

## **KINDERGARTEN / PRESCHOOL REGISTRATION ONLY**

### ***Reynoldsburg City Schools – Transportation Department***

7932 E. Main St.  
Reynoldsburg, OH 43068  
Director of Transportation

Phone: (614) 501-1041  
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Theresa Ritchie

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Dear Parent/Guardian of a Preschool and/or Kindergarten Student:

Riding a school bus can be an exciting experience for your child and your child's safety is our first priority. In order to keep this experience a positive one for everyone involved, I would like to inform you of an important transportation practice of which you may not be aware:

**After school, for preschool/kindergarten, a parent or another adult designated in writing on the attached form needs to be present at the bus stop in order for the child to be dropped off. If an authorized adult is not present, the bus driver will not allow your child to leave the bus! The first time an attempt is made to drop a child off at the designated stop and no authorized adult is present, the driver will retain the student on the bus and return to the child's stop at the end of their route. If there still is no authorized adult present on this second attempt, your child will be returned to his/her school. At such time, an incident report will be generated and the school and transportation department will keep this on file.**

Continual infractions of this policy on the part of the parent and/or adult designee will result in your child being directly returned to school and an additional incident report filed. Furthermore, proceedings will be instigated to determine whether or not your child will lose bus riding privileges.

Obviously, returning a child to school is a very unpleasant experience for everyone. Please help us avoid such action by being at the bus stop to receive your child. You may contact your school principal, to come up with an alternative plan, if there is a hardship, which makes complying with this policy impossible. It is the parent's responsibility to keep the alternate adult release form up-to-date.

We appreciate your consistent cooperation in this matter. Your child is important to us and we hope to make his or her first experience on the school bus a safe and enjoyable one. Please sign below to let us know you have received this letter.

Sincerely,

**Theresa Ritchie**

Director of Transportation

**Please keep this page for your records**



# REYNOLDSBURG CITY SCHOOLS RULES AND REGULATIONS FOR BUS RIDERS

## BEFORE THE BUS ARRIVES

1. Leave home on time each day.
2. Walk facing traffic if there are no sidewalks.
3. **Arrive at your regular pick-up spot five minutes before the bus.**
4. Wait off the roadway, not in the street.
5. Stay off lawns, and avoid horseplay, scuffling, and fighting.

## BOARDING THE BUS

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrail.

## CONDUCT ON THE BUS

1. Follow the directions of the driver, including seat assignment, if given.
2. Walk to your seat sit down and remain seated. Do not stand or move around while the bus is moving. No one is permitted to save a seat for another.
3. Sit three to a seat, if necessary, and be careful not to block aisles.
4. Do not talk to the bus driver unless it is an emergency.  
(Drivers need to keep their minds on driving and their eyes on the road).
5. Talk quietly so that the driver can hear traffic sounds.
6. Keep arms, feet, book bags, and school books out of the aisles.
7. Do not open or close windows, except when requested by the driver.
8. Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
9. Profane language and yelling are not permitted.
10. Eating is not permitted on the bus.
11. Smoking is not permitted on the bus. Do not light matches or lighters on the bus.
12. Do not deface or litter the bus; use waste baskets.
13. Do not tamper with the safety device or any other equipment.
14. Band instruments and other items that can be carried by the student without taking up room of another student on a crowded bus, or blocking the center aisle, may be carried on the bus. When there is a difference in the point of view of the student, band director, and driver, the Superintendent designee of the school shall make the determination.
15. Students are not permitted to use cellphones while riding the bus.

## LEAVING THE BUS

1. Get off only at your assigned stop and go directly home.
2. Do not leave your seat until the bus comes to a full stop.
3. Take your turn; do not crowd in front of others.
4. Use the handrails and watch your step.
5. Look both ways, and check for turning cars before you cross the street. **Cross on signal by the bus driver.**

## IN CASES OF EMERGENCY OR WHEN THE DRIVER MUST LEAVE THE BUS

1. Stay seated and remain quiet.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.
4. Be ready to follow the instructions of the driver or police officer.

**NOTE: Violation of the above rules and regulations  
may result in suspension of transportation.**