

**Administrative Procedures for Policy # 4201 (Support Services) Regarding Student Transportation  
Routing and Scheduling**

I. Definitions

- A. Board –Board of Education of Calvert County
- B. Bus route - the route, as determined by the Director of Transportation or designee, that a school vehicle/bus will travel to/ from school to pick-up and discharge students, and includes all scheduled bus stops along the route
- C. COMAR – Code of Maryland Regulations
- D. Driver – a certified school vehicle/bus driver or taxi driver
- E. Director of Transportation - the individual responsible for student transportation for CCPS
- F. Parent – a student’s biological or adoptive parent, legal guardian or an individual who is legally responsible for a child’s welfare
- G. School - any educational facility
- H. School vehicle/bus - a motorized mode of transportation that meets all federal and state laws/regulations, as well as Board rules, policies, procedures and requirements related to transporting CCPS students to/from school
- I. Student - an individual legally enrolled in CCPS or who is placed in another school by the Superintendent or designee or an IEP team
- J. Superintendent -the Superintendent of Calvert County Public Schools
- K. Window – the time span established by CCPS identifying when a bus is planned to arrive at a school to discharge or pick-up students and be considered on schedule.

II. Routing and Scheduling

- A. Routes are planned with safety and efficiency in mind.
- B. The bus routes, which include school vehicles/buses used on multiple transportation tiers, shall be adjusted to the most economical length of time which does not exceed three hours and thirty minutes between the first and last school openings in the mornings and which does not exceed three hours and thirty minutes between the first and the last school dismissals in the afternoons.
- C. School vehicles/buses shall be routed so that on a normal day at least 90% of all buses arrive at any given school during the bus window.
- D. Routes will be planned so that a maximum number of students are picked up and discharged at the assigned stops, unless the large number of students creates a safety concern, students do not have safe egress or the distance a route would have to travel to fill a school vehicle/bus to capacity would prevent it from being timely.

- E. When possible, school vehicle/bus stops shall be located at points where vision is unobstructed in both directions for at least one hundred feet per 10 miles per hours of posted speed limit.
- F. Routes will be planned so that no more students are transported than there are seats on the school vehicle/bus. Temporarily, one additional student per row of seats may be allowed to stand in the aisle until adjustments to routes with too many riders can be made or in instances of another school vehicle/bus or in case of an emergency, such as another bus experiencing a mechanical failure or being involved in an accident.
- G. Routes shall be planned to eliminate the need for backing up the school vehicle/bus. If the school vehicle/bus must back up, a safe and adequate turning place must be available.
- H. If cul-de-sacs are used as a turn-around, a recommended minimum of ninety-four (94) feet in diameter is the standard. Cul-de-sacs must be free of parked cars and other obstacles.
- I. School vehicles/buses shall never back up on school grounds, unless guided by another adult. The school vehicle/bus driver bears full responsibility for the outcome of backing even when guided by another adult.
- J. School vehicles/buses may pull off heavily trafficked roads to pick up and discharge students.
  - 1. The school vehicle/bus must be off the traveled portion of the highway so that the normal flow of traffic can continue.
  - 2. No alternately-flashing warning signals are to be used, only the right turn signal.
  - 3. Stops of this nature shall not be used when students must cross a highway with a speed limit of 55MPH.
  - 4. School vehicles/buses shall not drive off the roadway from one stop to another stop nor to the next roadway on the planned route.