



**ROCHAMBEAU**  
THE FRENCH INTERNATIONAL SCHOOL

## TRANSPORTATION GUIDE

9650 Rockville Pike

Bethesda, MD 20814

Email: [transportation@rochambeau.org](mailto:transportation@rochambeau.org)

Telephone Number (301) 530-8260

## GENERAL INFORMATION

Rochambeau bus stop locations are selected primarily by safety concerns for the students when getting on and off the bus which means factoring street sizes, sidewalks, traffic, number and age of the students, and duration of the route.

The school may change any bus route or bus stop at any time to provide better service to the student population in general. The school will provide advance notice to families.

To help ensure the safety of our students, each bus will be assigned a bus monitor for all bus and shuttle rides.

Audio and Video surveillance, as well as GPS Tracking devices, are used on the buses.

It is strictly prohibited to use a school bus without prior information to the Transportation Department either by

- Enrolling in the Yearly Transportation Service
- Emailing the Department at: ***transportation@rochambeau.org***

**Students must respect all Transportation Rules to be permitted to ride the bus.**

## TIMELINE

- **June:** Deadline for application requests for transportation allowing bus ridership as of the first day of school. Applications received after June will be honored based on remaining availability and will allow bus riding only as of September 2024.
- **July:** Routes will be sent out for school year 2024-25.
- **August:** Sending individual stops to families.
- **First day of school** is the first bus day for students whose families requested Transportation service by June.
- **September 2024 (2 weeks after start of school):** Deadline to submit a written cancellation of Transportation service (to [transportation@rochambeau.org](mailto:transportation@rochambeau.org)).
- **October 1 :** As of this date, transportation fees for cancellation of service will be charged. (Payment for the month in progress at the time of cancellation of service + an additional two months of transportation fees)

The precise dates and deadlines will be communicated on the [Transportation section parent portal of www.rochambeau.org](http://www.rochambeau.org) along with the bus routes.

# TRANSPORTATION SERVICES

Every school day, we operate **three types of service**:

1. **BUS:** To and from school
2. **SHUTTLE:** Between our campuses
3. **PARK AND BUS SHUTTLE:** Transport students to and from the park and bus locations.

## **BUS SERVICE:**

- **MORNING:** From the student's designated bus stop to school
- **RETURN:**
  - **AFTERNOON:** Departure from the Maplewood campus at 3:40 pm
  - **EVENING:** Departure from the Maplewood campus at 5:40 pm Stopping at Forest RD campus.
- The students have a choice of the evening bus service based on their schedule.

Schedules and Route information are available on the parent portal [transportation page](#).

★ **Neither buses nor shuttles wait at their stops.**

★ **We recommend that students and adults are at the bus stop 5 minutes early.**

★ **If the required adult is not at the stop in the afternoon or in the evening when the bus arrives at its bus stop, for safety reasons, the student will stay on the bus and be driven back to the Maplewood campus for pick-up by the family. The family should contact transportation for pick-up time.**

## TRANSPORTATION FEES

Transportation fees are established based on the distance (by car) between the Maplewood campus and the student's address listed in the Application for Transportation for morning pick-up.

The Transportation department assesses the distance and determines the zone applicable for pricing.

[Transportation fees](#)

# EMERGENCY COMMUNICATION

## Family Emergency

If a family member has a last-minute emergency preventing them from being at the stop when the bus arrives, they must call Transportation to make proper arrangements at

**(301) 798-4497** or **(301) 791-5594** or the child will be brought back to the Maplewood campus.

1. Parents who desire to pick up their children before or at the end of the school day should contact the secretary at their respective campuses
2. Any changes regarding the transportation of a student should be done on the Transportation Change form **before 12:00 PM.**

If a family needs to change their child's bus arrangements at the last minute, they must call Transportation at: (301) 530-8260

## School Emergency: 2-hour delay, School closed, Early dismissal

- For weather-related issues, the school usually follows **Montgomery County Public Schools' decisions**
- Families are contacted via **email and/or text**
- The school posts information on its website [www.rochambeau.org](http://www.rochambeau.org)

## Bus time changes follow exactly the Rochambeau schedule

- If Clubs Rochambeau are canceled, the evening 5:40 pm departure is canceled and all the students take the afternoon buses departing at 3:40 pm from Maplewood.

*\*Families may receive the **Montgomery County Public Schools** alerts by enrolling directly on their website on the «Montgomery County Public Schools Support and Resources for Parents » page:*

*[http:// www.montgomeryschoolsmd.org/parents/support/](http://www.montgomeryschoolsmd.org/parents/support/)*

*[http:// www.montgomeryschoolsmd.org/emergency/alertmcps.aspx](http://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx)*

## Early dismissal

*If the school closes early, announcements are made by 11:00 am*

*Schools may close 2.5 hours early, and all operations affecting the dismissal of students, including Transportation, will be activated 2.5 hours earlier than your regular drop-off time.*

## Transportation Emergency

If a bus is delayed due to traffic or a mechanical problem:

- Transportation alerts the bus families via email and/or text with information we have at that time. A follow-up message will be sent once the issue has been resolved and the service has been restored.
- Families may call Transportation for information: **(301) 530-8260**

## Student Medical Emergency

If a student's medical condition requires special attention while traveling on the bus, families must inform the school nurse who will then communicate to the Transportation Department the appropriate action plan. If a medical emergency arises while the student is on board, students will receive emergency care and families will be notified promptly.

## ADVICE TO FAMILIES WITH YOUNG CHILDREN

The **danger zone** is defined as those areas 10 feet in front of, behind, and on both sides of the school bus. They are deemed dangerous because they are hidden from the drivers' direct view.



If an adult has a last-minute emergency preventing them from being at the stop when the bus arrives, they must call Transportation to make proper arrangements at **(301) 530-8260** or the child will be brought back to the Forest Road campus.



- ❖ Choose clothing with buttons, zippers, velcro, etc. over clothing with ribbons or ties as they may be caught in doors or seats.
- ❖ Choose hoods over hats.
- ❖ Choose shoes with velcro versus laced shoes.
- ❖ Avoid backpacks with wheels as they are very heavy, even empty.
- ❖ Place lunch boxes inside the backpacks or attach them to the backpacks as children need their 2 hands to get on and off the bus!

# **"DON'T LOSE YOUR RIDING PRIVILEGE!"**

## **FOLLOW THESE RULES**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.



## TRANSPORTATION DEPARTMENT RULES & REGULATIONS

The Following Safety rules & regulations are to ensure the safety of your child. *Any violations of the rules may result in the suspension of bus service privileges. There are video cameras on the bus. All your actions and sound will be recorded.*

### Arriving to the bus stop and Parent's responsibility

- Students are expected to walk in residential areas along and across streets, with or without sidewalks.
- Students are expected to walk along primary roadways with sidewalks or shoulders of sufficient width to allow walking off the main road.
- Parents will be responsible for their child's safety along their walking route and at the bus stop. While waiting at bus stops, students should observe safe practices, respect persons and private property, and stand well off the traveled portion of the road.

### Guidelines for bus stops

- Be at the bus stop 5 minutes before the bus is scheduled to arrive.
- Wait for the Red lights and stop arm to be on before you walk toward the bus.
- Before crossing the street, wait for a signal from the bus driver, and be sure that all cars are stopped.
- Before boarding the bus, students must keep a safe distance from one another. No pushing one another.
- If an object rolls under the bus, DO NOT go under the bus to pick it up. Inform the driver of the problem.

### Getting on and off the bus

1. Stand on the sidewalk. Do not run between the buses
2. Do not push or engage in horseplay.
3. Find a seat immediately. Put your bag under the seat.
4. Do not get off the bus without permission from the bus driver
5. Remember to take your bookbag and lunch box when you leave the bus. Do not throw your trash on the floor.

### On the bus

1. Remain in your seat. Do not change seats when the bus is moving.
2. Behave on the bus just like you do in the classroom.
3. Speak quietly. Yelling is not allowed, and using foul language is strictly forbidden.
4. No writing on the seats or tearing the seat covers.
5. Do not eat or drink on the bus.
6. Students must listen to the driver's instructions at all times, and must not distract the driver when he/she is driving

For safety reasons, students must respect the rules and regulations of the Rochambeau Transportation Department.

- ★ Bus drivers and supervisors will prepare a written note to families if the rules are not respected. A warning will be sent to the families explaining what rules were not respected and a copy will be sent to the campus Principal.
- ★ After the third warning the student will not be allowed to ride the bus for 3 days. ★ After the fifth warning the student will not be permitted to ride the bus for the remainder of the year. No refunds will be given.