



CARROLL COUNTY MARYLAND PUBLIC SCHOOLS
TRANSPORTATION SERVICES DEPARTMENT

THE DRIVER'S SEAT

Winter

2015

Edition

410-751-3229

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Following the recommendation of the state legislative auditors from a 2006 audit of our school system, the Transportation Services Department (TSD) presents an annual benchmarking report to the CCPS School Board each December. Benchmarking key performance indicators and the comparative analysis that follows, enables us to identify trends, to determine progress, and to identify areas needing improvement. For the TSD, we benchmark our operations against ourselves from year to year over a multi-year period of time, to national pupil transportation standards, and to similar Maryland school systems. This year's Benchmarking Report summarizing operations for SY 2013-14 was presented at the December 17, 2014 School Board meeting. The presentation can be viewed at the 16:30 minute mark from the following link: http://video.carrollk12.org/view/CCPS_BM_12112014

A few of the highlights from this year's report are:

- The average age of a CCPS school bus was 6.7 years compared to a national average of 9.0*.
- The cost of transporting a special needs student to an out-of-county school was approximately 2.5 times higher than the cost of transporting a special needs student to an in-county school and 38 times higher than the cost of transporting a regular education student to an in-county school.
- The number of students in transition (homeless) transported increased from 38 (SY 2012-2013) to 65 for SY 2013-2014 and the cost of transportation for these students increased by \$37,900.
- The total route miles traveled during SY 2013-2014 was 5,137,004 miles, an increase of 24,527 miles over SY 2012-2013 primarily due to increases in special needs and students in transition transportation.
- For SY 2013-2014, our school buses were being utilized at 86% capacity based on eligible riders and at 71% capacity based on actual ridership. Both indices are above national performance goals.
- The number of preventable accidents increased from 37 (SY 2012-2013) to 42 (SY 2013-2014) while the number of accidents involving personal injury or appreciable property damage continued a downward trend from 13 in SY 2011-2012 to 10 in SY 2012-2013 to 8 for SY 2013-2014.
- The number of buses having *AngelTrax* cameras has increased from no buses having these camera systems prior to 2009 to all buses (323) having the *AngelTrax* cameras for SY 2013-2014. During this same time period, the number of student bus referrals has decreased from 1,533 referrals to 1,151 during SY 2013-14.

In summary, our annual benchmarking report is a tool to help us gauge how well we are doing in terms of efficiency and cost effectiveness with the overall goal being one of continuous improvement. However, the mission of the TSD is to safely and adequately transport all eligible students to and from school and that can never be compromised for the sake of increased efficiency and/or cost savings. It takes an entire team comprised of bus drivers, bus assistants, bus contractors, school and central office administrators, parents, students, and the TSD office staff to deliver safe, timely, adequate and economical transportation service. Thanks to all our team members for a very successful 2013-2014 school year.

*As reported by School Bus Fleet - January 2015

DON'T FORGET THE PRE-TRIP INSPECTION



MVA COMMERCIAL DRIVER LICENSE MANUAL SECTION 2.1.1 Says, "Safety is the most important reason you inspect your vehicle, safety for yourself and for other road users.

A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, a crash caused by the defect.

Federal and state laws require that drivers inspect their vehicles. Federal and state inspectors also may inspect your vehicles. If they judge the vehicle to be unsafe, they will put it 'out of service' until it is fixed."



MARCH MANIFEST AND STOP SHEET INFORMATION

The Route Manifest, completed by the driver and signed by the contractor, is a *snapshot* of a daily run completed by a bus. The information contained is first reviewed by the Transportation Services Department Administrators for accuracy and then processed for payment. Please make sure the information on the manifest and stop sheet is clearly legible, has no staples or tears and is submitted by the deadline.

The Stop Sheet, which is completed at the same time, is also one of the most important pieces of information that we have about a bus. At last summer's In-Service, one of the topics covered was the proper completion of the March Manifest and its importance. The Transportation Services Department needs these times to be accurate, as the March stop sheets are used to prepare for summer routing.

On your March stop sheet there is a place to record **5th graders moving to middle school, 8th graders moving to high school and 12th graders** who will no longer be riding the bus. We refer to these grades as migration or transition grades. Please take the time in the next month or so to make sure the migration information is accurate. This information enables us to move a student's bus stop when necessary for the next school level. (Middle or high) If you know the number of next year's bus, please make a note in the margin.

Thank you for your time and attention to this very important tool; your efforts go a long way to supporting our students and their families.

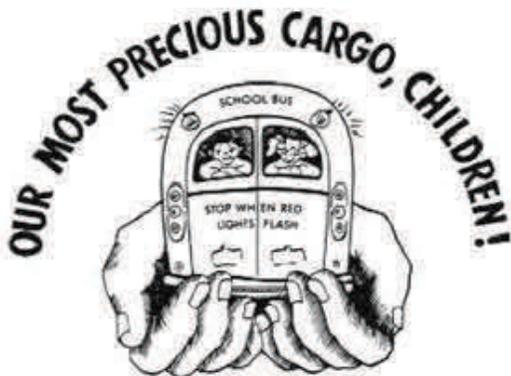


REPORT DUE: 3/13/2015 CARROLL COUNTY PUBLIC SCHOOLS Rated Seating Capacity: _____
 Transportation Services Department Bus Phone # _____
 Route Stop Sheet
 Contractor: _____ Driver: _____
 (Signature)
 Bus #: _____ Garage Location of Bus: (Be Specific) _____

List below the stops made in order of pick up in the a.m. WRITE THE SCHOOL NAME IN PLACE PROVIDED AND TIME OF ARRIVAL AT EACH SCHOOL. PLEASE INCLUDE YOUR COMBO SCHOOLS IN ORDER OF ARRIVAL.

1st Trip: School: _____ Arrival Time: _____ 2nd Trip: School: _____ Arrival Time: _____
 Combo: School: _____ Arrival Time: _____ Combo: School: _____ Arrival Time: _____
 * Top half: # of students at stop - Bottom half for 11 - 12th graders Bottom half for M: 8th graders and Bottom half for E: 5th graders

No.	Name of Road	Address or Cross Road	* No. of Pupils			Pickup & Drop Off		No.	Name of Road	Address or Cross Road	* No. of Pupils			Pickup & Drop Off Times	
			H	M	E	AM	PM				H	M	E	AM	PM
1.			/	/	/			1.			/	/	/		
2.			/	/	/			2.			/	/	/		
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LOAD TOTALS -								LOAD TOTALS -							
TOTAL A.M.								TOTAL A.M.							
TOTAL P.M.								TOTAL P.M.							





Qs & As from Special Ed.



February has been labeled “Heart” awareness month. With Valentine’s Day on February 14th, the natural association of love and the heart is a no brainer. Through my 35 years in education, I have seen and been associated with some of the biggest hearts around: Bus Drivers and Bus Assistants. As a parent, educator and administrator, I have witnessed the positive care, devotion and sincere love that these people put into their jobs for the students. From the bottom of my heart: Thank you!

BYRON

QUESTIONS & ANSWERS

Q: What are some of the consequences for bus referrals that do not included bus suspensions?

A: Students who constantly create problems or unsafe practices during their ride time on a bus may be very challenging. Some students repetitively have referrals written regarding their behaviors. School administrators do their best to apply meaningful discipline and have become very creative when dealing with students. Here are some of the consequences that have been used: (the more severe and/or number of referrals would dictate a more severe consequence)

- * Student/administrator conference and/or student/parent/administrator conference
- * Student/administrator/driver conference
- * Take away recess, isolation lunch time, support room/time out lunchtime
- * Student may not attend a special event at school
- * Removal of “special jobs” student may have had at school
- * Write letter to bus driver
- * Have student watch the bus video of their behavior with administrator
- * In school suspension



There are other ways that schools discipline students who receive a bus referral. School administrators do take bus referrals seriously and they work closely with the Transportation department on many of the issues.



“A Diamond is just a piece of charcoal that handled stress exceptionally well”

Author unknown



SPRING BUS INSPECTION

The Spring 2015 bus inspection is approaching. Please make sure your buses have been thoroughly inspected prior to your buses' scheduled date. We will continue to track and monitor the performance of buses and contractors during the inspection. Please use the inspection as an opportunity to shine a spotlight on the outstanding fleet we have in Carroll County. Make sure the exteriors and the interiors have been cleaned and also, don't forget to have your drivers recheck the buses just prior to the inspection. Some defects can be avoided by rechecking buses just prior to bringing them to inspection. Drivers: over the next several weeks leading up to bus inspection, continue to do thorough pre and post trip inspections. When defects are noted, make sure your contractor is aware of them and hold the contractor accountable to make the repairs. Remember, ultimately, as the driver of the bus, you are held responsible for its safe operation. We will see you in March and are looking forward to positive results. Keep your fingers crossed for warm, dry weather.

Below is the schedule:

MARCH

- 16th Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High**
- 17th Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High**
- 18th Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High**
- 19th Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High**
- 20th Spring Bus Inspection (8:45 a.m. to 10:45 a.m.) Francis Scott Key High**



The Bus Pass

By Carroll County Board of Education Policy, pupils may not ride buses other than those to which they are regularly assigned without approval by the Principal of the school. This permission should only be granted in an emergency. From time to time a bus driver will have a student get on their bus in the afternoon without a pass. As the driver, you are responsible for the students on your bus and should not allow unauthorized passengers or agree to drop students off at a stop other than their designated bus stop. If a student does not have a pass, call for an administrator in order to verify transportation home. If a student unknown to you approaches the bus in the morning, do not deny transportation, but notify the student that he/she will need a bus pass to board in the afternoon. Throughout the year, students will start and stop sports or other extracurricular activities. Most drivers will know these students, but if you have any doubt, contact your area supervisor or a school administrator to verify the correct bus.

If a new student moves into a house along your route the procedure below should be followed:

The school should give the student and/or driver a bus pass with the student's address and full name . (Preferably at least a day in advance so the driver can check out the new address.)

If you determine that a new stop will have to be created and you are comfortable with the visibility at the new stop, please add the stop to your stop sheet. If, however, you determine that the student lives within ¼ mile of an existing stop and the bus should not be stopping, tell the student where the stop will be and what the pick-up and drop off times will be. If the student's parents are dissatisfied with this outcome, have them call The Transportation Services Department at **410-751-3229**, and a bus stop survey will be conducted.

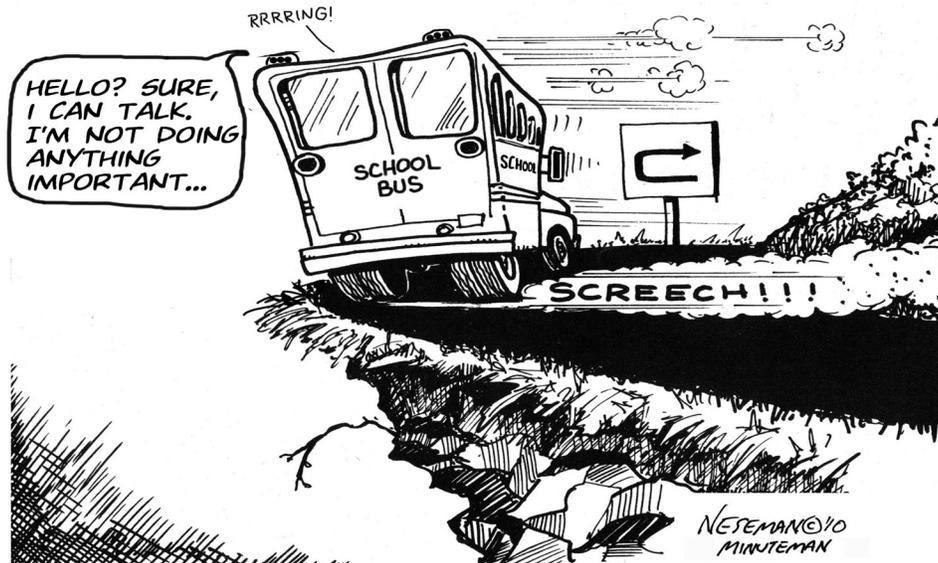
Always, if you are ever concerned about a bus stop location, call your Area Supervisor at once to discuss.

TRAINING REMINDERS

Use of Warning Lights at Bus Stops

It has been observed that some drivers are once again delaying the activation of warning lights as a "courtesy" to on-coming traffic including on-coming school buses. Please remember that drivers are required to activate their amber warning lights at least 100 feet prior to reaching an approaching bus stop. **The red warning lights and stop arm must be activated as soon as your bus comes to a complete stop at the bus stop without regard to on-coming traffic.** To wait for traffic to pass you before activating the red warning lights and stop arm, places students at serious risk! Students, especially elementary-age students, may not be paying attention to whether your red warning lights and stop arm have been activated and may enter the street to board the bus based on the fact that the bus has come to a complete stop. By being "courteous" to other drivers, you may be endangering the students waiting to board the bus at the bus stop. Remember, it is the other driver's responsibility to react to your warning lights.

School bus drivers MUST not engage in text messaging or similar activities while operating a school bus



As a member of the safety team:

You are Important

You are Professional

You are Responsible for transporting precious cargo



news alert

10 killed in school bus danger zone last school year

BY THOMAS MCMAHON

Ten students lost their lives in loading and unloading accidents around school buses in the U.S. in the 2013-14 school year, a new report reveals.

The Kansas State Department of Education's latest national survey of school bus danger zone fatalities found that six students were killed by passing vehicles, and four were fatally struck by their own bus.

The total of 10 fatalities in 2013-14 is up slightly from the previous school year, in which there were nine such deaths.

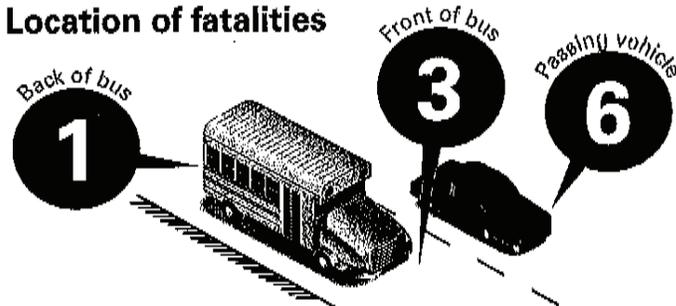
Of the four students who were killed by their own school bus in the 2013-14 school year, three were struck at the front of the bus, and one was struck at the back. Three of those accidents involved Type C school buses, and one involved a Type D bus.

The loading/unloading report is compiled annually by the Kansas State Department of Education's School Bus Safety Education Unit. It is a collection of fatality accident records provided by the state agencies responsible for school transportation safety and/or accident records. On-board fatalities are not included.

Here are other key details from the 2013-14 school year findings:

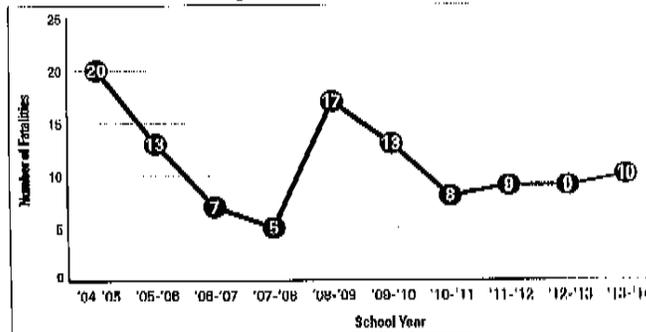
- **Age:** Five of the students who were killed (half of the total) were 6 years old. One of the students was 8, one was 9 and one was 14. Two were 17 years old.
- **Gender:** Seven male students and three female students were killed.
- **Destination:** Seven of the accidents were during the trip to

Location of fatalities



In 2013-14, six of the 10 loading and unloading fatalities were caused by a vehicle passing the school bus. Four children were fatally struck by their bus.

Fatalities over past 10 years



Over the past 10 years, there has been an average of 11 danger zone fatalities annually.

school. The other three were on the trip home.

- **Type of area:** Eight of the fatalities occurred in urban locations. The other two were in rural areas.
- **Light conditions:** Five of the accidents were in daylight, three were in the dark and two were at dawn.
- **Weather:** In six of the accidents, weather conditions were described as clear. The other four were described, respectively, as cloudy, cloudy/raining, rain and fog.
- **State:** There were two fatalities each in Texas, Louisiana and Georgia. There was one fatality each in California, Utah, North Carolina and New Jersey. (It should be noted that New York state and Washington, D.C., did not respond to the survey.)

The loading/unloading statistics have been collected since the 1970-71 school year. During that school year, there were 76 danger zone fatalities, which is the highest total on record. In the 44-year history of the survey, there has been a total of 1,222 fatalities recorded.

The survey is described as an effort to raise awareness of the dangers involved in loading and unloading schoolchildren.

"Fatalities continue to occur at the bus stop, caused by a variety of circumstances and errors on the part of the school bus driver or passing motorist," the report says. "It points out the continuing need for forceful, advanced instruction to school bus drivers and students, as well as the need to increase our efforts to thoroughly inform the driving public about the requirements of the school bus stop law."

More online

For the full 2013-14 report, including descriptions of each loading/unloading fatality incident, go to schoolbusfleet.com/load13.

CELL PHONES: OUR BEST DEFENSE AGAINST LOST STUDENTS

Cell phones are our best aid in locating lost students, but only if you answer or return our call will we be successful. We need to always understand how helpless it must feel for parents when their child is not where he or she is supposed to be. The quickest way to locate a lost child and bring the matter to a conclusion as soon as possible is to use a cell phone.

We have discussed the driver cell phone issue many times in this publication, during in-service training and contractor meetings. **No, we do not want you to answer or talk on your cell phone while you are driving the bus.** The first offense for using a cell phone while driving the bus is suspension and the second is decertification. **However, your phone needs to be operational with the ringer audible and voice mail set up.** If you hear a call during your run, you must consider that the Transportation Services Office is calling and that we need to talk with you. Pull over as soon as safe and either answer the phone or check the last number to see who called you. If the number on the phone is 751-3000 or an administrator's cell phone that you recognize, call us immediately. Even though the number will show up as 410-751-3000, please call it and ask for Transportation, or call our office directly at **410-751-3229**. Most lost students, thankfully, turn out to be a matter of miscommunication, but time is of the essence in the cases when it is not. Thanks for your continued support and understanding.



HEALTHY LIVING

Researches continue to uncover new information regarding germs. In fact, they now know that cold viruses are more tenacious than previously thought-some of these nasty viruses can live on hard surfaces for at least 18 hours.



Frequent hand washing remains the best line of defense against catching and spreading cold and flu viruses. There are also some additional tips for keeping sickness at bay this year:

- **Flick public light switches with the side of your hand or wrist.** This will make you less likely to pick up or pass along germs on your hands.
- **Don't borrow others' cell phones.** Instead, make all calls on your own. You'll avoid coming in contact with a host of germs this way.
- **Try not to touch your eyes or nose.** These are the places where cold germs enter your body.
- **Bring your own pen.** Always keep a pen handy so you don't have to borrow one. Sharing pens is a prime way to pass germs.
- **Sneeze into your elbow.** When kids today are taught to cover their mouths, this is how it's done. When tissues aren't available, sneezing or coughing into your elbow keeps germs off your hands.
- **Toss all of your used tissues promptly-yourself.** Don't ask others to do so for you, as it puts them at risk.
- **Exercise, eat well and get enough sleep.** All of these things help boost your immune system-and your ability to successfully fight off viruses.

2014—2015 SCHOOL CALENDAR

February

16 Schools and offices closed—President’s Day

March

9 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten and Prep Students

13 Regular Education Route Stop Sheets and Regular Education Route Manifests; Special Education Route Manifests due in Transportation Services

16 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High

17 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High

18 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High

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27 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten and Prep Students

30-31 Schools/Offices Closed - Spring Break

April *

1-6 Schools/Offices Closed - Spring Holiday

7 Schools /Offices Reopen

*Subject to change based on school closings due to weather.

May

25 Schools/Offices Closed - Memorial Day

