

Liberty-Benton Local School District Student Transportation Handbook 2025-2026



9190 County Road 9
419-422-9249

<https://www.liberty-benton.org>
transportation@liberty-benton.org

Welcome to Liberty-Benton Transportation

Our school district provides transportation to all students living within the school district boundaries. The intent and purpose of the Board of Education policies and procedures is to provide safe, reliable and efficient transportation service to all eligible students. The overall rules and laws for the transportation of students are covered by the Ohio Student Transportation Operation and Safety Rules and are adopted by the Ohio Department of Education.

This handbook contains information pertaining to the service level and guidelines regarding student transportation. Please keep this handbook available for future reference during the school year. If you have any questions, please contact the transportation department at 419-422-9249.

All students who utilize Liberty-Benton Transportation must follow the rules established by the State of Ohio and the Liberty-Benton Board of Education.

Any misbehavior that distracts the driver is a
very serious hazard
that jeopardizes the safety of all passengers.



Rules while riding the school bus

Liberty-Benton Local School District has an established code of conduct for students being transported on a school bus. These rules are necessary to maintain discipline and safety. The school staff and bus drivers will ensure that all students understand these safety rules. The bus drivers are responsible for maintaining discipline on the buses and that all students comply with these rules. In addition to the school's Student Code of Conduct, the following rules apply when students are riding the bus:

SCHOOL BUS SAFETY RULES

- students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- students must wait in a location clear of traffic and away from the bus stop at the “designated point of safety”.
- students shall not damage property while at the bus stop
- students must go directly to their assigned seat.
- students must remain seated, keeping aisles and exits clear.
- students must observe classroom conduct rules and obey the driver promptly and respectfully.
- students may not use any verbal or physical threats to bully other students on the bus.
- students must not use profane language.
- students must refrain from eating and drinking on the bus except as required for medical reasons.
- students must not use tobacco or vapes on the bus.
- students must not have alcohol or drugs in their possession on the bus.
- students must not throw or pass objects on, from or into the bus.
- students may only carry on the bus objects that can be held in their laps.
- students must leave or board the bus at locations to which they have been assigned unless they have parental, administrative and transportation office authorization to do otherwise.
- students must keep their head and arms inside the bus windows.

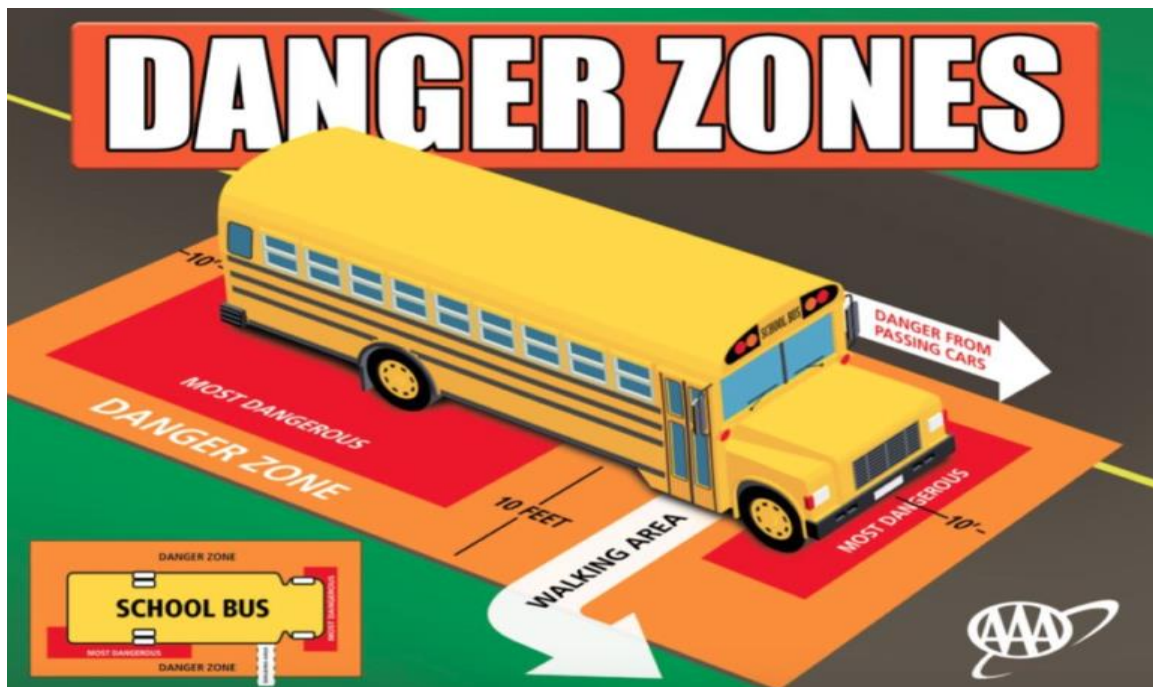
Students Safe Road Crossing Rules

Always watch the bus driver's hand signal when crossing the road. The bus driver teaches the following steps for drop off:

- "Walk 10 steps or more along the side of the roadway to the front of the bus and wait there for my hand signal."
- "When I drop my hand, I want you to walk to the center of the road (traffic edge) and stop there to check traffic on your own before crossing."
- "If it is safe, go directly to your place of safety. I want you to remain there until the bus leaves."
- "If I blow the horn, that means danger. Look for the danger, re-check traffic, if you see nothing, look back to me for further instructions."

For student pick up:

- The driver will signal that it is safe to cross by dropping their raised hand. Students must perform their own traffic check prior to crossing the road. Students must not approach the bus until signaled to do so by the driver.



The "**Danger Zone**" is the area on all sides of the bus where children are in the most danger of not being seen by the driver (ten feet in front of the bus where the driver may be too high to see a child, ten feet on either side of the bus where a child may be in the driver's blind spot, and the area behind the bus).



If you CAN see the driver's eyes, the driver CAN see you!

ELECTRONIC DEVICES

Middle school and high school students may use electronic devices, such as cell phones or tablets, as long as they are used silently so as not to distract the driver. Headphones may be worn but only in one ear so that students can still hear instructions from the driver. Sound from headphones must not be loud enough to be heard by other students, and may NEVER be worn getting on and off the bus.

ELEMENTARY STUDENTS ARE NOT PERMITTED TO USE ELECTRONIC DEVICES ON THE BUS.

BUS DISCIPLINE PROCEDURE

The following procedures will be followed by the bus drivers and school staff in maintaining discipline on the buses:

Bus drivers will give verbal warnings to the student for minor infractions of the bus rules. The driver may move seats or talk with parents.

Repetition of minor infractions or a major incident will result in the school disciplining the student appropriately.

Upon the recommendation of the bus driver, the principal may assign after school detention or suspend transportation privileges.



Preschool thru First Grade Students

Please note that we must see a parent or designated adult, in order to release your preschool, kindergarten, or first grade student(s) at their designated bus stop. Please be at the stop at least 5 minutes before your drop off time. If no one is present, the student will remain on the bus and be returned to the school to be picked up by the parent.

Temporary Emergency Change

ONLY after authorization has been given by the Transportation Office may a student ride an alternate bus to or from home. Emergency changes cannot be used as an alternate drop-off location on a regular basis. There must be room on the bus for additional riders before authorization will be granted.

- There must be a note sent to the office from a parent or guardian of the student.

Open Enrollment

The parent(s)/guardian(s) of open enrolled students, shall provide transportation for their child(ren) to and from Liberty-Benton. Accommodations may be made at an existing bus stop in the LB district if the bus designated for that stop has availability. Please contact the transportation office for additional information.

Safety Training

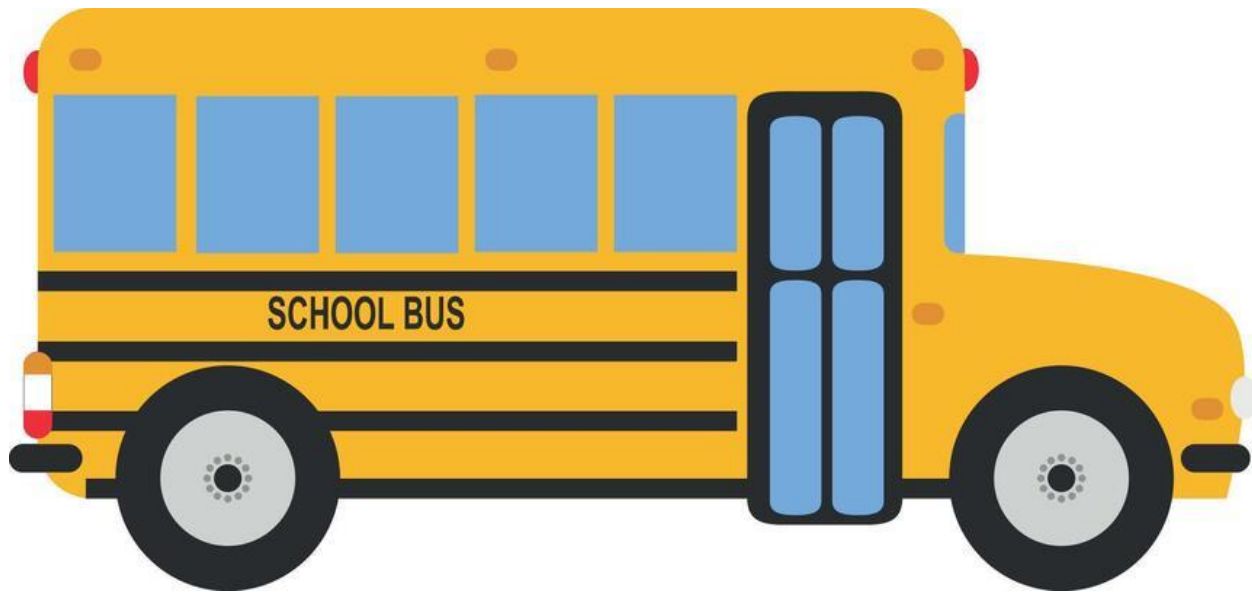
At the beginning of each school year all elementary students participate in school bus safety training, even if they do not regularly ride the bus. They are taught the danger zone, rules for a safe ride, railroad crossing etiquette, and evacuation procedures.



Bus Evacuation Drills

The school district will conduct bus evacuation drills on bus routes within the first two months of school. The drills will take place on school grounds during the morning commute to school. Teaching students bus safety is an important part of your child's safe ride on the bus. Your encouragement and help with your child's understanding of the rules and what to anticipate on the bus will greatly help our drivers to provide the safest possible commute.





Hope to have a great year!
Your Liberty-Benton Transportation Team

Bus #2 -
Bus #3 - Gary Altman
Bus #6 - Jan Powell
Bus #7 - Ron Pahl
Bus #9 - Judy Long
Bus #10 -
Bus #11 - Melissa Kern
Bus #12 - Korrie Otto
Bus #14 - Jen Breitigam
Bus #15 - Albert Maag
Bus #17 - Marsha Desgranges

Contact Us:	transportation@liberty-benton.org
Office Phone:	419-422-9249
Director of Operations:	Luke Siefring