



OFFICIAL MEMO

To: Northwest Board of Education

From: Susan Bunte, Director of Human Resources

Re: 2025-2026 Transportation Handbook

Date:

The following is a summary of changes to the Transportation Handbook for the 2025-2026 school year:

1. Sub-Title updated from 2024-2025 School Year to 2025-2026 School Year.
2. Table of Contents updated.
3. Dress code information (pg. 67) removed and combined with Dress Code section (pg. 13).
4. Inclement Weather language added to include specification for Snow Day vs Cold Day procedures (pg. 32-33).
5. Updated Benefit Repayment Language under FMLA (pg. 35)
6. Special leave rules regarding instructional employees removes. Does not pertain to Transportation employee (pg. 42).
7. Personal leave language: included noted expectations below language.
8. Northwest Central Support Offices' address updated from 3240 Banning Road, Cincinnati, OH 45239 to 3377 Compton Road, Suite 110, Cincinnati, OH 45251 throughout document.
9. Added the SBOE Pillars of Professional Conduct (pg. 46 - 47).
10. Problem Solving Process to include OAPSE contract and removed language about buildings, as it does not pertain to the Transportation Department (pg. 49)
11. Replaced Principal/Administrator with Supervisor in the channeling of complaints (pg. 50)
12. Added Social Media section header (pg. 57).
13. Tik Tok specifically added to list of Social Media terms under Video and Photo Sharing Websites (pg. 58).
14. Included that reporting of sexual harassment to involve transportation supervisor (pg. 59-61).
15. Student Management: Removed language about teacher's assigning computers and monitoring usage. Does not pertain to the Transportation Department (pg. 64).
16. Student Network and Internet Acceptable Policy and Agreement removed. Does not pertain to the Transportation Department (pg. 66-69).
17. Vacations: updated language for paid accumulation leave of vacation based on separation on or prior to June 30th (pg. 67).
18. Timeclock: added *not approving your time, or not adding notes to correct time records* to violations or abuse of time clock system (pg. 69).
19. Replaced Worker's Compensation Representative Information (pg.69)

NORTHWEST LOCAL SCHOOL DISTRICT

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21. Call-In Procedure when Sick language updated to clarify deadlines and procedures before and after given deadline (pg. 73).
22. Removed language regarding permanent adjustment routes. No longer applicable (pg. 74).
23. Backing: removed (only with supervisor approval). No longer applicable (pg. 76).
24. Included STATE REQUIRED to Pre-Trip (pg. 78).
25. Removed language regarding backing. May now be required for drivers based on route (pg. 79).
26. Included reporting of disciplinary problems be done through online bus referrals and removed language regarding referral forms, which are no longer used (pg. 80).
27. Appendix D: Personal Leave Roll Over Request form updated to include form must be completed annually (pg. 87).
28. Appendix D: Updated pick up locations for field trips and athletic trips (pg. 90).
29. Minor space, spelling, and grammar corrections throughout document.