TRANSPORTATION GUIDE

9650 Rockville Pike

Bethesda, MD 20814

Email: transportation@rochambeau.org

Telephone Number: (301) 530-8260



GENERAL INFORMATION

Rochambeau offers safe bus stop location choices, which are dictated 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 is using a centralized stop system to serve all our families. We have an obligation to have the students at school within an hour of the first pick-up, so the centralized system is the only option. The first two weeks are important to establish the correct time for pick up. Please be advised that the times might change after the second week. Information will be sent ahead of time to the families affected.

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 notification 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.

As we embark on this new academic year, we would like to share a few important reminders to ensure a smooth and safe start:

- **Student Identification:** When you are picking up your child, please ensure you have a clearly **readable sign with your child's first and last name for easy identification**. This will help the bus monitor dismiss the student to the correct family.
- **Dismissal Time:** On Monday, all students will leave at 3:40 p.m. Please be at the bus stop on time and ready to meet your child as they disembark.
- **Safety Precautions:** For the safety of all, please refrain from allowing your child to run to your car or location. This can be dangerous, as they may not be visible to other vehicles.
- **No Snacks on the Bus:** Kindly ensure your child does not eat on the bus. This is a strict rule to avoid potential allergic reactions, as we have an increasing number of students with food allergies.
- **Punctuality:** It is crucial to be at the bus stop five minutes before the scheduled arrival time. This helps maintain the bus schedule and ensures that all students have a smooth start to their school day.
- **Communication via Edulog Parent Portal App:** All updates regarding bus schedules, delays, breakdowns, and switches will be communicated through the Edulog Parent Portal App.

  To download the app:

  - Go to the App Store on your cell phone.
  - Download the Parent Portal Lite (yellow) app.
  - Follow the registration steps.
  - Enter the district number: 39861266.

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 2026.

- **June**: Routes will be posted for the school year 2026-2027.

- **August 2026:** Individual stops will be sent out to families.

- **The first day of school is the first day for students whose families requested Transportation** Services by June.

🚌 Transportation Service Changes and Cancellation Policy

- September 30 — Last Day for Changes Without Penalty

- Families may make changes to their transportation services at any time during September without any penalty. If a cancellation is submitted in September, families are responsible only for the transportation fee for the month already in progress, as each month that has begun is considered due.

Beginning October 1 — Cancellation Fees Apply

- Starting October 1, cancellation fees go into effect.

- If we receive a written cancellation after September 30, the following applies:

- Families will be charged:

- The transportation fee for the month in progress at the time of cancellation, plus
- Two additional months of transportation fees.

Exceptions

- The two-month additional fee **does not apply** if:

- A student is switching from one bus service to another.
- A student has moved to a new address where the school cannot provide transportation.

- A student is unable to use transportation due to injuries, health issues, or other medically related conditions.

Prorated Calculations

- If a prorated amount is needed, the Finance Department will calculate the adjustment and update the student's FACTS account accordingly.

Cancellation Notification

- All bus service cancellations must be submitted through SchoolAdmin.
- Bus fees are prorated from the first month of service through the last day your child uses the bus, or the day we receive your cancellation form — whichever is later.
- If your child stops riding the bus but a cancellation form has not been submitted, charges will continue until the form is received.

TRANSPORTATION SERVICES

Every school day, we operate **two 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
- ***The shuttles from Forest Road to Maplewood depart at 3:30/5:30 PM.***
- ***The shuttles from Maplewood to Forest Road depart at 3:30/5:30 PM.***
- The students can choose 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 arrive 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 the 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 student transportation changes should be made on the School Pass before 12:00 PM, or by emailing Maplewood/Transportation/ Clubs when applicable.

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

Bus time changes follow exactly the Rochambeau schedule

- If Clubs at 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/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:

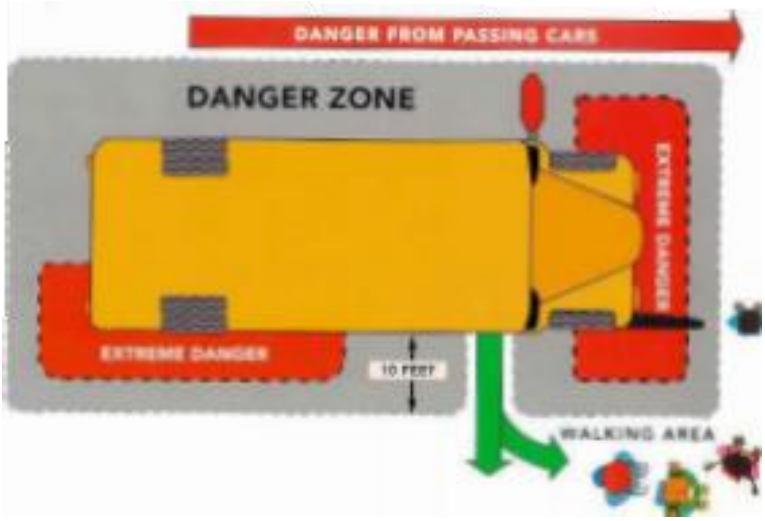
- Transportation alerts the bus families via email and/or text with information we have at that time. A follow-up message will be sent once the issue has been resolved and the service has been restored.
- Families may call Transportation for information: **(301) 530-8260**

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 the areas 10 feet in front of, behind, and on both sides of the school bus. These areas are deemed dangerous because they are hidden from the drivers' direct view.



If an adult has a last-minute emergency that prevents 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 Maplewood 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 outside, as children need both 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.

NEW POLICY
2026-2027 SCHOOL YEAR

Rochambeau, The French International School

Electronics and Recording Devices Policy for School Buses

To ensure the safety, privacy, and well-being of all students, as well as to protect school property, Rochambeau, The French International School, has established the following policy regarding the use of electronic devices on school buses.

Purpose

The school bus is an extension of the school environment. Maintaining a safe, respectful, and distraction-free atmosphere is essential for students, drivers, and transportation staff. Recent incidents involving damaged school-issued Chromebooks, unauthorized photography, and the distribution of images on social media have prompted the implementation of this policy.

Prohibited Devices

Students are not permitted to use the following items while riding school buses:

School-issued Chromebooks or other school-owned electronic devices.

Personal laptops, tablets, or similar electronic devices.

Cell phones or smartphones.

Cameras of any kind, including digital cameras, video cameras, and wearable cameras.

Any device capable of taking photographs, recording audio or video, transmitting images, or accessing social media.

Chromebook Policy

Chromebooks and other school-issued devices are the property of Rochambeau, The French International School. These devices are intended for educational use and not to be used on school buses except when specifically authorized in **writing by the school administration**.

This restriction has been implemented due to:

Repeated incidents of damage to school-owned devices during transportation.

Increased risk of loss, theft, or accidental breakage.

The need to protect school property and reduce repair and replacement costs.

Cell Phones and Recording Devices

The use of cell phones, cameras, and recording devices on school buses are prohibited due to:

Student safety concerns.

Incidents involving unauthorized photographs and video recordings of students and staff.

Distribution of images and videos through social media platforms without consent.

Pranks, cyberbullying, harassment, and other inappropriate conduct resulting from the use of electronic devices.

The protection of student privacy and compliance with school expectations regarding respectful behavior.

Enforcement

Transportation staff, including drivers and monitors, are authorized to enforce this policy. Students found using any of prohibited devices may be subject to the following actions:

Immediate confiscation of the device until it can be returned to a parent or guardian.

Notification of parents or guardians.

Referral to school administration for disciplinary review.

Temporary or permanent suspension of transportation privileges for repeated violations.

Exceptions

Exceptions may be granted only by the Head of School or designated administrator for documented medical, safety, or educational reasons.

Parent and Student Responsibility

Parents and students are expected to review and comply with this policy. By utilizing school transportation services, families acknowledge their responsibility to follow all Transportation Department rules and regulations.

Rochambeau, The French International School, reserves the right to amend this policy as necessary to maintain a safe, respectful, and secure transportation environment for all students.

Rochambeau, The French International School

TRANSPORTATION DEPARTMENT RULES & REGULATIONS

The Following Safety rules and regulations are to ensure the safety of your child. Any violations of the rules may result in the suspension of bus service privileges. The bus is equipped with video cameras, so all actions and sounds *will be recorded.*

Arriving at the bus stop and parents' 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 lunchbox 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. For safety reasons, students are not allowed to use pens/pencils, scissors, or any sharp objects.
4. ***New buses and shuttles are equipped with seatbelts. All students riding these buses must be buckled up at all times. Failure to do so will result in a behavior referral being issued.***
5. Speak quietly. Yelling is not allowed, and using foul language is strictly forbidden. 4. No writing on the seats or tearing the seat covers.
6. Do not eat or drink on the bus.
6. Students must listen to the driver's/monitor'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 monitors will prepare a Bus Behavior Report if the rules are not respected. A copy of the report will be sent to the families and will also be uploaded to the student's file. The school administrators will also be informed.

★ After the third warning, the referrals will be handled by the school, and the student will be unable to ride the bus for 3 days. Students at Maplewood will be suspended from the bus, and parents will need to transport them to a Park & Bus location.

★ 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. For Maplewood students, parents will need to transport the student to a Park and Bus location. No refunds will be given.