

**CARROLL COUNTY (MARYLAND) PUBLIC SCHOOLS  
TRANSPORTATION SERVICES DEPARTMENT**

# THE DRIVER'S SEAT

*Summer 2018 Edition*



**410-751-3229**

## D I R E C T O R ' S   C O R N E R

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- Supervisor:**  
**Keith Shorter:**
- Out-of-County Special Needs, Liberty, Century and South Carroll High Areas**  
**John O'Meally:**  
**Manchester Valley and Frances Scott Key High Areas**
- Scott Parsons:**  
**Winters Mill and Westminster High Areas**
- Kristin Ebert:**  
**In-County Special Needs**
- Anita Stubenrauch:**  
**Operational Performance**
- Driver Instructors:**  
**Dena Hozik**  
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**Angela Williams**
- Transportation Planner/Analysts:**  
**Kim Gold & Lauren Rose**
- Transportation Routing Associate:**  
**Pat Wall**
- Support Staff:**  
**Jill Fulton**  
**Cindy Washick**

Rain, rain, go away!

As I write this on July 25, 2018, a new record for rainfall in July for this region has now been established. Let's hope that this is not a foretelling of precipitation amounts we will receive this coming winter.

Despite the heavy rain and washed out roadways, all extended school year (ESY) special education buses were able to run their daily routes without too much trouble. A total of eight buses are servicing the in-county ESY Program at Carroll Springs School and Autism Programs at Hampstead, & Winfield Elementary Schools, Shiloh Middle School, and Winters Mill High School. Seventeen buses service a total of 79 students attending ESY programs involving 19 non-public and public school locations outside the county. Kudo's to our Special Education Department and our dedicated transportation staff in scheduling all ESY in-county and ESY out-of-county students this summer!

The Transportation Department staff has been hard at work designing bus routes for the coming school year. Some of the reasons for bus routes to change from year to year include: transitioning students (5<sup>th</sup> graders moving from elementary to middle school and 8<sup>th</sup> graders moving from middle to high school), parents changing residential addresses or day care address changes, changes in bus contractors, new students entering CCPS (including pre-kindergarteners and kindergarteners), new students requiring special needs transportation, changes in special needs programs, and new residential developments impacting the number of students at existing bus stops and the need for new bus stops.

Contractors and drivers will receive both a.m. and p.m. bus routes, including driving directions, from our Transfinder Routing System and are asked to provide any needed corrections or suggestions for improvement to their Transportation Area Supervisors as soon as possible. Preliminary bus routes will be distributed to bus contractors the week of July 30 and will be posted on the CCPS website beginning Friday, August 10.

This school year we will be further evaluating the *Synovia GPS System* and associated "Here Comes The Bus" parent-notification phone app. This extended pilot program is a voluntary program and will involve a total of 48 buses, mostly within the Manchester Valley High School catchment area. Further information will be forthcoming regarding training for drivers and bus contractors involved in the pilot.

Finally, school begins on Tuesday, September 4th. Please take time to thoroughly read and understand your bus routes. Drivers that have new routes should be doing a dry run so that there are no surprises on the first day of school. Please enjoy the rest of your summer, refresh your batteries, and be prepared to welcome the approximate 23,000 CCPS students who will be riding the school bus this year.



## SPECIAL NEEDS

Welcome back, the 2018-19 Carroll County Public School year is right around the corner! Class of 19, crazy right? We hope that everyone has had an enjoyable and relaxing summer, with lots of time spent with family and friends.

Thank you in advance for all of the hard work and dedication that all of you will do for our special needs students. Transporting our special needs students successfully is largely due to all of our drivers, assistants, and contractors. Let's keep working together and we can have another successful school year transporting our special needs students.

As a quick refresher, below are some important policies and procedures associated with special needs routes that will be important to remember:

- Attendance should be taken every day for the a.m., midday and p.m. runs. (This information is needed for state audits).
- If a student has not been riding for 5 consecutive days, please notify your contractor and the Transportation Department.
- All changes to a student's schedule, pick up and drop off locations and needed equipment must go through the school and then the Transportation Department for approval. Advise the parent to contact the school if they ask you to change anything.
- If the information on the student's profile sheet is incorrect, i.e., phone number, equipment, call the Transportation Department for support.

## SCHOOL BUS DRIVER:

You are sometimes the first smiling adult a child sees each morning and the last before they get home. You always brave the weather to get our kids safely where they need to be, while being a shining example as you do it.

#schoolheroes

teresa kwant



IN REMEMBRANCE



Mr. Eugene "Gene" Vaughn of Taneytown, MD passed away on July 23, 2018. For 20 years Mr. Vaughn was a driver and contractor for Carroll County Public Schools. He was a kind and gentle man with a smile and happy greeting for all. He will be missed.

A Fond Farewell to Some of Our Bus Contractors

We would like to take this opportunity to give a warm goodbye to a few of our contractors who have moved on from the Transportation Business after giving Carroll County Public Schools 125 total years of exemplary service. They will be greatly missed as contractors but some may stick around as substitute drivers. Those leaving this summer: Cathy Schaffer with five years, Teresa Rasche with five years, Sharon Smith with 17 years, Colleen Hahn with 28 years, and Pam Shorb also with 28 years. We wish them all the best in their retirement in whatever their futures brings.

GOODBYE & GOOD LUCK

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.

## THE DRIVER'S SEAT

### PRE-SERVICE CLASSES

All Pre-Service classes will be held in the Transportation Services classroom from 8:30am-4:00 pm. In order to run preliminary background checks at the time of registration, please e-mail your applicant's full name and date of birth. A background check will be run and if the applicant has no criminal background, the contractor will be informed and asked to submit the entire application.

Due to the nature of processing the Verification/Application Form, the completed application needs to be submitted to The Transportation Services Department three days prior to the beginning of class. If the completed application is not submitted in time, the applicant will not be allowed to attend class. Make sure to use the application form dated *6/08 from the Contractor/Driver Handbook*. If you do not have the correct application form, contact Dena Hozik at the address below and one will be sent to you. Please submit the application, along with a complete, satisfactory history of the applicant's MVA record for all states in which a license has been held.

[dmhozik@carrollk12.org](mailto:dmhozik@carrollk12.org)

#### FOR REGULAR ED DRIVERS:

**September 12 & 13, October 10 & 11, November 14 & 15 and December 12 & 13**

#### FOR SPECIAL NEEDS DRIVERS & ASSISTANTS:

**September 20, October 24 and November 28**

### LANGUAGE AND FEELINGS

Some of the things we naturally say or do can have an impact on children, even if completely unintended. As bus drivers and assistants, here are some things to be mindful of when dealing with your students:

- Don't assume all children come from traditional homes or households/families
- Some children struggle with and may be sensitive about their body image
- Be mindful by avoiding derogatory labels and comments of children as well as other adults
- Don't assume all children believe in a higher being
- Keeping a positive attitude sets a good example
- Promote self-esteem with praise
- Praise students for being good bus riders
- Motivation comes from a healthy sense of self-esteem



By avoiding verbal slipups you will be making your bus a happier, more welcoming place for everyone.

THANKS FOR ALL YOU DO

YOU ARE APPRECIATED

## 2018 – 2019 Transportation Services Calendar

## August

- 20 Summer Bus Inspection (7:15 a.m. to 10:00 a.m.) Francis Scott Key High
- 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
- Contractors' Meeting August 23rd Carroll Community College L287--1:30 pm



## September

- 4 Schools Open – First Day for Students
- 7 Regular Education Stop Sheets, Special Education Route Manifests due in Transportation Services
- 10 Schools/Offices Closed -- Rosh Hashanah
- 19 Schools/Offices Closed -- Yom Kippur
- 28 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services

## October

- 8 Schools Closed for Students — Professional Meeting Day
- 18 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Closed for Pre-K and Prep Students
- 19 Schools Closed for Students and 10-Month Staff – Professional Meeting Day
- 26 Special Education Route Manifests due in Transportation Services

## November

- 1 Fall Bus Inspection (8:45 a.m. to 12:30 p.m.) Francis Scott Key High
- 5 Fall bus Inspection (8:45 a.m. to 12:30 p.m.) Century High
- 6 Schools/Offices Closed – General Election Day
- 7 Fall bus Inspection (8:45 a.m. to 12:30 p.m.) Manchester Valley High
- 8 Fall bus Inspection (8:45 a.m. to 12:30 p.m.) Winters Mill High
- 13 Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Pre-K and Prep Students
- 21 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students
- 22-23 Schools/Offices Closed – Thanksgiving Holiday
- 26 Schools/Offices Re-open

## December

- 24-28 Schools/Offices Closed – Winter Holiday
- 31 Schools/Offices Closed – Winter Holiday

## January

- 1 Schools/Offices Closed – Winter Holiday
- 2 Schools/Offices Re-open
- 11 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services
- 21 Schools/Offices Closed – Martin Luther King, Jr. Holiday
- 25 Special Education Manifests due in Transportation Services

## February

- 1 Schools Closed for Students – Professional Meeting Day
- 18 Schools/Offices Closed – Presidents' Day

## March

- 8 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
- 26 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Manchester Valley High
- 27 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Winters Mill High
- 28 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Francis Scott Key High
- 29 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Century High

## April

- 9 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students
- 19 Schools/Offices Closed – Good Friday
- 22 Schools/Offices Closed – Easter Monday
- 23 Schools/Offices Re-open

## May

- 27 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