

CARROLL COUNTY (MARYLAND) PUBLIC SCHOOLS  
TRANSPORTATION SERVICES DEPARTMENT

# THE DRIVER'S SEAT

Summer

2017

Edition

## DIRECTOR'S CORNER



410-751-3229



**Director:**

*Michael Hardesty*

**Supervisor:**

*Keith Shorter:*

*Out-of-County, Special  
Needs &*

*South Carroll Area*

**Area Supervisors:**

**Byron Moore:**

*In-County Special Needs*

**John O'Meally:**

*North Carroll & FSK  
Areas*

**Scott Parsons:**

*Westminster Area*

**Driver Instructors:**

Dena Hozik

Scheneeka Weeden

Angela Williams

**Support Staff:**

Justin Baker

Kristin Ebert

Jill Fulton

Kim Gold

Anita Stubenrauch

Pat Wall

Cindy Washick

Welcome back to all of our contractors, drivers and assistants! I trust that everyone has enjoyed their extra week of summer thanks to our first post- Labor Day start of school in many years.

School starts this year on Tuesday, September 5, 2017, and is scheduled to end on Thursday, June 14, 2018. There are six snow days built into this year's calendar, so if we're lucky enough to get through the winter without using any snow days, school will end on Wednesday, June 6! There are also six two-hour and forty-five minute early dismissal days in this year's school calendar with the first one scheduled for Friday, October 6, 2017. A copy of the school calendar can be found later in this newsletter and in your *Contractor/Bus Driver Handbook*.

Four elementary schools are starting and ending 15 minutes earlier from last school year. Those schools are: Ebb Valley Elementary, Elmer Wolfe Elementary, Mt. Airy Elementary and Parr's Ridge Elementary. These four schools will have a 9:15 a.m. – 3:45 p.m. schedule for the 2017-2018 school year. Please be sure to review the list of your school times and bus arrival windows located in your *Contractor/Bus Driver Handbook*.

As compared to the start of last school year when we had significant changes to bus routes resulting from school closures, I am pleased to report that only minor changes were necessary this year, impacting a relatively small number of regular education bus routes. As is always the case, you may expect that there will be many changes to special education bus routes related to student and program changes. We will start out this year with a total of 261 route buses, two fewer than the 2016-2017 school year. There will be 190 regular education routes, 54 in-county special needs routes and 17 out-of-county routes to start the school year.

Please take the necessary time to thoroughly review your bus routes prior to the start of school and give yourself a little extra time during the first few days, as the motor-ing public will be adjusting to buses being on the road after not seeing them since June. As always, keep your defensive driving practices at your ready use and be prepared for the unexpected. Please remember that you are the first person representing the Carroll County Public Schools that students and parents will see on the first day of school.

Thank you for your dedication and commitment to providing safe and reliable transportation for our students.

## Carroll County Public Schools

### 2017-2018 School Calendar

#### August

- 18-25 New Teacher Pre-service Professional Days  
28-31 Pre-service Professional Days for Teachers and Instructional Assistants

#### September

- 1 Pre-service Professional Day for Teachers  
4 Schools/Offices Closed – Labor Day  
5 Schools Open – First Day for Students  
21 Schools/Offices Closed – Rosh Hashanah  
22 Schools Closed for Students – Professional Development Day for Teachers and Instructional Assistants

#### October

- 6 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time Available for Instructional Staff; Schools Closed for Pre-kindergarten Students  
20 Schools Closed for Students and 10-Month Staff – Professional Meeting Day

#### November

- 10 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 Students  
22 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students  
23-24 Schools/Offices Closed – Thanksgiving Holiday  
27 Schools/Offices Reopen

#### December

- 25-29 Schools/Offices Closed – Christmas/Winter Holiday

#### January

- 1 Schools/Offices Closed – Christmas/Winter Holiday  
2 Schools/Offices Reopen  
15 Schools/Offices Closed – Martin Luther King, Jr. Holiday  
29 Schools Closed for Students – Teachers Work on End of Marking Period Items; Non-Work Day for Instructional Assistants

#### February

- 19 Schools/Offices Closed – Presidents' 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 Students  
30 Schools/Offices Closed – Good Friday

#### April

- 2 Schools/Offices Closed – Easter Monday  
3 Schools/Offices Reopen  
10 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 Students

#### May

- 28 Schools/Offices Closed – Memorial Day

#### June

- 13 Last Day for Pre-Kindergarten Students  
14 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide – Professional Time for Teachers  
15 Professional Time for Teachers – Last Duty Day for Teachers; Non-work Day for Instructional Assistants

## CARROLL COUNTY PUBLIC SCHOOLS' SCHOOL CALENDAR 2017-2018

All duty days or half days when students are not in school will be used for professional meetings, in-service activities, or workdays as determined by appropriate central office administrative personnel or the school principal.

### HIGH SCHOOL GRADUATION DATES

June 4, 2018	Francis Scott Key High	7:00 pm
June 5, 2018	Century High	7:00 pm
June 6, 2018	Westminster High	7:00 pm
June 7, 2018	South Carroll High	7:00 pm
June 8, 2018	Liberty High	7:00 pm
June 9, 2018	Winters Mill High	1:00 pm
June 9, 2018	Manchester Valley High	7:00 pm

Carroll Springs will hold its Certificate Ceremony at 7:00 pm on May 31, 2018 at Carroll Springs School.  
Gateway School will hold its Certificate Ceremony at 7:00 pm on May 30, 2018 at Carroll Community College-Scott Center.  
Carroll County Career & Technology Center will hold its Certificate Ceremony as students complete their programs.  
Dates and times will be released through the school.

### NUMBER OF DAYS IN SCHOOL CALENDAR

MONTH	STUDENT DAYS	TEACHER DAYS	*MARKING PERIODS
AUGUST	0	4	<b>FIRST</b>
SEPTEMBER	17	19	SEPTEMBER 5 – NOVEMBER 10
OCTOBER	21	21	<b>SECOND</b>
NOVEMBER	20	20	NOVEMBER 13 – JANUARY 26
DECEMBER	16	16	<b>THIRD</b>
JANUARY	20	21	JANUARY 30 – APRIL 10
FEBRUARY	19	19	<b>FOURTH</b>
MARCH	21	21	APRIL 11 – JUNE 14
APRIL	20	20	*Actual marking periods may be
MAY	22	22	adjusted depending on the use of
JUNE	10	11	emergency closing days.
<b>TOTAL</b>	<b>-6*</b> <b>180</b>	<b>-6*</b> <b>188</b>	

#### \*Emergency Closing Days

If any of the six (6) emergency closing days are not used, the last day for student and staff are as listed below:

- One (1) day not used – Last Student Day – June 13<sup>th</sup>, Last Staff Day – June 14<sup>th</sup>.
- Two (2) days not used – Last Student Day – June 12<sup>th</sup>, Last Staff Day – June 13<sup>th</sup>.
- Three (3) days not used – Last Student Day – June 11<sup>th</sup>, Last Staff Day – June 12<sup>th</sup>.
- Four (4) days not used – Last Student Day – June 8<sup>th</sup>, Last Staff Day – June 11<sup>th</sup>.
- Five (5) days not used – Last Student Day – June 7<sup>th</sup>, Last Staff Day – June 8<sup>th</sup>.
- Six (6) days not used – Last Student Day – June 6<sup>th</sup>, Last Staff Day – June 7<sup>th</sup>.

In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal. The one-day immediately following the last student day will serve as a professional day for teachers.

If further emergency days are required, the following schedule will be implemented:

- One (1) day needed – The last student day will be June 15, 2018.

If additional emergency days are needed beyond June 15, the Board will request a waiver from the requirement that the school year end no later than June 15, allowing make-up days to be scheduled the following week.

**August**

- 21 Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Century High
- 22 Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Manchester Valley High
- 23 Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Winters Mill High
- 24 Summer Bus Inspection (7:15 a.m. to 10:00 a.m.) Francis Scott Key High
- Contractors' Meeting August 24th Carroll Community College L287 2:00 pm**

**September**

- 5 Schools Open – First Day for Students
- 8 Regular Education Stop Sheets, Special Education Route Manifests due in Transportation Services
- 21 Schools/Offices Closed Rosh Hashanah
- 22 Schools Closed for Students
- 29 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services

**October**

- 6 Two Hours and Forty-Five Minutes Early Dismissal/System-Wide / Closed for Pre-K and Prep Students
- 20 Schools Closed for Students and 10-Month Staff – Professional Meeting Day
- 27 Special Education Route Manifests due in Transportation Services

**November**

- 10 Two Hours and Forty-Five Minutes Early Dismissal/System-Wide / Closed for Pre-K and Prep Students
- 13 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High
- 14 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 15 Fall Bus Inspection (8:45 a.m. to 10:45 a.m.) Francis Scott Key High
- 16 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 17 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High
- 22 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal System-wide Schools Closed for Pre-Kindergarten and Prep Students
- 23-24 Schools/Offices Closed – Thanksgiving Holiday
- 27 Schools/Offices Re-open

**December**

- 25-29 Schools/Offices Closed – Winter Holiday

**January**

- 1 Schools/Offices Closed – Winter Holiday
- 2 Schools/Offices Re-open
- 12 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services
- 15 Schools/Offices Closed – Martin Luther King, Jr. Holiday
- 19 Special Education Manifests due in Transportation Services
- 29 Schools Closed for Students

**February**

- 19 Schools/Offices Closed – Presidents' Day

**March**

- 9 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students-Regular Education Route Stop Sheets and Regular Education Route Manifests; Special Education Route Manifests due in Transportation Services
- 19 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 20 Spring Bus Inspection (8:45 a.m. to 10:45 a.m.) Francis Scott Key High
- 21 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 22 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High
- 23 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High
- 30 Schools/Offices Closed-Good Friday

**April**

- 2 Schools/Offices Closed – Easter Monday
- 3 Schools/Offices Reopen
- 10 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students

**May**

- 28 Schools/Offices Closed – Memorial Day

**June**

- 13 Last Day for Pre-Kindergarten Students
- 14 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide

## PLEASE WELCOME OUR NEW FAMILY MEMBER

The Transportation Services Department is pleased to introduce the newest member of our team, Mrs. Kim (Middleton) Gold. Kim comes to us after working earlier in her career as a middle school teacher and most recently as a loan administrator with New Windsor State Bank. Kim will be primarily responsible for employee payroll, budget and processing the bi-weekly bus contractor pay. Kim replaces Pat Arnold who retired June 30, 2017 after working twenty-three years with CCPS.



### DRIVER INSTRUCTORS' CORNER

#### CHANGE OF ADDRESS

Commercial drivers must appear in person at the Motor Vehicle Administration (MVA) to obtain a corrected license. Drivers have 30 days to make the change. The fee is \$20. The driver/contractor must submit a copy of the new license to Dena Hozik, Driver Instructor Lead at [dmhozik@carrollk12.org](mailto:dmhozik@carrollk12.org) and Dena will change the driver's information in our data files.

#### ID BADGE REPLACEMENT

To obtain a replacement ID badge, drivers must go through their contractor – who will contact Dena Hozik to get the process going.

#### DOT PHYSICALS

All physicals are to be submitted to MVA and Dena Hozik prior to the physical's expiration date. Drivers that do not comply with this requirement will have their license suspended by the MVA.

If you have any questions regarding MVA issues, please contact Dena Hozik, Driver Instructor-Lead @[dmhozik@carrollk12.org](mailto:dmhozik@carrollk12.org).

## Q'S AND A'S FROM SPECIAL ED. TRANSPORTATION

The start of the 2017-18 Carroll County Public School year is right around the corner. We hope that your summer has been enjoyable and relaxing and the time off has rejuvenated your batteries for another school year. We are looking forward to a successful school year for everyone.

Students will enter your bus in a variety of ways: happy, excited, scared, angry, unsure, active, aggressive, needy, and a host of other verbs and adjectives. Thank you for being professional, understanding, fair, caring, in control, and patient in order to support a positive bus ride.

### NEW START/DISMISSAL TIMES FOR 2017-2018 SCHOOL YEAR

<u>School</u>	<u>Start time</u>	<u>Dismissal time</u>	<u>Pre-K dismissal</u>
Ebb Valley	9:15	3:45	11:45
Elmer Wolfe	9:15	3:45	3:45 (all day pre-K)
Mt. Airy/Parr's Ridge	9:15	3:45	11:45

### QUESTION:

What are some good techniques that drivers and assistants use daily that promote a safe and positive bus ride?

### ANSWERS:

- Greeting each student by name every morning and afternoon.
- Remembering each day is a new day.
- Always doing a walk through.
- Seating the bus assistant in such a position as to be able to quickly reach any disturbance. (Best practice is in the middle of the bus.)
- Remembering the reasons we are transporting these students.
- Speaking courteously and professionally at all times.
- The driver and assistant working together as a team.
- Making sure all students, equipment and wheelchairs are secure before pulling away.

## HOW TO PREVENT PROBLEM BEHAVIOR ON YOUR SCHOOL BUS

Driving a school bus is a challenging job. You are given the responsibility of safely transporting students of all ages to and from school. You have an obligation to drive safely and attentively in all kinds of traffic and weather conditions. But you also have the duty to supervise the activities of a bus full of students—and to do it all while keeping your eyes on the road.

Managing the behavior of the students on your bus is probably the toughest part of your job. Here are some strategies that will help you prevent difficult behavior from happening in the first place:

★ **Get to know your students.**

★ Learn your students' names. Smile and greet them by name each time they get on the bus. Get to know your students.

★ **Be a positive role model.**

★ Be friendly and polite. Say "please" and "thank you." Show your riders the behavior that you would like to see from them. Compliment them when they are behaving well.

★ **Respect students' personal space.**

★ Students have little personal space on a school bus. Be sure that you don't crowd them any more than is necessary. If you must approach a student, remain at least one leg-length away.

★ **Be aware of body language.**

★ Body language includes posture, movement, gestures, and facial expressions. As students board the bus, watch for signs that a student might be anxious or upset. Also, be aware of your own body language. Try not to do things that may appear threatening to the student, such as scowling, putting your hands on your hips, or shaking your finger in a student's face.

★ **Establish rules.**

★ Keep your rules short and simple. If you have too many rules, students won't remember them. Four or five is usually enough. Try to state your rules in a positive way. For example, "Keep your hands to yourself" is more positive than "Don't hit!" Give a written copy of your rules to all riders, and post them on the bus, too.

★ **Set limits when rules are broken.**

★ When a student breaks a rule, tell the student what rule has been broken and why it is important. Then, set limits. Setting limits means that you provide the student with choices and with the consequences of those choices. Stress the choice you prefer the student to make.

★ For example, you might say, "Heather, please sit down on the seat. It could be dangerous if I have to stop the bus quickly."

★ **Remain calm.**

★ Even when students are belligerent or insulting, don't allow them to push your buttons. If you lose control, you will probably make the situation worse.

Dealing with students' behavior on your bus is not an easy job. Having a plan to deal with difficult behavior will help you keep control, maintain a positive attitude, and keep everyone on your bus safe.





### WALK A MILE IN THEIR SHOES

Our Summer In-Service was highlighted by guest speaker, Ms. Kyla Liggett Creel. Her presentation focused on a case study based on the life of one child's experience as a foster child. The lessons from the presentation were powerful and moving. Hopefully, we all gained insight into the difficulties that life can pose for children in foster care, and for that matter, homeless children. Although we certainly cannot change the circumstances of these children's lives, maybe our greater understanding can allow us to be more patient with them as we strive to be a positive influence in their lives.

Beyond foster care, I think the In-Service presentation carried an even greater message; many children and families that appear stable, safe and loving, have their own struggles that we know nothing about. Parents of special needs children, whether the special needs condition be physical or emotional, have incredible struggles just to live everyday life. As drivers, although you deal with some extremely difficult children and situations, those situations occur over the course of the length of a bus ride. For the parents of some of these special needs children, the struggles are all day, every day.

For the parents and children in these circumstances, life can be really tough. Just like with the foster child, a little patience and understanding is required for these children. We don't live these families' lives, so we cannot know what stresses and struggles they are undergoing. Maybe in the next year, our mindset should be, "I need to walk a mile in their shoes," and be a little more understanding and tolerant.

### INCLEMENT WEATHER POLICY FOR OUT OF COUNTY SCHOOLS

Questions often arise about our policy for transporting students out of county during weather related scheduling changes.



1. First, Carroll County buses will always follow a weather-related schedule change for Carroll County Public Schools.
2. However, if a CCPS bus is traveling through a county, or the school they are traveling to, has a worse weather-related schedule change than Carroll County, our out of county bus will adhere to that schedule change.

For example, if all surrounding counties are open and Carroll County is delayed, dismissing early or closed, CCPS out of county buses will follow the Carroll County schedule. If Carroll County were to open on time, but a surrounding county is delayed, closed or dismissing early, CCPS out of county buses traveling through or to a school in that county would adhere to the schedule of the surrounding county. Again, the out-of-county buses adhere to the most severe schedule change of any surrounding county they are traveling through or that is their ultimate destination.

We always attempt to notify our out-of-county contractors as soon as we are aware of any early morning schedule changes. Please monitor local media for surrounding counties' inclement weather-related schedule changes.



## CARROLL COUNTY ACCIDENT STATISTICS 2016-2017 SCHOOL YEAR

Carroll County School bus drivers were involved in **85** accidents for the school year 2016-2017; **58** of these accidents were determined to be preventable. Of the **85** accidents, **16** involved major damage or personal injury, **10** of the majors were determined to be preventable. The breakdown for the school year as far as preventability is as follows:

1. Backing .....	16
2. Rear Tracking of Bus .....	4
3. Tree Limbs/Fixed Objects/Parked Cars .....	5
4. Parked Cars .....	2
5. Crossing Arm not retracted .....	3
6. Clearance/Mirrors not monitored .....	14
7. Failure to Yield right of way .....	3
8. Other .....	11

### ACCIDENT REVIEW

The Accident Review Team meets regularly to determine the preventability of school bus accidents. The determination of preventable does not mean that the school bus driver was primarily or legally responsible for the accident; it means that the driver did not do everything that reasonably could have been done to avoid the accident. In other words, he or she was not a **defensive driver**. A **defensive driver** is one who commits no driving errors and makes allowances for the lack of skill of improper driving practices of other drivers. A **defensive driver** adjusts his or her own driving to compensate for unusual weather, road, and traffic conditions and is not tricked into an accident by the unsafe actions of pedestrians and other drivers. By being alert to accident inducing situations, the **defensive driver** recognizes the need for preventive action in advance and takes the necessary precautions to prevent the accident. It is impossible to describe in detail the many ways a driver might prevent an accident. A school bus driver may not absolve themselves of any defensive driving skills or responsibilities. The Maryland State Department of Education evaluates all major school bus accidents in the state. A report conducted by MSDE makes this point that drivers should remember. The vast majority of accidents happen:

- On clear days
- During daylight hours
- On regular routes
- With buses travelling straight

