NORTHWEST OHIO ESC

Providing Quality Services
Building Valued Partnerships

Bus
&
Vehicles Other Than School Buses

Driver Handbook

2026-2027

Adopted 7/28/26

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Providing Quality Services
Building Valued Partnerships

Transportation is a vital part of student education at the Northwest Ohio Educational Service Center (NwOESC). The operation of the transportation system shall be in accordance with the rules and regulations established by the State of Ohio and the NwOESC Superintendent, with the approval of the NwOESC Board of Education. The NwOESC makes every effort to provide safe transportation for students in all grade levels.

The job of a school bus and van driver involves both dignity and responsibility. Drivers have the opportunity to be an ambassador of good public relations and an example for their passengers to model. The continual training of bus drivers and van drivers assures that the NwOESC is dedicated to providing safe transportation for all students.

This handbook is meant to supplement as local guidance the rules and regulations defined in the Ohio Pupil Transportation Operation and Safety Rules, Ohio Administrative Code (OAC), and NwOESC policies and administrative guidelines. This handbook details the roles and responsibilities for drivers and those overseeing transportation for the NwOESC.

Authorized Vehicles: The only vehicles, other than school buses, approved to transport students include those originally designed and constructed at the factory for nine or fewer passengers, not including the driver. More information on these vehicles can be found in OAC 3301.83-19 (C). For brevity and readability, the vehicles will be referred to throughout this handbook as “vans” and the operators as “van drivers.” Examples of these vehicles include passenger cars, sedans, SUV’s, or any of the smaller vans that were originally designed for nine passengers or fewer, not including the driver. It is important to note that vehicle capacity cannot be changed by removal of seats.

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2.1 IMPORTANT CONTACTS

NwOESC Superintendent Kerri Weir	Office 567.444.4800; x4795 Cell 419.439.8666 kerri.weir@nwoesc.org	*General oversight on NwOESC transportation, including IEC*
NwOESC Treasurer/CFO Abby Lorenzen	Office 567.444.4800; x4797 Cell 419.906.3801 abby.lorenzen@nwoesc.org	*Accident insurance tracking and reporting to BMV; billing for drug/alcohol screening*
NwOESC Director of Special Education Jill Gilliland	Office 567.444.4800; x4796 Cell 419.438.4091 jill.gilliland@nwoesc.org	*Oversight of NwOESC special education programming, including IEC*
NwOESC Director of Technology and Operations Chad Rex	Office 567.444.4800; x4816 Cell 419.318.7173 chad.rex@nwoesc.org	*Oversight of NwOESC Technology and Operations*
NwOESC Building Maintenance Tech/Transportation Supervisor Larry Davis	Office 567.444.4800; x4817 Cell 419.438.4086 larry.davis@nwoesc.org	*Driving evaluations; ESC vans: compliance procedures, inspection logs, pre-trip forms, travel log, repair/maintenance*
NwOESC Transportation Assistant Pat Turpening	Office 567.444.4800; x4771 pat.turpening@nwoesc.org	*Staff records/certification, in-service, handbook*
IEC Principal Jestine Curry	Office 567.444.4825; x2 567.444.4800; x4677 Cell 419.966.0465 jestine.curry@nwoesc.org	*Supervision of IEC programming; route changes; key communicator serving as liaison for IEC to ESC main office*
IEC Administrative Assistant Tracy Zeedyk	Office 567.444.4825 tracy.zeedyk@nwoesc.org	*Main contact for IEC transportation troubleshooting*
21st Century Program Coordinator Annette Rosebrock	Office 567.444.4800; x4859 annette.rosebrock@nwoesc.org	*21st Century programming liaison to ESC main office*

3.1 SEMI-ANNUAL MULTI-POINT INSPECTIONS

School buses and vans are scheduled at least twice per year, between July 1st and June 30th, for multi-point inspections with a qualified mechanic. The most current version of the Semi-Annual Multi-Point Inspection Tracking Log will be maintained by the NwOESC Building Maintenance Tech/Transportation Supervisor**.** Records of semi-annual multi-point inspections, oil changes, as-needed repairs and maintenance checks for all vehicles will be maintained on file by the NwOESC Building Maintenance Tech/Transportation Supervisor

4.1 PRE-TRIP INSPECTION AND TRAVEL LOG FORMS

The pre-trip inspection is required of all school bus and van drivers employed by the NwOESC before operating any vehicle transporting students (O.A.C. 3301-83-11b). School bus and van drivers should possess a strong knowledge of the bus or van they drive on a regular basis.

The pre-trip inspection form is outlined and required by the Ohio Department of Education and Workforce (ODEW) and must be completed before leaving storage and before picking up passengers, each day. Obtain the form at the link provided in Section 14.1. It is the driver's responsibility to complete each pre-trip inspection and initial the pre-trip form.

Completed forms in which no issues are noted are to be submitted weekly via drop-off, email, fax, or mail to the NwOESC Building Maintenance Tech/Transportation Supervisor**.**

Pre-trip inspection forms will be retained for a minimum of one year after the end of the school year.

The travel log form documents miles driven daily per vehicle. Each trip is to be recorded with the start and end odometer reading. Obtain the travel log form at the link provided in Section 14.1.

4.2 REPORTING CONCERNS VIA PRE-TRIP FORM

Any malfunction/problem with a bus or van should be noted on the pre-trip form and a maintenance request submitted through the NwOESC ticketing system as soon as possible. Call Brett's Towing & Roadside, as needed, for immediate roadside assistance. These issues should be additionally and immediately alerted same day via phone, to the NwOESC Building Maintenance Tech/Transportation Supervisor and, as always, noted on the pre-trip form. Concerns will be assessed with respect to their urgency level. For example, issues such as a broken window or malfunctions with a taillight, blinker or hazard lights will be taken care of as soon as possible. All other concerns will consider availability of a backup van and previously scheduled maintenance appointments.

5.1 VEHICLE MAINTENANCE (OAC 3301-83-22)

School buses and other vehicles used to transport school children shall be maintained in safe operating condition through a systematic preventative maintenance program. All school buses being used for pupil transportation must be presented to the Ohio department of public safety for inspection and shall not be operated with students on board without a current inspection sticker signifying that they have passed such inspection. The Ohio state highway patrol shall be notified within forty-eight hours of any school buses involved in motor vehicle accidents.

5.2 CAR WASH AND WAX

The NwOESC Building Maintenance Tech/Transportation Supervisor will coordinate annual detailing and routine cleaning of vehicles.

5.3 REPAIRS (OAC 3301-83-22)

For regular oil changes, semi-annual multi-point inspections, and evaluation/repair of items reported on a pre-trip inspection form buses and vans will be taken, as arranged by the applicable Building Maintenance Tech, to one of the following certified mechanics:

Terry Henricks Ford* (Ford vans only)
904 Stryker St.
Archbold, OH 43502
Ph: (419) 445-7460

Terry Henricks Chrysler-Dodge-Jeep-Ram* (Chrysler vans only)
1935 S. Defiance St.
Archbold, OH 43502
Ph: (419) 550-4722

**All Terry Henricks mechanics are ASE (Auto Service Excellence) Certified*

Northeastern Local Schools – Tinora (Bus only)
Corey Maassel – Bus Mechanic
419-579-0463

Defiance Truck Sales & Service (Bus only)
1100 Carpenter Rd.
Defiance, OH 43512
Ph: (419) 784-5563

5.4 ROADSIDE ASSISTANCE & LOCKOUT SERVICES

If situation requires towing or immediate roadside assistance, contact:

Brett's Towing & Roadside
14149 Co. Rd. J
Napoleon, OH 43545
Ph: (567) 264-4075

5.5 ADDITIONAL TOWING SERVICES

John's Towing *(Covers all four counties)
544 Commerce Drive
Bryan, OH 43506
Ph: (419) 636-5567

21799 St. Rt. 66
Defiance, OH 43512
Ph: (419) 782-8778

Lima Big Daddy's Towing *(Only for buses needing to be towed)
Lima, OH 43504
Ph: (419) 228-2286

6.1 ACCIDENT PROCEDURES (OAC 3301-83-15)

Once the driver has followed appropriate accident procedures as described by ODE:

If in the case of an emergency or accident involving NwOESC drivers, evaluate the need for medical assistance, evacuate students to a safe area if necessary, and contact as soon as possible:

1. Law Enforcement (Police/Sheriff) – to obtain an accident report.
2. Brett's Towing & Roadside (for vans) John's Towing (for buses) – for towing, if needed.
3. NwOESC Building Maintenance Tech/Transportation Supervisor – to help with protocol for drug/alcohol testing; to obtain crash report from authorities; to contact towing/roadside assistance, if needed; and to contact NwOESC Superintendent and CFO (to alert overall, for insurance purposes and any necessary reporting to the BMV) and respective program area leader, i.e. Special Ed Director or 21st Century Coordinator (to assess additional communication needs).
4. Should the NwOESC Building Maintenance Tech/Transportation Supervisor be unavailable for any reason, please contact as a backup the Director of Technology and Operations (567.444.4800; x4816).

If in the case of an emergency or accident involving IEC drivers, evaluate the need for medical assistance, evacuate students to a safe area if necessary, and contact as soon as possible:

1. Law Enforcement (Police/Sheriff) – to obtain an accident report.
2. Brett's Towing and Roadside (for vans) John's Towing (for buses) – for towing, if needed.
3. The IEC Administrative Assistant – to notify and, if necessary, handle parent communication and work through vehicle needs. The Secretary will in turn inform the IEC Principal, Head Teacher, and NwOESC Building Maintenance Tech/Transportation Supervisor**.**
4. The IEC Secretary/Administration should also contact the NwOESC Superintendent and CFO to alert overall and for insurance purposes and any necessary reporting to the BMV.
5. NwOESC Building Maintenance Tech/Transportation Supervisor will help with protocol for drug/alcohol testing and other reporting.
6. Should the NwOESC Building Maintenance Tech/Transportation Supervisor be unavailable for any reason, please contact as a backup the Director of Technology and Operations (567.444.4800; x4816).

7.1 SUPERVISOR SUPPORT & TROUBLESHOOTING

Available transportation team member support includes everyone listed under Important Contacts (2.1), including drivers' direct supervisor. Each team member should be aware of the procedures listed in this handbook, including regulations outlined by ODEW, OAC, and the NwOESC as listed in Resources (12.1).

8.1 STUDENT DISCIPLINE

Drivers are encouraged to handle minor infractions using de-escalation techniques. If the student's behavior does not improve, the driver's supervisor and/or student's classroom teacher should be notified, whichever is relevant.

9.1 REPORTING DRIVER CITATIONS

Drivers are responsible to report, in writing, to the NwOESC Building Maintenance Tech/Transportation Supervisor any citations received during the year as per current policy.

10.1 ALCOHOL AND DRUG SCREENINGS

RANDOMIZED: All NwOESC drivers (bus and van), including subs, will participate in randomized selection for Drug and Alcohol screenings, which takes place quarterly. Names of all participants will be supplied to the Defiance Work-Med Clinic for alcohol breathalyzer testing, drug urinalysis, or both. The NwOESC Building Maintenance Tech/Transportation Supervisor will notify those drawn via phone and/or email. The driver must report to the Defiance Work-Med Clinic for screening within 24 hours of notification.

FMCSA CLEARINGHOUSE (bus drivers only): The NwOESC is required to conduct annual queries of bus drivers via the FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about a driver exists in the database.

POST-ACCIDENT: Any time a school bus or van is involved in an accident, no matter how minor, they are required to report immediately (or as soon as is practical after the accident) to the Defiance Work-Med Clinic for alcohol breathalyzer and drug urinalysis screening.

REASONABLE SUSPICION: The NwOESC reserves the right to send bus or van drivers for alcohol breathalyzer and/or drug urinalysis screening to be performed immediately upon reasonable suspicion at Defiance Work-Med Clinic.

Mercy Health Occupational Health Services
1400 E. 2nd St.
Defiance, OH 43512
(419) 783-3312

11.1 RULES RELATED TO VEHICLES AND REQUIRED DRILLS

Notable NwOESC Rules:

- ag8605 Bus Safety Procedures
- ag8615 Anti-Idling and Smart Driving Procedures
- ag8650 Transportation by Alternative Vehicles
- ag8660 Incidental Transportation of Students By Private Vehicle

- p04162 Drug and Alcohol Testing of CDL License Holders Who Perform Safety-Sensitive Functions and Are Subject To DOT Testing
- p04162.01 Drug and Alcohol Testing of Employees Without CDL Licenses Who Transport Students In Alternative Vehicles (Non-DOT Testing)
- p08442 Reporting Accidents
- p08600.04 Bus and Alternative Vehicle Driver Certification
- p08640 Transportation for Non-Routine Trips
- p08650 Transportation by Alternative Vehicles
- p08660 Incidental Transportation of Students by Private Vehicle

Notable Ohio Administrative Code (OAC) Rules

- 3301-83-10 Personnel Training Program
- 3301-83-14 Records and Reports
- 3301-83-15 Emergency and Evacuation Procedures
- 3301-83-18 Passenger Capacity
- 3301-83-19 Authorized Vehicles for Transportation of Pupils to and from School and School-Related Events
- 3301-83-20 General Rules
- 3301-83-22 Vehicle Maintenance

12.1 RESOURCES

- **NwOESC Policies**
  https://www.nwoesc.org/PoliciesHandbooks
- **Ohio Administrative Code**
  https://codes.ohio.gov/ohio-administrative-code
- **ODEW School Transportation**
  https://education.ohio.gov/Topics/Finance-and-Funding/School-Transportation

- **ODEW Ohio Laws and Administrative Rules for Pupil Transportation**
  https://education.ohio.gov/Topics/Finance-and-Funding/School-Transportation/Transportation-Rules-and-Regulations

- **OSBA Virtual Transportation Supervisor Program Information**
  https://www.ohioschoolboards.org/virtual-transportation-supervisor-vts-program-information

- **OSBA School Bus Standards and Inspection**
  https://www.ohioschoolboards.org/school-bus-standards

- **ODH School Bus Pandemic Safety Protocols**
  https://content.govdelivery.com/attachments/OHED/2021/04/02/file_attachments/1743052/Tri-Fold%20Bus%20Safety%283-31-2021%29A.pdf

13.1 ADMINISTRATIVE GUIDELINE 8605 - BUS SAFETY PROCEDURES

Proper transportation of students is a matter of continuing concern, and it is imperative that all staff members associated with student transportation adhere to the following guidelines that are designed to maximize the safety of students.

A. Each driver must maintain effective communications with the supervisor at all times and particularly when s/he encounters any situation that is out of the ordinary.

B. Each driver is to carry in the bus a copy of the completed emergency medical authorization for each student rider.

C. Cellular telephones, including hands-free and wireless devices, whether provided by the Board as equipment on the bus or personally owned by a bus driver, shall not be used by the driver while the vehicle is in motion or while the driver is supervising the loading or unloading of students, except in cases of extreme emergency.

D. At the completion of each bus run, the driver must conduct a complete walk-through of the bus to verify that no student remains on the vehicle.

E. The supervisor shall maintain a record of each student rider for ready reference whenever a question arises about a student. Such a record shall include name, address, telephone number, name and location of contact person, the bus driver's name and the number of the bus the student rides. This record shall also contain confidential information regarding physical and/or mental characteristics of the student that require special attention.

F. In addition:
   1. The Superintendent *(delegated to Transportation Supervisor)* - verify that each bus driver's records of qualifications and certification are up-to-date and on file in the Superintendent's office with a physician's certificate that the bus driver has passed an annual physical;

2. The Superintendent *(delegated to Applicable Building Maintenance Technicians)* - verify compliance with all Department of Education safety specifications for school buses as well as statutory requirements for first-aid kits, fire extinguishers, traffic flares, and other safety features;

Evacuation of Bus

The following procedures are to be followed when evacuating the school bus.

A. Stop bus, if not already stopped, off the road and out of the mainstream of traffic, if possible.

B. Put on emergency flasher lights and immediately issue orders as to which exit is to be used.

C. Maintain calm and direct students to "walk - not run", not to take books, lunch boxes, etc., and to be careful when disembarking.

D. Send someone or call for help after making sure that all students are evacuated.

E. Form students into a group at least 100 feet from the bus and as far away from traffic as feasible.

F. Check bus list to verify all students are accounted for and are in good condition.

G. Emergency evacuation of disabled students may require modification of the above procedures.

Evacuation Drills

The supervisor shall organize and conduct three (3) emergency exit drills for all students who ride school buses to and from school.

A. Each of the following three (3) emergency procedures shall be conducted at least once annually:

1. everyone exits through the front entrance door;

2. everyone exits through the rear emergency door; and

3. front half exits through the front door and rear half exits through the rear door.

B. All drills shall be arranged and scheduled by the supervisor. School bus drivers will conduct the drill sessions.

C. Drills shall be held on school property when possible and not on the bus route.

D. The driver shall stay in the bus during evacuation drills. The parking brake must be set, ignition turned off, and transmission in gear or park.

E. Children shall not take lunch boxes, books, etc., when they leave the bus.

F. Students shall assemble at a distance of at least 100 feet from the bus in an "emergency drill" and remain there until given further directions.

G. The driver shall report to the supervisor that a drill has been conducted.

Accidents

A. In the event of an accident involving the bus, the bus driver shall:

1. evaluate the need for medical assistance;

2. if necessary, evacuate the students to a safe area away from the scene of the accident;

3. **See Bus and Van Driver Handbook Section 6.1 for detailed direction on further contacts needed.**

B. In the event of a serious accident, the procedures stipulated by the local law enforcement agency shall be followed.

Railroad Grade Crossings

A. General

1. The driver of any school bus or van, with or without passengers, shall operate the vehicle in a safe manner while approaching and stopping at a railroad crossing and verify that the necessary precautions are taken to see and hear any trains.

2. The driver shall cross the railroad tracks only after complying with the procedures set forth in paragraph D below.

3. After a train has passed the crossing, the driver shall not drive the bus or van onto any tracks until the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.

4. Crossing when flashing or audible signals malfunction is **only** permitted when done in accordance with R.C. 4511.62. Specifically, a driver may cross if signaled by a law enforcement officer or flag person that it is permissible to cross.

5. The bus driver must never assume that automatic signals or other devices are completely reliable.

B. Weather conditions - during wet, stormy, or foggy weather, before placing part of the bus on the tracks, the driver must know that the crossing can be made in safety.

C. Behavior of passengers at railroad crossings - when any school bus or van is stopped for any railroad track, all passengers must be silent until the crossing is completed. A signal for silence shall be given by the school bus or van driver approximately 300 feet from the crossing.

D. School bus railroad crossing procedures:

1. Traffic checks shall be made upon the approach to the railroad crossing so that the driver can observe traffic and reduce speed far enough in advance of the stop to avoid trapping other motorists in panic stops or rear-end collisions with the bus. On multiple roadways, all stops must be made in the far-right lane whenever possible and practical.

2. At approximately 300 feet from the railroad crossing, the driver must signal the passengers for silence, turn off radios and other noisy equipment (fans, etc.), turn off the warning lamp master switch if necessary, and actuate the strobe light, if available and if conditions warrant. Radios and other noisy equipment shall remain off until the bus has cleared the railroad crossing.

3. Actuate the hazard lights at least 100 feet from the railroad crossing, unless prohibited by local ordinance. No other signs or signals, except the strobe light, will be actuated from the bus while stopped or stopping at the railroad crossing.

4. For improved vision and hearing, open the driver's window (at the driver's left) just prior to stopping.

5. Stop the bus or van within fifty (50) feet and not less than fifteen (15) feet from the nearest rail. Set the parking brake.

6. Shift the gear lever into neutral. This applies to buses with either standard or automatic transmission.

7. Open the service door and look and listen not less than twice in both directions for an approaching train, engines, or train cars.

8. Shift into the proper gear when the crossing can be made safely and there is sufficient space on the other side of the railroad crossing.

9. Close the door, continue to look for trains, engines, or train cars in hazardous proximity of the bus, and listen for any audible signals.

10. Release parking brake and proceed across the railroad crossing when safe to do so. Do not shift gears while crossing.

11. When the bus has safely cleared the last rail and is approximately fifty (50) feet from the crossing:

    a. turn off the hazard lights and strobe light;

b. close window, if desired;

c. turn on warning lamp master switch and heater fans, if needed;

d. turn on radios.

E. Traffic checks shall be made to identify any hazards by motorists trying to pass the bus while completing the railroad crossing.

F. Stop exemptions granted by the Public Utilities Commission of Ohio

1. While the driver of a bus or other school vehicle is required to stop at any and all railroad crossings, such requirement does not apply to an "exempt crossing" where the Public Utilities Commission of Ohio (PUCO) has granted a stop exemption authorizing and approving school buses and other school vehicles to cross the tracks without making the required stop at the railroad crossing.

2. However, irrespective of whether a railroad crossing is designated as an exempt crossing, a driver of a bus or other school vehicle is required to stop at such railroad crossing when warning lights are activated and/or when trains are operated over the railroad crossing.

3. An exempt crossing is effective only when appropriate signs giving notice of the stop exemption are erected at the crossing.

Tornado

In the event of a tornado sighting or warning, the bus driver shall:

A. contact the supervisor's office **(or appropriate contact per Bus and Van Driver Handbook)**;

B. pull the bus off the roadway;

C. evacuate the bus;

D. bring the first aid kit;

E. take students to the nearest building, if possible;

F. if in the open, take the students to a ditch, ravine, or embankment which is at least 200 feet from the bus;

G. instruct students to lie down on their knees with their hands clasped behind their heads;

H. once the danger is past, assess students for any needed medical attention;

I. contact the supervisor **(or appropriate contact per Bus and Van Driver Handbook)** as soon as possible.

Bus Breakdown

In the event of a bus breakdown, the bus driver shall:

A. move the bus off the roadway, if possible;

B. notify the Supervisor **(or appropriate contact per Bus and Van Driver Handbook),** who shall arrange for another bus to transport the students;

C. evacuate the students to a safe area, if necessary;

D. stay close to the scene until assistance arrives;

E. assist in transferring students to the backup bus;

F. See Bus and Van Driver Handbook for detailed contact information.

Dangerous and Illegal Weapons

The safety of students and staff is of paramount importance, and control of dangerous and/or illegal weapons is a particularly sensitive and critical responsibility. No weapon or other device that poses a danger to anyone in the vehicle shall be permitted. If a staff member discovers such a weapon or device, s/he should take the following actions:

A. Call for help immediately.

B. Isolate the student, if possible, and if necessary, evacuate the bus.

C. Avoid attempts to disarm the student unless the situation appears to be life-threatening.

Quelling a Disturbance

If, during a bus trip, any students become unruly or two (2) or more students become involved in a fight or create a disturbance, the driver should:

A. Stop the bus and command the students to stop the disturbance and sit properly in their seats.

B. Not attempt to use physical force to quell the disturbance or dispossess students of any weapon or threatening object unless assured that such action is likely to be successful and not endanger the other students or the driver.

C. If the students do not obey, drive the bus to a safe area while notifying the supervisor and the local law enforcement of the disturbance and request assistance.

D. If the disturbance is or may be jeopardizing the safety and well-being of the other students, evacuate all uninvolved students from the bus using the standard evacuation procedure.

E. Not discharge an unruly student from the bus other than at his/her regular bus stop, a law enforcement agency, or a Center, school and only then, if an official at that location or the parent(s) takes custody of the student(s).

F. Make a full report of the disturbance to the supervisor upon completion of the trip.

Fueling

The following procedures are to be followed when fueling the school bus:

A. The bus shall not be fueled while the engine is running.

B. Smoking shall not be permitted on the school bus or while fueling.

C. Students shall not be on board while the bus is being fueled.

D. Cell phones shall not be used while the bus is being fueled.

14.1 - po8462 - STUDENT ABUSE AND NEGLECT

The Governing Board is concerned with the physical and mental well-being of the students of this Educational Service Center and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with their position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

A staff member shall immediately call the Children's Services Board or the appropriate local law enforcement agency. S/He shall also notify the appropriate administrator of the Center's Reporting Procedure for Student Abuse or Neglect. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency, even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

Each Director should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged,

should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency, even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with the law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6, and also will provide developmentally appropriate instruction in child sexual abuse prevention to all students in grades K-6. Instruction for students in grades seven (7) through twelve (12) will include developmentally appropriate instruction in sexual violence prevention education. The parents/guardians of students who receive instruction related to dating violence prevention and sexual violence prevention will be notified that it is a required curriculum, that they may examine the instructional materials upon request, and that a student may be excused from the instruction at the parents'/guardians' written request.

In addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the Center's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The in-service education program will include school safety, violence prevention, including human trafficking content, youth suicide awareness and prevention, prevention of child abuse, child sexual abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior.

The Board shall adopt or develop a curriculum in consultation with public or private agencies or persons involved with youth suicide awareness and prevention, child sexual abuse prevention, or child sexual violence prevention.

The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed mental health providers, nurses, teachers, counselors, school psychologists, and administrators who work in the Center's elementary, middle, and high schools shall complete at least four (4) hours of in-service training within two (2) years of the date of employment.

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention,

prevention of child abuse, prevention of substance abuse, and promotion of positive youth development.

The Center shall be registered with the SaferOH tip line operated by the Department of Public Safety or shall enter into an agreement with an anonymous reporting program selected by the Board that meets the requirements set forth in law (R.C. 3313.6610).

The Center shall submit data to the Ohio Department of Education and Workforce ("DEW"), in a manner prescribed by the Department, and to the Department of Public Safety at the end of the first full school year of the Center's participation in the anonymous reporting program, and at the end of each school year thereafter, disaggregated by the school.

The data shall be considered records and are not public records under R.C. 149.433.

The Superintendent will promote and inform students about the selected program and its reporting methods.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

15.1 FORMS

- **Bus Pre-Trip Inspection**
- **Transportation-Van Two Person Pre-Trip Inspection**
- **Transportation Driver's Travel Log**
- **Van One Person Pre-Trip Inspection**

All NwOESC transportation forms can be downloaded and printed at:

https://drive.google.com/drive/folders/1_cqF7SA84q3DhMoixtxxzY82EdKENIBw?usp=sharing

Thank you for your attention to this information.
Have a safe and enjoyable school year!