Transportation Information & Student Bus Behavior

Transportation provided by Cincinnati Public Schools is a privilege and should not be abused. Safe, efficient transportation service requires teamwork among parents, students, drivers and school staff.

Bus Stops

- A child should be at the bus stop 10 minutes before pick-up time and should wait until 15 minutes after the pick-up time for the bus to arrive.
- Parents should go with young children to the bus stop in the morning and meet them in the afternoon.
- Parents are responsible for supervising children at bus stops. Kindergarten and students with special needs are required to be accompanied by a parent or designated adult.
- Children are only picked up at and returned to their assigned bus stops unless a Deviated Stop Request Form or a Space Available Form has been approved.

- The locations of bus stops are established according to state laws and regulations, and are approved by CPS' Board of Education.

Bus Conduct

- Safety of children is the driver’s first concern.
  - Children must obey the driver’s instructions.
  - The district’s Code of Conduct applies on both yellow buses and Metro buses.
- Behavior that distracts the driver is a hazard and jeopardizes the safety of all passengers.
- To ensure that a child understands that bus rules have been violated, the bus driver first will issue a warning to the misbehaving child.
- If the misbehavior continues, a School Bus Incident Report will be written and provided to the school and parents.
- Misbehavior can lead to the district refusing transportation service to a student.
- If a student's transportation service is suspended, the student still is required to attend school. Parents must make other arrangements for transportation for their child.

Important — Address Changes

Parents must tell their child’s school office as soon as possible when a home address changes. Transportation eligibility and bus routes are based on a child’s home address, school and grade.

It takes additional time at the beginning of the school year for a new stop to be added to a bus route.

For Information

Yellow Bus & Special Needs — all 513 area code

First Student Call Center: 830-7720
Queen City Call Center: 941-3232
Petermann: 351-2302 or 351-2326

Metro Bus Schedules
Phone: (513) 632-7528
  - 6:30 a.m. to 3:30 p.m. - Starting Aug. 1, Monday – Friday
  - 6:30 a.m. to 11 a.m. – After Sept. 1, Monday - Friday
E-mail: xtraservice@go-metro.com

CPS Transportation Dept.
(513) 363-0330
6:30 a.m. to 5:45 p.m., Monday - Friday
Transportation Eligibility
Students are eligible for transportation services when the following conditions are met:

- The student’s legal residence is located within the legal boundary of the Cincinnati Public School District.
- The distance between the student’s legal residence and the school of attendance is a minimum of 1 mile for yellow bus students or a minimum of 1 1/4 miles for Metro bus students, as measured by CPS’ Pupil Transportation Department.
- The student is enrolled in grades kindergarten to 12. Preschool students with disabilities may be eligible for transportation. Contact the Early Childhood Department for information: 363-0240.
- “Transportation as a Related Service” must be specified within the student’s Individual Education Program (IEP) by CPS’ Student Services Department.
- The 30-minute time rule, as established and defined by the Ohio Department of Education, is not exceeded.

Transportation Service Areas
Transportation service areas may have an impact on determining an elementary student’s transportation eligibility.

Service areas:

- **Neighborhood Elementary Schools**
  Transportation service is offered within the attendance boundaries set up for the neighborhood school.

- **Magnet Elementary Schools**
  - The Cincinnati Public School District is divided into two areas – East and West – for magnet school programs.
  - Each neighborhood school is assigned to an area – East or West.
  - Transportation service is provided to a student attending a magnet program within the assigned East or West area.

Types of Service
The Pupil Transportation Department decides which type of transportation service is provided, such as:

- Yellow bus (for regular and special-needs students), usually grades K-6.
- Metro bus (public transportation) on regular and Extra routes, usually grades 7-12. Students ride free with their Metro bus passes. On the first day of school, all students ride for free. Metro passes are to be used to and from school only.
- Parent reimbursement (offered in lieu of transportation services for students who the district determines are impractical to transport because of distance or scheduling).