

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

I. Definitions

- A. Alternate School Vehicle – a vehicle that is used to transport pupils from home to school or school to home as well as to and from school related activities that is neither a Type I nor a Type II school vehicle as stated in Transportation Article 11-154, Annotated Code of Maryland
- B. Board –Board of Education of Calvert County
- C. Route - the route, as determined by the Director of Transportation or designee, that a vehicle will travel to/ from school to pick-up and discharge students, and includes all scheduled stops along the route
- D. COMAR – Code of Maryland Regulations
- E. Driver – a driver who is seeking or has been exclusively certified at the local level to operate an alternative school vehicle, a school vehicle/bus or taxi
- F. Director of Transportation - the individual responsible for student transportation for CCPS
- G. Parent – a student’s biological or adoptive parent, legal guardian or an individual who is legally responsible for a child’s welfare
- H. School - any educational facility
- I. 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
- J. Student - an individual legally enrolled in CCPS or who is placed in another school by the Superintendent or designee or an IEP team
- K. Superintendent -the Superintendent of Calvert County Public Schools
- L. 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 time

II. Routing and Scheduling

- A. Routes are planned with safety and efficiency in mind.
- B. The routes, which include vehicles 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 opening windows in the mornings and which does not exceed three hours and thirty minutes between the first and the last school dismissal windows in the afternoons.
- C. Vehicles shall be routed so that they 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 vehicle to capacity would prevent it from being timely.
- E. When possible, 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 vehicle. Temporarily, one additional student per row of seats may be allowed to stand in the aisle of a school vehicle/bus until adjustments to routes with too many riders can be made 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 vehicle. If the vehicle must back up, a safe and adequate turning place must be designated by Transportation.
- 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. Vehicles shall never back up on school grounds, unless guided by another adult. The driver bears full responsibility for the outcome of backing even when guided by another adult.
- J. Vehicles may pull off heavily trafficked roads to pick up and discharge students.
 - 1. The vehicle 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 the roadway.
 - 4. Vehicles shall not drive off the roadway (on the shoulder) from one stop to another stop nor to the next roadway on the planned route.