

**Administrative Procedures for Policy # 4201 (Support Services) Regarding Student Transportation
Administrative and Operational Guidelines**

I. Definitions

- A. Agents and assignees – the Superintendent and/or his/her designee
- B. Authorized passengers - those individuals who are approved to use transportation services provided by the Board. It shall be deemed to include, but be limited to, students, teachers and coaches of Calvert County Public Schools (CCPS). It may also include school administrators, Transportation staff, as well bus contractors who are supervising drivers in their employment.
- C. Board – the Calvert County Board of Education, its agents and assignees
- D. Bus route - the route, as determined by the Director of Transportation, that a particular school bus/vehicle will travel to and from school to pick up and discharge students, and includes all scheduled bus stops along the route
- E. Communication device - a cellular telephone, pager, or any portable instrument capable of communicating with another such instrument.
- F. Contract - a contract for the provision of student transportation services.
- G. Contractor - an individual or entity contracted by the Board to provide student transportation services.
- H. Director of Transportation- the individual responsible for student transportation for CCPS or his/her authorized representative
- I. Driver – a school bus/vehicle driver or driver for a taxi service approved by CCPS
- J. Official School Business - those activities deemed by the Board to be undertaken on behalf of the Board
- K. Parent – a student’s biological or adoptive parent, legal guardian or an individual who is legally responsible for a child’s welfare
- L. School - any facility at which educational instruction is provided by CCPS
- M. School Vehicle/Bus - a school bus/vehicle that meets all federal and state laws, rules and regulations, Board policies and procedures, and any other requirements and is used for the purpose of transporting CCPS students to and from school
- N. Spare bus - a school bus/vehicle that is kept as a temporary replacement for use in times where the regular bus is unavailable for use
- O. Student - an individual legally enrolled in CCPS or in another school approved by the Board
- P. Superintendent - the Superintendent of CCPS or his/her designee

Q. Transportation Services - transportation provided by the Board to students and authorized passengers

II. Transportation Services – Administrative and Operational Guidelines

A. Traffic and Operational Rules for the Driver

1. Drivers shall, at all times, adhere strictly to the rules and regulations set forth in COMAR13A.06.07, The Transportation Article of the Annotated Code of Maryland, and 49 CFR 200-399. These rules and regulations are reviewed as part of annual in-service for all drivers.
2. The driver, though an employee of an independent contractor, shall adhere to all rules, regulations, policies, procedures, guidelines and direction as approved by Calvert County Public Schools and the Board of Education.
3. Specific guidelines and standards for drivers regarding safe driving practices are outlined in the Calvert County Public Schools School Bus Drivers' and Assistants' Handbook. This handbook is reviewed as part of the COMAR-required annual in-service training.
 - a. **These guidelines include a ban on the use of any communication device or wearing of an earpiece(s) or headphone(s) while operating the school bus/vehicle with students aboard and/or while in motion. The use of the handset of the two-way radios is permitted.**
 - b. **These guidelines include a ban on the wearing of or use of any earpiece(s), headphone(s) or other device worn by the driver for any purpose other than hands-free communication.**
4. Alternately-flashing warning signals must be put into operation not less than 200 feet from the anticipated stop. Alternately-flashing warning signals are to be used only for picking up or discharging Students from the travel portion of the highway.
5. When stopping within 100 feet of another school bus/vehicle in the act of loading or unloading students, the school bus/vehicle shall activate the alternately-flashing warning signal.
6. School bus/vehicle shall be brought to a complete stop before loading or unloading students.
7. Drivers shall not move the bus until all riders are seated.
8. Students must enter and leave the school bus/vehicle through the front door only. Rear doors, roof hatches, windows and any other means of egress are to be used for emergencies only.
9. Backing up will only be performed if absolutely necessary. When backing up, the driver shall engage the hazard lights before moving the school bus/vehicle in reverse.
10. Fueling and servicing of school bus/vehicle shall not be done while students are on the bus.

11. Bus Stops are established or eliminated only after careful consideration. Drivers should refer all such requests to the Director of Transportation for consideration.
12. The driver shall be on the school bus/vehicle while it is being loaded and unloaded. When students are on the school bus/vehicle, the driver shall leave it only in case of an emergency and only after stopping the motor, removing the keys, and engaging the brakes. In a non-emergency situation the driver is responsible for securing the presence of a CCPS employee on the school bus/vehicle before leaving it with students on board.
13. School bus/vehicle must be driven completely across railroad tracks. The driver shall adhere to the requirements as set forth in COMAR 13A.06.07 as it relates to crossing railroad tracks.
14. The driver is in charge of the school bus/vehicle and its students; drivers must be alert to student conduct on the school bus/vehicle and correct minor infractions of the rules immediately. Repeated infractions should be reported to a school administrator.
15. If a teacher and/or administrator are present, the school staff member has primary responsibility for the students.
16. Drivers shall report all serious misconduct on the school bus/vehicle to the school administration or the Transportation Office as soon as possible but no later than 12 hours after the misconduct. This includes bullying and/or harassment.
17. Drivers are directed to assign a specific seat to each student for each of their regular, Career & Technology Academy, mid-day pre-kindergarten, or special education runs. Drivers are to provide a copy of the seating chart for each of their runs to the contractor who must turn them in to Transportation Office. A copy must be kept in a secure place on their school bus/vehicle at all times. If seating changes are made during the course of the year, a copy must be provided to the school administration by the driver and the Transportation office by the contractor.
18. In a secure place on their school bus/vehicle, drivers must have at all times a copy of their route descriptions, seating charts, and the yellow emergency bus cards. Contractors are responsible for ensuring that these items are moved onto a spare bus when the regular school bus/vehicle is not available.
19. The driver shall not permit any student to leave the school bus/vehicle at any point along the bus route other than at the student's regularly assigned stop, or at school, unless the student has permission from the school administration. The driver should contact the on-duty school staff or the Transportation Office to verify or notify any deviation from this practice.
20. A driver shall not transport any person who is not an authorized passenger. Exceptions to this rule may be granted by the Director of Transportation after consultation with the school principal, or his/her designee. A

contractor may ride on a route. If s/he wishes to have a designee ride the bus, the contractor must secure authorization, in advance, from the Director of Transportation/designee.

21. The contractor and driver in his/her employment shall keep the school bus/vehicle clean and properly ventilated and heated.
22. Each school bus/vehicle is equipped with a two-way radio. These radios operate on a frequency which is licensed to the Calvert County Public Schools by the Federal Communication Commission and are subject to its rules and regulations. Drivers are expected to have their radios turned on at all times when the school bus/vehicle is in use and to follow all guidelines as specified in the Drivers' Pre-School Bulletin provided as part of annual in-service training.
23. Bus drivers are to notify Transportation as soon as the bus route is being operated ten (10) minutes later than scheduled.

B. Operational Guidelines for Contractors as It Relates to Drivers

1. School bus/vehicle drivers are the employees of the contractor.
2. The daily time includes actual driving time on the route, up to ten (10) minutes per day "line-up" time at the first afternoon school, up to fifteen (15) minutes per day pre-operational vehicle inspection time and, as applicable, approved layover time.
3. Contractors are expected to effectively address school system and community concerns in a timely manner as they relate to the drivers they employ.

C. Operational Rules for Bus Assistants

1. Bus assistants are employees of the Calvert County Public Schools and are subject to all policies and procedures as set forth and approved by the Calvert County Public Schools and the Board of Education and under COMAR 13A.06.07.
2. Full-time bus assistants will be paid according to the contract approved by the Board of Education and the employee association representing support staff.
3. Bus assistants will be assigned as needed by the Director of Transportation /designee.
4. Bus Assistants' responsibilities are clearly outlined in the Calvert County Public Schools School Bus Drivers' and Assistants' Handbook and the job description as written by the Human Resources Department.
 - a. Bus assistants may be asked to complete and/or verify documentation relating to bus stop locations, time, and routing.
5. When students are on the school bus/vehicle the bus assistant shall not leave the school bus/vehicle except to assist with the loading and unloading of Students.

6. In a non-emergency situation the bus assistant is responsible for securing the presence of another CCPS employee on the school bus/vehicle before leaving it with students on board.
7. Bus Assistants should refrain from making personal phone calls while students are on board the school bus/vehicle.

D. Operational Rules for Students

1. Boarding Procedures:
 - a. Students must be at their stop five (5) minutes before the prescribed pick-up time and ready to board the bus in a timely manner.
 - b. Students who must cross a road or highway in order to board the bus shall cross with the warning lights as directed by the Driver.
 - c. Students who must cross the highway after debarking from the bus shall pass more than ten feet in front of the bus and look for traffic in both directions before crossing the highway. For their safety students shall not use any devices capable of communication or the playing of music, nor shall they wear in their ear(s) any headset or earphones when crossing over at a bus stop, whether boarding or unloading.
 - d. Students should remain in line at least ten to fifteen long steps from the edge of the road when the bus picks them up and should not move toward the bus until the bus is completely stopped and the door is open. Students should not stand or play in the roadway while waiting for their bus.
 - e. Students must enter and leave through the front door only. If an emergency occurs, other doors may be used.
 - f. Students are to move quickly and safely to their assigned seat.
2. Student Conduct:
 - a. As stated herein, riding a bus is a privilege and the violation of any of these guidelines could result in consequences as stated in the Calvert County Public School Student Rights, Responsibilities and Code of Conduct. For students with an Individual Education Plan (IEP), all applicable federal, state, and local rules and regulations will apply. The bus is considered school property when being used for official school system business. Providing a safe and orderly bus is a primary goal of the School System. Listed below are some but not all behavioral expectations:
 - 1) Except for ordinary conversation, classroom conduct is required.
 - 2) Be courteous; use no profane or abusive language. Students shall treat each other and the driver with respect.
 - 3) Do no bully, tease or harass anyone on the bus.
 - 4) Do not eat, drink or chew gum on the bus.

- 5) Enter and leave through the service (front) door only for routes and trips. Rear doors, side doors are to be opened for emergency only.
- 6) Keep the aisle clean and clear of their possessions and their bodies.
- 7) Students are to remain in their assigned seats whenever the school bus/vehicle is in motion. Students are to be seated with their noses and toes facing forward
- 8) Students are not to extend any body part out of the school bus/vehicle windows at any time.
- 9) Students shall not discard any objects out of the school bus/vehicle's windows.
- 10) Inflatable balloons may not be brought on the school bus/vehicle.
- 11) Students shall not eat or drink on the school bus/vehicle.
- 12) Students shall not damage or deface the school bus/vehicle. Students who do so will be held responsible to pay for the damages as well as face consequences as outlined in the Calvert County Public School Student Rights, Responsibilities and Code of Conduct and/or face prosecution
- 13) The use or possession of tobacco products or e-tobacco products is prohibited.
- 14) Do not spray any perfume, cologne, deodorant, etc.
- 15) As stated in the Calvert County Public Schools Student Rights, Responsibilities and Code of Conduct drivers may suspend a student from riding the school bus/vehicle for one day in cases of serious misconduct. The driver must notify the school administration and the parent/guardian as soon as possible but no later than the school bus/vehicle's next arrival at the school. The one day suspension by the driver must be followed up on with documentation on the bus behavior referral form.

E. Administrative Guidelines for School Administrators

1. School administrators will work closely with the Transportation Office, contractors, drivers, bus assistants, students, and parents to ensure a safe and orderly bus environment.
2. School administrators will strictly enforce the Student Rights, Responsibilities and Code of Conduct as it applies to Transportation.
3. School administrators will investigate cases of misconduct in a timely manner as reported by drivers on the Bus Behavior Referral Form.
4. School administrators shall return a copy of the Bus Behavior Referral Form to the driver informing them of their findings and the effective date and

length of any suspension of riding privileges, if applicable. Every reasonable effort should be made to ensure that this notification occurs before the suspension takes place.

5. School administrators shall maintain a discipline file relative to school bus misconduct so that the Student Rights, Responsibilities and Code of Conduct is enforced and appropriate actions are taken. A copy of the Bus Behavior Referral Form shall be sent to the Transportation Office.
6. When more serious disciplinary infractions occur, the school administrators shall work closely with the Transportation Department, the Department of Student Services and School System police liaison officers to ensure a safe and orderly bus environment.
7. School administrators will be responsible for conducting two (2) School Bus Emergency Drills annually; at least one completed by no later than November 1 and the second no later than April 15. Guidelines for these drills are as follows:
 - a. Drills are to be held on school grounds only. Proposals for alternate locations must be submitted, in writing, to the Director of Transportation.
 - b. **Drills are to be conducted by the driver** as scheduled by the principal and supervised by school administration and staff.
 - 1) Emergency doors are not to be closed by anyone other than the driver. These doors may have various locking mechanisms which keep them open. Only the bus driver should disengage this mechanism to close the emergency door.
 - c. Drills are to be conducted in a similar manner to school building drills i.e. no talking or running, orderly disembarking, all personal items left behind.
 - d. Drills will be evaluated by the principal, or his/her designee, on the Bus Emergency Evacuation Check Sheet. This sheet will be filed by the school administrator and kept in the school for 3 three (3) years. The Transportation Office is to be informed via e-mail when the drills have been completed.
 - e. School administrators should notify Drivers at least three (3) days in advance of drills to enable drivers to review procedures and so students and parents may be informed about possible delays in normal pick-up times
 - f. Drills should be of three (3) types: front door only; rear door only; and, both doors. For both-door evacuations, the driver shall designate a division point for which students will use the front door and which students will exit from the rear door.
 - g. For Drivers, the following guidelines are to be followed:

- 1) Appoint one (1) front door student assistant and two (2) rear door student assistants. Have alternates for each duty.
- 2) The rear door assistants' role is to ensure that all students squat down and hop down out of the door by taking their arms. No student is to jump. Special attention and assistance should be given to smaller students.
- 3) Turn off ignition and remove key; set the emergency brake; operate emergency flashers while Students are unloading.
- 4) Remain on the school bus/vehicle until all Students are off of it.
- 5) Once all students are off the school bus/vehicle the driver shall check it to ensure that all students have disembarked.
- 6) Emergency doors are not to be closed by anyone other than the driver. These doors may have various locking mechanisms which keeps them open. Only the bus driver should disengage this mechanism to close the emergency door.**
- 7) Carry the following equipment off the school bus/vehicle after all students are safely away from the bus: seat assignment chart; yellow emergency cards; first aid kit; and, fire extinguisher.

F. Administrative Guidelines for Student Services

1. The Student Services Department is responsible for the enforcement of the Student Rights, Responsibilities and Code of Conduct Any appeals of a principal's decision regarding school bus discipline will be referred to the Director of Student Services, or his/her designee.

G. Administrative Guidelines for the Transportation Department

1. The Transportation Department will work closely with school administrators, drivers, contractors, parents, students, the Department of Student Services and the School System police liaison officers to ensure a safe and orderly bus environment.
2. The Transportation Department will work closely with contractors and drivers to ensure compliance with all operational rules, regulations, and guidelines as required by COMAR13A.06.07, The Transportation Article of the Annotated Code of Maryland, and 49 CFR 200-399.
3. The Transportation Office will maintain a drivers' file of all Bus Behavior Referral Forms.