

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0608 (VH)
Effective Date: 03-01-01
Person Responsible: Health & Safety Coordinator

Subject: Transportation Safety Information for Parents/Caregivers/Students/Staff
Last Revision: 04-20-22

Approvals/Date:

Superintendent, WCBDD Date Department Director Date

Brent Urban 4/22/22

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| 1. Annual safety training shall be provided for all students being transported by the Wood County Board of Developmental Disabilities, as appropriate. |
| 2. Information regarding transportation safety training shall be communicated at least annually to parents, families, caregivers and students. |
| 3. Parents, families, and caregivers shall receive printed information, which will be the responsibility of each recipient to review with the individual served. Any questions shall be directed to the Bus Transportation Supervisor. |
| 4. The information contained shall include but not be limited to: emergency procedures, contact phone numbers, delay and closing notification, rules for vehicle passengers, loading and unloading procedures. |
| 5. Annual safety training information for students being transported by the Wood County Board of Developmental Disabilities will be mailed to their residence within the 1 st two weeks of the start of regular school year at least annually. Documentation of the mailing of this safety training information will be maintained by the Transportation Department. Passengers added to transportation service after the first two weeks of school will receive this information within two weeks of beginning service. |
| 6. Staff will receive training in passenger safety including wheelchair securement, seating capacity and proper use of car seats, restraints and quick release mechanisms. This training will be reinforced and updated ongoing through in-services and regular staff meetings. |

References: OAC 3301:83-08 and 09
OAC 5123:2-1-03
OAC 5123:2-9-18

Attachment: Appendix A – ODE 3301-83-08

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SAFE RIDING PRACTICES
(According to ODE Code 3301-83-08)

- **Riders should be ready for the bus to arrive 15 minutes prior to scheduled arrival time.**
- **If rider is not able to be left without supervision, that supervision should be at the stop 15 minutes prior to the scheduled arrival time.**
- **Riders should wait in safe location away from the bus stop.**
- **All riders will have assigned seats and must go directly to it.**
- **Riders must remain seated with their seat belt fastened.**
- **Riders must follow instructions given by transportation staff.**
- **No eating or drinking in the vehicles.**
- **The use of any tobacco products or possession of alcohol or drugs is prohibited.**
Prescription medication **MUST** be given to transportation personnel at time of boarding vehicle.
- **Responsible conduct is expected at all times.**
Examples of irresponsible behavior may include but is not limited to: yelling, fighting, swearing, using vulgar language/gestures or not following the instructions of transportation staff.
- **Riders must not pass or throw objects on, from or into the vehicle.**
- **Only items that can be held in your lap should be brought on the vehicle.**
Any additional items must be kept in a secure area which may include exterior compartment or designated place in vehicle.
- **Rider's head, arms and legs must remain inside the vehicle at all times.**
- **No rider will be picked up or dropped off at a location other than the one designated without prior notification and approval from **Health & Safety** Coordinator or designee.**
- **All riders must be quiet prior to and during the vehicle crossing a railroad grade crossing.**
- **Riders must not interfere with any transportation equipment (ie: car seats, wheelchair securement, seatbelts, harness clips, etc.)**