

**Administrative Procedures for Policy # 4201 (Support Services)
Regarding Student Transportation Eligibility for Student Transportation**

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. Authorized passengers - those individuals who are approved to use transportation services provided by the Board. It shall be deemed to include, but be limited to, students and teachers of Calvert County Public Schools (CCPS) and school vehicle contractors.
- C. Board –Board of Education of Education of Calvert County
- D. Director of Transportation- the individual responsible for student transportation for Calvert County Public Schools (CCPS)
- E. Driver – a driver who is seeking or has been exclusively certified at the local level to operate a school vehicle/bus, taxi, or alternative school vehicle
- F. Geographical Attendance Area – the current school attendance boundaries approved by the Board of Education that are used to determine the home school of attendance for students
- G. Home School – the school that is located within the Board of Education’s approved geographic attendance area for a specific address or residence
- H. Parent – a student’s biological or adoptive parent, legal guardian, or an individual who is legally responsible for a child’s welfare.
- I. School - any educational facility
- J. School Vehicle/Bus - a vehicle/bus that meets all federal and state laws, rules and regulations, Board policies, and any other requirements and is used for the purpose of transporting CCPS students to and from school.
- K. School Day - a regularly scheduled day of classes for all students, as approved by the Board.
- L. School year - the period of time students must be transported to/from school
- M. Student - an individual legally enrolled in CCPS or who is placed in another school by the Superintendent or designee or an IEP team
- N. Student with disabilities - a student who, for the purposes of transportation services, is determined by an IEP team to have special transportation needs in accordance with federal and state laws, rules, and/or regulations.

- O. Superintendent - the Superintendent of Calvert County Public Schools
- P. Transportation Services - transportation provided by the Board to students and authorized passengers

II. Eligibility

- A. Students are eligible for transportation services to and from their home school or the school in which they are placed by the Superintendent/designee or an IEP team during the school year.

III. Transportation services for students with disabilities and for students assigned to regional or county instructional programs

The scope, means, and mode of transportation services to be provided to students with disabilities shall be determined on a case-by-case basis in coordination with the Individual Education Plan (IEP) Committee in charge of the special education placement for the student in question and in accordance with federal, state, and local laws, regulations, rules, policies, and procedures

- A. Adults, except persons between the ages of 18 to 21 currently enrolled in an approved regular or special daytime program, and parents who are participating in special needs parent/infant programs, may not be provided student transportation services
- B. Transportation services will be initiated or adjusted within four (4) school days of the receipt of all information pertinent to safe transportation of a student.
- C. When certain conditions exist, the Director of Transportation or designee may approve the transportation of no more than one student at one time in an approved taxi. The taxi driver must have completed an application, undergo fingerprinting so a criminal background record-check may be completed, provide a copy of their Motor Vehicle Administration driving record, submit and pass a pre-employment drug test, submit to random drug tests, and attend annual in-service training authorized by the school system
- D. For a student whose IEP designates transportation as a requirement and the Director of Transportation and the Director of Special Education have approved for the parent to provide that transportation, the parent shall be reimbursed for mileage only at the rate established by the Internal Revenue Service. This will only apply to both the trips from home-to-school and from school-to-home for the student instructional day. There will be no reimbursement for the parent's time
- E. For more specific information about the pick-up and drop-off of students with disabilities, see Procedure 4201.3, Section II.B

IV. Other Transportation Services

- A. The Superintendent/designee, in his/her sole discretion, may authorize transportation services for students for other school programs deemed to be in the best interest of the students and school system
 - 1. The Director of Transportation may authorize transportation on school vehicles, taxis and alternate school vehicles provided by other Local Education Agencies as an available resource

V. Denial of Transportation Services

- A. Transportation services for students are a privilege and not a right. A student may be denied transportation services on a temporary or permanent basis when the student:
 - 1. Fails to comply with any law, rule, regulation, policy, procedure or the Code of Student Conduct
 - 2. Is deemed to jeopardize the health, safety or welfare of himself/herself or others
 - 3. Is deemed to jeopardize the safe operation of the school vehicle/bus
- B. The denial of transportation services shall be handled in accordance with the Student Rights, Responsibilities, and Code of Conduct provisions for Student Bus Behavior and/or the School Bus Rules
- C. The student's parent will be responsible for providing transportation to and from school for the period when transportation services are denied so the student meets the compulsory school attendance requirement
 - 1. The school vehicle/bus driver can suspend a student for one (1) day only if the driver notifies the parent as well as the school principal of the date of the suspension. Following those notifications the driver must complete and submit a Bus Behavior Referral Form no later than the close of the next business day