

BUS RULES AND POLICIES AGREEMENT

I have read and discussed with my child(ren) the conduct and policies concerning bus transportation for the 2026-2027 School Year. We agree to abide by the policies as set forth in the attached letter.

Signatures of Each Student Bus Rider

(Printed Name of Parent/Guardian)

(Signature of Parent/Guardian)



August 17, 2026

Dear Families,

I am excited to welcome your students on our MSS Buses for the 2026-2027 school year! Ms. Linda Buffa will be returning as the driver for the Frederick route. The Taneytown-Walkersville route will be driven by Mr. James Dombroski, who has several years of bus experience. I am also pleased to announce that we have been blessed to acquire a third bus and can add a third route to serve more of our families and alleviate crowding concerns. Mrs. Brittany Neal, who was a substitute driver last year, will drive the new route. Details on all stops are attached to this letter.

Student safety is one of my highest priorities. The following policies are in place to ensure a safe, orderly, and positive experience for all students and bus drivers. Please take the time to review these expectations carefully and discuss them with your children. Consistent student cooperation is essential to maintaining a safe and respectful environment for everyone on the bus.

Bus Seating & Safety

- Students must sit facing forward with feet in front of them
- Aisles must remain clear—bookbags should be kept on laps or under seats
- All students have assigned seats (per MVA requirements). Seating is based on age, space, and student needs
- Parents may not change bus stops between different routes. Routes are assigned based on the number of students requiring transportation and the capacity of each bus

My-School Bus App

- MSS has a bus tracking app available for Android and iOS. This app will allow you to see where the bus is as it travels for pick-up and drop-off
- Instructions for download and use will be sent to you separately

Electronics Policy

- Electronic devices are not allowed on the bus. This includes phones, tablets, games, headphones, etc. Using them may result in confiscation and a disciplinary notice

Morning Pick-Up

- Arrive 5 minutes early at your assigned stop
- Stay in your car until the bus stops
- Students line up outside the bus door until the driver opens it
- The bus departs on time once all students are boarded
- Do not pass the bus while flashers are on and never attempt to stop it after departure

Afternoon Drop-Off

- The driver must see a parent/guardian before releasing a child
- If someone else is picking up, send a note to the driver or call the school office in an emergency
- Arrive 5 minutes early; wait in your car until the bus stops

100 Creamery Road | Emmitsburg, MD 21727 | 301.447.3161 | MotherSetonSchool.org

- Walk with your child back to your vehicle
- Do not leave the stop until all students are safely on the bus or in cars
- Running late? Contact the school office at 301.447.3161. Never flag down the bus (this is illegal). If a child is not picked up, the driver will continue the route and return the child to school if needed

Emergency Contact

- In case of an emergency bus schedule change, families will be notified by email, text, and the school app via our alert system
- Update your child's emergency contact information with the school office whenever it changes

Parent Responsibilities

- Respect property owners who allow us to use their space for stops
- Give the office advance notice of any transportation changes. The school cannot accept a child's word for a change
- Only registered bus riders may ride; make other arrangements for guests
- Share concerns with the office, not with the driver at the bus stop
- Drive carefully at pick-up/drop-off areas. Always be aware of your surroundings. Student safety is paramount

Bus Conduct Rules (At a Glance)

1. Be courteous and respectful
2. Speak quietly—no yelling
3. No eating or drinking, including gum chewing
4. No electronics
5. Keep head, hands, and arms inside the bus
6. No littering or vandalism
7. Remain seated while the bus is moving

Behavior & Discipline

All community members—parents, students, staff—are responsible for high safety standards. Parents should teach children the rules and cooperate with staff to maintain them.

Behavior Plan (progressive steps):

- Verbal warning (group or individual)
- Parent notification via written Bus Conduct Notice, which must be signed by both the principal and parents/guardians
- Suspension & parent conference; behavior plan created
- Loss of riding privilege (for major infractions or repeated misconduct)

Please complete, sign, and return the attached form to the school office by September 4, 2026.

I look forward to enjoying a safe and cooperative year with you and your students. If you have any questions, please don't hesitate to contact me.

Sincerely,



Joseph Fanning
Principal

BUS ROUTE INFORMATION

TANEYTOWN/WALKERSVILLE BUS

Mr. James Dombroski

AM

Rutters (9210 Woodsboro Pike, Walkersville)	7:25
New Midway Fire Company (12019 Woodsboro Pike)	7:35
St. Joseph's Church (44 Frederick St., Taneytown)	7:45

PM

3:00 Dismissal

St. Joseph's Church	3:15
New Midway Fire Company	3:30
Rutters	3:40

Noon Dismissal

12:15
12:30
12:40

FREDERICK BUS

Ms. Linda Buffa

AM

Prospect Plaza (423 S. Jefferson St.)	7:25
Church of the Brethren (201 Fairview Ave.)	7:35

PM

3:00 Dismissal

Dirt Cheap (6830 Putman Rd.)	3:20
Church of the Brethren	3:30
Prospect Plaza	3:35

Noon Dismissal

12:20
12:30
12:35

MSS EXPRESS

Mrs. Brittany Neal

AM

Monocacy Blvd Park & Ride	7:45
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PM

3:00 Dismissal

Monocacy Blvd Park & Ride	3:30
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Noon Dismissal

12:30

PLEASE NOTE: TIMES ARE APPROXIMATE AND COULD CHANGE DUE TO TRAFFIC AND/OR WEATHER