

## **Policies & Procedures**

The pupil transportation system for Imagine Schools is operated under State and Local policies and guidelines established by the Ohio State Department of Education. The Transportation Services Department emphasizes the following policies for parental information:

- School bus transportation is provided for Imagine Columbus Primary Academy students who have completed a request for transportation form, provided a proof of residency, have provided emergency contacts and signed off on all the policies and procedures.
- Pupils may not ride buses other than those to which they are regularly assigned, without approval by the Principal, following a written request by the parent. These requests shall be approved for emergency situations only.
- All pupils who are eligible shall be provided transportation to attend the school within their appropriate attendance area.
- One stop location shall be allowed for each transported student. Exceptions will be made only in case of an emergency or when an extenuating circumstance exists and shall be approved by the Principal.
- Pupils should be at the bus stop 5 minutes before pick up time and remain 10 minutes after the scheduled pick-up time.
- Parents are responsible for the supervision of all kindergarten and first grade students while walking to or from school or while walking to, from, or waiting at the bus stop.
- A pupil who damages the school bus in any manner shall be denied the privilege of riding a bus. Suspension of riding privileges shall be authorized by the Principal. Riding privileges may be restored to the pupil after restitution has been made.
- Pupils shall not bring the following items on board the bus without prior approval by the bus driver: large musical instruments or bulky items. Live insects or animals shall not be permitted on the school bus.
- No food, candy, snacks or beverages except bottled water with a closed lid are allowed on the bus.