

**Administrative Procedures for Policy # 4201 (Support Services)
Regarding Student Transportation Administrative and Operational Guidelines**

I. Definitions

- A. Agents and assignees – the Superintendent and/or his/her designee
- B. 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
- C. 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, teachers and coaches of Calvert County Public Schools (CCPS). It may also include school administrators, Transportation staff, and contractors who are supervising the drivers in their employment.
- D. Board – the Calvert County Board of Education, its agents and assignees
- E. Route - the path, as determined by the Director of Transportation, that a particular vehicle will travel to and from school to pick up and discharge students, and includes all scheduled stops along the route
- F. Communication device - a cellular telephone, pager, or any portable instrument capable of communicating with another such instrument.
- G. Contract - a contract for the provision of student transportation services.
- H. Contractor - an individual or entity contracted by the Board to provide student transportation services.
- I. Director of Transportation- the individual responsible for student transportation for CCPS or his/her authorized representative
- J. 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
- K. Official School Business - those activities deemed by the Board to be undertaken on behalf of the Board
- L. Parent – a student’s biological or adoptive parent, legal guardian or an individual who is legally responsible for a child’s welfare
- M. School - any facility at which educational instruction is provided by CCPS
- N. School Vehicle/Bus - a school bus/vehicle that meets all federal and state laws, rules and regulations, Board policies and procedures, and any other requirements and is used for the purpose of transporting CCPS students to and from school
- O. Spare bus - a school bus/vehicle that is kept as a temporary replacement for use in times where the regular bus is unavailable for use

- P. Student - an individual legally enrolled in CCPS or in another school approved by the Board
 - Q. Superintendent - the Superintendent of Calvert County Public Schools or his/her designee
 - R. Transportation Services - transportation provided by the Board to students and authorized passengers
- II. Transportation Services – Administrative and Operational Guidelines
- A. Traffic and Operational Rules for the Driver
 1. Drivers shall, at all times, adhere strictly to the rules and regulations set forth in COMAR13A.06.07, The Transportation Article of the Annotated Code of Maryland, and 49 CFR 200-399. These rules and regulations are reviewed as part of annual in-service for all drivers.
 2. The driver, though an employee of an independent contractor, shall adhere to all rules, regulations, policies, procedures, guidelines and direction as approved by Calvert County Public Schools and the Board of Education.
 3. Specific guidelines and standards for drivers regarding safe driving practices are outlined in the Calvert County Public Schools School Bus Drivers’ Handbook. This handbook is reviewed as part of the COMAR- required annual in-service training.
 - a. **These guidelines include a ban on the use of any communication device or wearing of an earpiece(s) or headphone(s) or other device(s) while operating the school bus/vehicle with students aboard and/or while in motion. The use of the handset of the two-way radios is permitted.**
 4. Alternately-flashing warning signals must be put into operation not less than 200 feet from the anticipated stop. Alternately-flashing warning signals are to be used only for picking up or discharging Students from the travel portion of the highway.
 5. When stopping within 100 feet of a school bus/vehicle in the act of loading or unloading students, the driver shall activate the alternately-flashing warning signal.
 6. The vehicle shall be brought to a complete stop before loading or unloading students.
 7. Drivers shall not move the bus until all riders are seated.
 8. Students must enter and leave the school bus/vehicle through the front door only. Rear doors, roof hatches, windows and any other means of egress are to be used for emergencies only.
 9. Backing up will only be performed if absolutely necessary. When backing up, the driver shall engage the hazard lights before moving the school bus/vehicle in reverse.

10. Fueling and servicing of school bus/vehicle shall not be done while students or bus assistants are on the bus.
11. Stops are established or eliminated only after careful consideration. Drivers should refer all such requests to alter the stops to their employer who can contact the Transportation Routing Specialist for consideration. If still dissatisfied, the employer can contact the Supervisor of Transportation
12. The driver shall be in the vehicle while it is being loaded and unloaded. When students are in the vehicle, the driver shall leave it only in case of an emergency and only after stopping the motor, removing the keys, and engaging the brakes. In a non-emergency situation, the driver is responsible for securing the presence of a CCPS employee on the vehicle before leaving it with students on board.
13. The vehicle must be driven completely across railroad tracks. The driver shall adhere to the requirements as set forth in COMAR 13A.06.07[FIND SPECIFIC COMAR CITATION]as it relates to crossing railroad tracks.
14. The driver has responsibility for the vehicle and its students; drivers must be alert to student conduct on the vehicle and correct minor infractions of the rules immediately. Repeated infractions should be reported to a school administrator.
15. If a teacher, coach and/or administrator are present, the school staff member has primary responsibility for the students.
16. Drivers shall report all serious misconduct on the school bus/vehicle to the school administration as soon as possible but no later than 12 hours after the misconduct, using the appropriate form(s) from the school system. This includes bullying and/or harassment.
17. Drivers are directed to assign a specific seat to each student for each of their runs. Drivers are to provide a copy of the seating chart for each of their runs to the school administration. A copy must be always kept in a secure place on their school bus/vehicle. When seating changes are revised during the course of the year, a copy must be provided to the school administration by the driver.
18. In a secure place on their school bus/vehicle, drivers must always have a copy of their route descriptions, seating charts, and the emergency bus cards. Contractors are responsible for ensuring that these items are moved onto a spare bus when the regular school bus/vehicle is not available.
19. The driver shall not permit any student to leave the vehicle at any point along the route other than at the student's regularly assigned stop, or at school, unless the student has permission from the school administration. The driver should contact the on-duty school staff or the Transportation Office to verify or notify of any deviation from this practice.
20. A driver shall not transport any person who is not an authorized passenger. Exceptions to this rule may be granted by the Director of Transportation after consultation with the school principal, or his/her designee. A

contractor may ride on a route. If the contractor wishes to have a designee ride the bus, the contractor must secure authorization, in advance, from the Director of Transportation/designee.

21. The contractor and driver in his/her employment shall keep the vehicle clean and properly ventilated and heated.
22. Each vehicle is equipped with a two-way radio, owned and maintained by the school system. These radios operate on a frequency which is licensed to the school system by the Federal Communication Commission and are subject to its rules and regulations. Drivers are expected to have their radios always turned on and the volume up when the school bus/vehicle is in use and to follow all guidelines as specified in the handbooks/handouts provided as part of annual in-service training. Drivers are to use the radios for mission critical communication, only.
23. Bus drivers are to notify Transportation as soon as the bus route is being operated ten (10) minutes later than scheduled.

B. Operational Guidelines for Contractors as It Relates to Drivers

1. Drivers are the employees of the contractor.
2. The daily time includes actual driving time of the route, up to ten (10) minutes per day “line-up” time at the first afternoon school, up to fifteen (15) minutes per day pre-operational vehicle inspection time and, as applicable, approved layover time.
3. Contractors are expected to effectively address school system and community concerns in a timely manner as they relate to the drivers they employ.

C. Operational Rules for Bus Assistants

1. Bus assistants are employees of the Calvert County Public Schools and are subject to all policies and procedures as set forth and approved by the Calvert County Public Schools and the Board of Education and under COMAR 13A.06.07 (as amended).
2. Bus assistants will be paid according to the contract approved by the Board of Education and the employee association representing support staff.
3. Bus assistants will be assigned as needed by the Director of Transportation/designee.
4. Bus Assistants’ responsibilities are clearly outlined in the Calvert County Public Schools School Bus Assistants’ Handbook and the job description maintained by the Human Resources Department.
 - a. Bus assistants may be asked to complete and/or verify documentation relating to bus stop locations, time, routing and student behavior.
5. When students are in the vehicle the bus assistant shall not leave the vehicle except to assist with the loading and unloading of students. An exception will be made for bus assistants to assist parents/guardians escort

a student on a roadway where the student must cross the roadway. This is commonly referred to as a “crossover stop”

6. In a non-emergency situation, the bus assistant is responsible for securing the presence of another CCPS employee on the school bus/vehicle before leaving it with students on board.
7. Bus Assistants, as well as drivers must refrain from making personal phone calls while students are on board the school bus/vehicle or having conversations with the driver of a personal or sensitive nature

D. Operational Rules for Students

1. Boarding Procedures:

- a. Students must be at their stop five (5) minutes before the prescribed pick-up time and ready to board the bus in a timely manner. Students should not stand or play in the roadway while waiting for their bus.
- b. Students should remain in line at least ten to fifteen long steps from the edge of the road when the bus picks them up and should not move toward the bus until the bus is completely stopped and the door is open.
- c. Students who must cross a road or highway to board the bus shall cross with the warning lights as directed by the Driver.
- d. Students who must cross the highway after exiting the vehicle shall look for traffic in both directions before crossing the highway. They also will pass more than fifteen feet in front of the vehicle. For safety, students shall not use any devices capable of communication or playing of music, nor shall they wear in their ear(s) any headset or earphones when crossing over at a bus stop, whether boarding or unloading.
- e. Students must enter and leave through the front door only. If an emergency occurs, other doors or windows may be used.
- f. Students are to move quickly and safely to their assigned seat.

2. Student Conduct:

- a. Riding a vehicle provided by the school system is a privilege and the violation of any of these guidelines could result in consequences as stated in the Calvert County Public School Student Rights, Responsibilities and Code of Conduct. For students with an Individual Education Plan (IEP), all applicable federal, state, and local rules and regulations will apply. The bus is considered school property when being used for official school system business. Providing a safe and orderly bus is a primary goal of the School System. Listed below are some but not all behavioral expectations:
 - 1) Except for ordinary conversation, classroom conduct is required.

- 2) Be courteous; use no profane or abusive language. Students shall treat each other and the driver with respect.
- 3) Do not bully, tease or harass anyone in the vehicle.
- 4) On school vehicle/buses enter and leave through the service (front) door only for routes and trips. Rear doors, side doors and emergency exit windows are to be opened for emergency only.
- 5) Keep the aisle clean and clear of their possessions and any part of their bodies.
- 6) Students are to remain in their assigned seats whenever the school bus/vehicle is in motion. Students are to be seated with their noses and toes facing forward, and their bottoms on the bench seat.
- 7) Students are not to extend any body part out of the vehicle's windows at any time.
- 8) Students shall not discard any objects out of the vehicle's windows.
- 9) Inflatable balloons may not be brought on the vehicle.
- 10) Students shall not eat or drink in /vehicle. Exceptions may be made by the Director of Transportation/designee for runs sixty minutes in length or longer.
- 11) Students shall not damage or deface the vehicle. Students who do so will be held responsible to pay for the damages as well as face consequences as outlined in the Calvert County Public School Student Rights, Responsibilities and Code of Conduct and/or face prosecution
- 12) The use or possession of tobacco products, e-tobacco products or nicotine delivery systems is prohibited.
- 13) Do not spray any perfume, cologne, deodorant, etc.
- 14) Students may only use electronic communication devices when using an earbud or headphones.
- 15) As stated in the Calvert County Public Schools Student Rights, Responsibilities and Code of Conduct drivers may suspend a student from riding the school bus/vehicle for one day in cases of serious misconduct. The driver must notify the school administration and the parent/guardian as soon as possible but no later than the vehicle's next arrival at the school. The one-day suspension by the driver must be followed up on with documentation on the bus behavior referral form.

E. Administrative Guidelines for School Administrators

1. School administrators will work closely with Transportation, contractors, drivers, bus assistants, students, and parents to ensure a safe and orderly vehicle environment.
2. School administrators will strictly enforce the Student Rights, Responsibilities and Code of Conduct as it applies to Transportation.
3. School administrators will investigate cases of misconduct in a timely manner as reported by drivers on the Bus Behavior Referral Form.
4. School administrators shall return a copy of the Bus Behavior Referral Form to the driver informing them of their findings and the effective date and length of any suspension of riding privileges, if applicable. Every reasonable effort should be made to ensure that this notification occurs before the suspension takes place.
5. School administrators shall maintain a discipline file relative to vehicle misconduct so that the Student Rights, Responsibilities and Code of Conduct is enforced and appropriate actions are taken.
6. When more serious disciplinary infractions occur, the school administrators shall work closely with the Transportation Department, the Department of Student Services and School System school resource officers to ensure a safe and orderly environment.
7. School administrators will be responsible for conducting two (2) School Bus Emergency Drills annually; at least one completed by no later than November 1 and the second no later than April 15. Guidelines for these drills are as follows:
 - a. Drills are to be held on school grounds only. Proposals for alternate locations must be submitted, in writing, to the Director of Transportation.
 - b. **Drills are to be conducted by the driver** as scheduled by the principal and supervised by school administration and staff.
 - c. Drills are to be conducted in a similar manner to school building drills i.e. no talking or running, orderly disembarking, all personal items left behind.
 - d. Drills will be evaluated by the principal, or his/her designee, on the Bus Emergency Evacuation Check Sheet. This sheet will be filed by the school administrator and kept in the school for 3 three (3) years. The Transportation Office is to be informed via e-mail when the drills have been completed.
 - e. School administrators should notify Drivers at least three (3) days in advance of drills to enable drivers to review procedures and so students and parents may be informed about possible delays in normal pick-up times
 - f. Drills should be of three (3) types: front door only; rear door only; and, both doors. For both-door evacuations, the driver shall designate a

division point for which students will use the front door and which students will exit from the rear door.

g. For Drivers, the following guidelines are to be followed:

- 1) Appoint one (1) front door student assistant and two (2) rear door student assistants. Have alternates for each duty.
- 2) The rear door assistants' role is to ensure that all students squat down and hop down out of the door by taking their arms. No student is to jump. Special attention and assistance should be given to smaller students.
- 3) Turn off ignition and remove key; set the emergency brake; operate emergency flashers while Students are unloading.
- 4) Remain in the vehicle until all Students are off it.
- 5) Once all students are out of the vehicle the driver shall check it to ensure that all students have disembarked.
- 6) **Emergency doors are not to be closed by anyone other than the driver. These doors may have various locking mechanisms which keeps them open. Only the bus driver should disengage this mechanism to close the emergency door.**
- 7) Carry the following equipment off the school bus/vehicle after all students are safely away from the bus: seat assignment chart, yellow emergency cards, first aid kit, and fire extinguisher.

F. Administrative Guidelines for Student Services

1. The Student Services Department is responsible for the enforcement of the Student Rights, Responsibilities and Code of Conduct Any appeals of a principal's decision regarding school bus discipline will be referred to the Director of Student Services, or his/her designee.

G. Administrative Guidelines for the Transportation Department

1. The Transportation Department will work closely with school administrators, drivers, contractors, parents, students, the Department of Student Services and the school resource officers to ensure a safe and orderly bus environment.
2. The Transportation Department will work closely with contractors and drivers to ensure compliance with all operational rules, regulations, and guidelines as required by COMAR13A.06.07, The Transportation Article of the Annotated Code of Maryland, and 49 CFR 200-399.
3. The Transportation Office will maintain a drivers' file of all Bus Behavior Referral Forms.