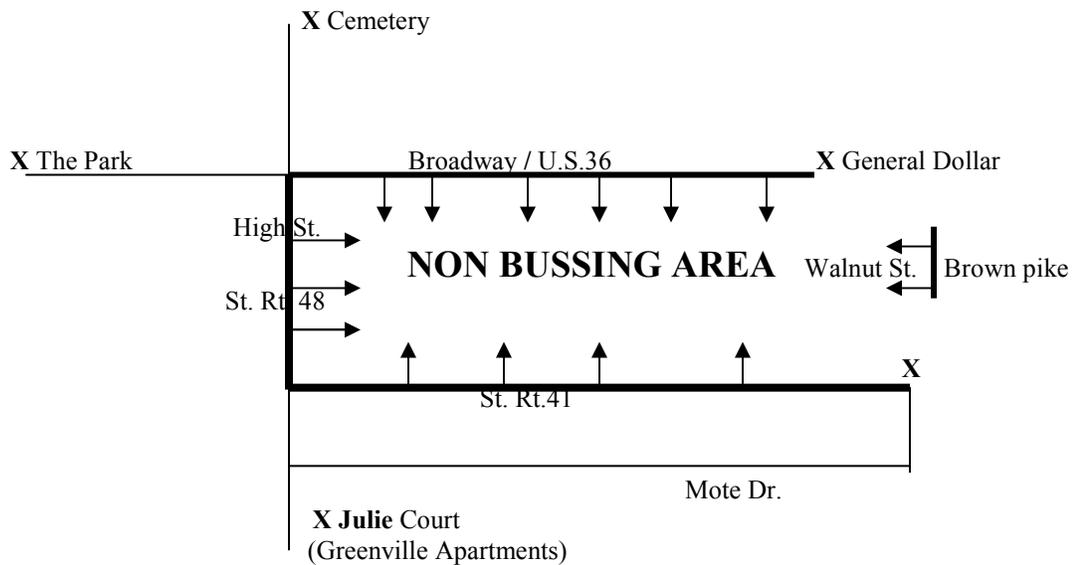
**IN TOWN BUSSING will be available for grades K-5.**

Dollar General Store, on the north side of Broadway (U.S. Rt 36), to the Covington Park and as far north as the cemetery at Ingle Road.

West of High Street, intersection of Broadway and High Streets, to the Greenville Village Apartments (Julie Court).

South of St Rt 41 to Mote Drive at the intersection on St Rt 41 and south on High St at St Rt 41 intersection to the Greenville Apartments (Julie Court).

In West Covington, west of the Stillwater River on Bridge Street bussing will be available for K-12.



## **BABYSITTING ISSUES**

We will transport student(s) living in a non-bussing area to a babysitter who lives in a bussing area as long as the student(s) do not overload our busses. The babysitter has to live on the route which is assigned to the bus. Our busses cannot deviate from a route to take student(s) to a babysitter. If our busses become overloaded because of a babysitting situation then it will be up to the parent(s) or guardian(s) to make other arrangements for getting their student(s) to and from school.

We cannot transport student(s) to a babysitter who lives out of the Covington School District unless the bus travels an adjoining road with another school district. If a route has been established and is already going by the babysitter's home, we can transport the student(s) providing the student(s) do not overload the bus.

## **OPEN ENROLLMENT STUDENTS**

Open enrollment students may ride a Covington bus if they can get to an assigned bus stop. They will be allowed to ride the bus providing the student(s) do not overload the bus. In some cases, Covington busses travel roads that adjoin other school districts; therefore, this makes it possible to pick up open enrollment students living on the road which the bus travels.

## **PRE-SCHOOL AND KINDERGARTEN CHILDREN**

State law requires all school districts to pick up pre-school students at their homes regardless of where they live as long as they are in the Covington School District.

Kindergarten students must live in bussing areas in order to be eligible to ride a school bus.

When we transport pre-school or kindergarten student(s) home, the bus driver needs to see someone at the door before the student is permitted to leave the bus. If the driver does not see someone when they arrive, the student(s) will be taken back to the school.

Always make sure someone is home before the bus arrives. We cannot always be accurate on arrival times. On any given day the timing for a student's arrival at home can vary by several minutes. If student(s) do not ride home on the bus, this can cause early home arrival for other student(s).

## **STUDENT CONDUCT PROCEDURES**

Student behavior on the school bus is a very important safety element. Anytime a student distracts a school bus driver from his or her job there is potential for disaster. Our drivers have a huge responsibility. They are carrying the most precious cargo on earth, **YOUR CHILD(REN)**. Students are to conduct themselves in a manner that will not cause any distractions; they need to follow the bus rules and the bus driver's instructions.

Should there be a student behavioral issue on the school bus the parent/guardian is to report it to the School Bus Driver first, then if the issue is not corrected the parent/guardian is to report the incident to the Principal of the school the student or students attend.

The bus driver can submit a three-phase conduct report if necessary. If a conduct report is filed three times on the same student, that student could lose riding privileges and possible permanent removal from the school bus. The parent(s) or guardian(s) are notified when each phase occurs by mail or phone. The parent(s) or guardian(s) must sign the report and return it to the bus driver.

### **MEDICAL EMERGENCY PAPERS**

All bus drivers are required to have in their possession a medical emergency form for each child who may be riding the school bus and they are kept on the school bus.

### **BUS STOPS, CLOTHING AND CARRY-ON ARTICLES**

Student(s) may be required to walk up to ½ mile to a bus stop.

The school bus driver will assign a designated point of safety at the bus stop. Morning routes: the student(s) are to arrive at their point of safety five minutes before the school bus arrives. They are not to move toward the bus until the bus has come to a complete stop, the red lights are activated and the driver has given them the signal to board the school bus.

Afternoon routes: the student(s) are to follow the driver's instructions and go to their point of safety. The student(s) are to remain at their point of safety until the bus has pulled away approximately two full bus lengths from the bus stop.

The student(s) must not wear any clothing that may have a drawstring attached that could get caught and cause a possible choking hazard or a dragging situation.

Backpacks should not have any hanging items that could cause snagging on the bus resulting in a dangerous situation such as dragging the student.

Student(s) can only carry on items that can be held in their lap. Items NOT permitted are: glass items, guns, toy guns, knives, drugs, alcohol, tobacco, pets, insects and balls of any kind. Balls usually end up underneath the driver's feet because passing a ball from seat to seat is a huge temptation.

### **DELAYS, CLOSINGS, EARLY DISMISSAL**

We encourage all parent(s) and guardian(s) to have a back up plan in place in the event that Covington Schools find it necessary to have a delay, closing or early dismissal. The Superintendent will activate OneCallNow to relay the message of action to be taken.

The Transportation Administrator will call the news media. The information will be on several television and radio stations which include CH 7, CH 2, CH 22, CH 45, AM 1410, FM 88.5, FM 91.3, FM 92.9, FM 92.1, FM 102.9, and AM1570 WPTW. You can also check the [www.whiotv.com](http://www.whiotv.com) and [www.wdtn.com](http://www.wdtn.com) websites for school delays and closing information.

In the event that Covington Schools operates on a two hour delay, the p.m. kindergarten students and p.m.

pre-school students will be picked up starting at 12:40 p.m.

### **BUSSING TO DIFFERENT LOCATIONS**

The bus driver will not transport any student to a different location without a note from the parent(s) or guardian(s). We cannot transport any student to a different location if that student(s) overloads the bus. For example: if a student is having a birthday party and has invited several classmates and they want to ride the bus after school, this could very easily overload the bus - please contact the driver ahead of time to see if there is room available for the extra student(s).

### **BUS CAPACITY**

State law no longer allows school busses to haul children to the seating capacity. We have to judge by body size, for example, we may be able to put three small elementary students to a seat; however, a bus seat may only be able to fit two middle school and/or high school students because of their size. The State law allows 13-inch seating per student per seat.

### **ROUTES**

Covington Exempted Village Schools has eight scheduled bus routes:

- 1) **NORTHEAST ROUTE**
  
- 2) **NORTHWEST ROUTE**
  
- 3) **WEST CENTRAL ROUTE**
  
- 4) **EAST CENTRAL ROUTE**
  
- 5) **SOUTHEAST ROUTE**
  
- 6) **SOTUHWEST ROUTE**
  
- 7) **VAN ROUTE**

## **CONTACTS FOR ANY BUSSING CONCERNS**

If a parent(s) or guardian(s) has any bussing concerns about a driver, or dangers that they may observe please contact the following individual:

### **TRANSPORTATION ADMINISTRATOR**

David Larson  
937 473-2249  
Email: [larsond@covingtonk12.org](mailto:larsond@covingtonk12.org)

### **DRIVERS**

Dawn Boehringer  
Home phone 937-473-9835

Candy Ganger  
Home Phone 937-473-5230

Peggy Layman  
Home phone 937-473-2597

Rick Reck  
Home phone 937-448-2913

Shon Schaffer  
Home phone 937-473-5455

Kim Shell  
Home phone 937-473-2594

Kenneth Adams  
Home Phone 937-473-5109