

**Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678**

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

**School Bus/Vehicle Stops and Seating Assignments**

- I. Definitions
  - A. Agents and assignees – the Superintendent and/or his/her designee
  - 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)
  - C. Board – the Calvert County Board of Education, its agents and assignees
  - D. Bus route - the route, as determined by the Director of Transportation, that a particular School Bus/Vehicle will travel to and from school to pick up and discharge students, and includes all scheduled bus stops along the route
  - E. Driver – a School Bus/Vehicle driver or driver for a taxi service approved by CCPS
  - F. Director of Transportation - the individual responsible for student transportation for CCPS or his/her authorized representative
  - G. Parent – a student’s biological or adoptive parent, legal guardian, or an individual who is legally responsible for a child’s welfare
  - H. School - any facility at which educational instruction is provided by CCPS
  - I. School Bus/Vehicles - 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
  - J. School year - the period of time determined by the Board during which all students must attend school
  - K. Student - an individual legally enrolled in CCPS or in another school approved by the Board
  - L. Superintendent -the Superintendent of CCPS or his/her designee
- II. School Bus/Vehicle Stops and Seating Assignments
  - A. Student Welfare Prior to Pick-Up and After Discharge
    - i. The school system assumes no responsibility for the safety and well-being of children prior to being picked up or after they have been discharged from the school bus/vehicle, unless the driver and/or riders witness an incident at the school bus/vehicle stop location. Should the driver and/or riders witness an incident among students at the bus stop location, the driver is to document the incident on a Bus Behavior Referral Form to turn in to the school. If the incident involves persons other than students, then the school vehicle/bus driver will notify

- the appropriate authorities, which may include the contractor, the school, Transportation office, law enforcement, etc.
- ii. It is the responsibility of the parent to ensure proper care and supervision are provided prior to pick-up and after discharge of the student. Students and their families assume responsibility for any damage done to persons or properties as students are walking to or from their assigned school bus/vehicle stop.
  - iii. When students are in pre-k through 2<sup>nd</sup> grade, schools, parents, and school bus/vehicle drivers should work together closely to ensure that an appropriate adult or other individual as specified by the parent is present before discharging these younger students. A note from the parent will be required if unsupervised drop-off of these younger students is requested. If no one is at the younger student's stop, the driver will contact the transportation office to inform the office that s/he will be returning the child to his/her school.

#### B. School Bus/Vehicle Routes

- i. School bus/vehicle routes are established and designed by the Director and/or their designee so that each route is maximized for safety, adequacy, efficiency, and economy.
- ii. School bus/vehicles will be assigned to operate on paved roads only. Paved roads shall be considered those roads that are a minimum of twenty feet wide. However, because of established walking distances, not all paved roads will be served by school bus/vehicle transportation.
- iii. Routes shall be planned to minimize or eliminate the need for backing the school bus/vehicle. If the school bus/vehicle must back up, a safe and adequate turning place must be available. Buses should not back in a heavily populated area.
- iv. A school bus/vehicle may be routed into a cul-de-sac if the cul-de-sac is a minimum of 94 feet in diameter and it is clear of obstacles.

#### C. Assignment of School Bus/Vehicle Stop

- i. Students shall be assigned the school bus/vehicle stop nearest their homes as determined by the Director and/or his designee. At no time will the maximum one-way walking distance to the school bus/vehicle stop from the end of the driveway of the student's residence be greater than one-half mile for elementary students and one-mile for secondary students. Daycare providers are responsible for transporting students to and from school bus/vehicle stops. Students will also not be required to walk along roads with a speed limit of 45MPH in order to access a bus stop.
- ii. Students shall be picked up and discharged at their designated stops. These stops will be determined by the Director of Transportation and/or their designee and will be based on regulations as stated in COMAR13A.06.07.13, Routing and Operating Procedures.
- iii. Under most conditions, transportation on a special education route bus provides curb-to-curb service. This means that the school bus/vehicle picks-up and drops-off the student at the curb in front of the student's home or daycare location.
  1. There are some exceptions to this procedure.

- (a) Road conditions such as private roadways, dead-end roadways, dirt or gravel roadways, or narrow roadways may make it necessary for Transportation to establish the pick-up/drop-off site at a safe location away from the home or daycare.
- (b) An effort will be made to locate the stop as close as possible to the home or daycare; however, guardians/parents/daycare providers are responsible for getting students to and from school bus/vehicle stop locations. When an escort is appropriate, it will be the responsibility of the guardian/parent/daycare providers to escort the student to and from the pick-up and drop-off location. The Driver or attendant will not escort the student to or from the home/daycare.

iv. In some instances, the pick-up or drop-off location may require the student to cross the roadway. The bus attendant will escort the student across the roadway to and from the pick-up and drop-off location.

D. Changes in Assigned School Bus/Vehicle Stops

i. Permanent Changes to School Bus/Vehicle Stop

- 1. A written request with rationale for a permanent change of school bus/vehicle stops within the school attendance area in which the student resides may be made by the parent to the Director.
- 2. The Director/designee determine on a case by case basis if the request is to be approved or denied. Items which may be considered by the Director/designee in evaluating such requests include, but are not limited to:
  - (a) Whether the change will provide a substantive benefit to the student,
  - (b) Whether the change does not circumvent safety or efficiency;
  - (c) Whether adequate seats are available on the school bus/vehicle serving the requested school bus/vehicle stop; and/or
  - (d) Whether the requested stop meets the distance guidelines regarding elementary and secondary students.
- 3. Upon approval, requests for permanent changes will be effective for the remainder of the current, or if school is not in session, the upcoming school year only.
- 4. Requests may be granted on a provisional basis and must be made and approved on an annual basis. Approval of provisional requests in preceding years will not guarantee approval in subsequent years.

ii. Temporary Changes to a School Bus/Vehicle Stop Assignment

1. Requests for a temporary change in school bus/vehicle stop pick up or discharge locations may be made in writing to the Principal of the student's school
  2. The Principal, or his/her designee, in their sole discretion will determine on a case by case basis if the request is to be approved or denied. Items which may be considered by the principal in evaluating such requests include, but are not limited to:
    - (a) Whether the change will assist in meeting an immediate, temporary need of the student or parent; and/or
    - (b) Whether adequate seats are available on the school bus/vehicle serving the requested school bus/vehicle stop.
  3. Upon approval, requests for temporary changes will only be effective for the day or days approved.
  4. A written or verbal notice must be given to the Driver by the Principal/designee.
  5. Requests must be made on each occasion and approval provided for each request. Approval of prior requests will not guarantee approval of subsequent requests.
  6. Repeated requests for the same temporary change over a protracted period of time may be referred to the Director for consideration of a request for a permanent change at the discretion of the Principal.
- iii. School Bus/Vehicle Route Extension Requests
1. Requests to extend an existing school bus/vehicle route shall be made to the Director who will provide the School Bus/Vehicle Route Extension Form.
  2. Upon receipt of the completed School Bus/Vehicle Route Extension Form, the Director/designee will make a final determination on whether to approve or deny the request. The Director/designee may take anything considered relevant to the request into account in making the final decision. Considerations may include, but are not limited to:
    - (a) How far the extension request is for, and whether it is within the minimum walking distance to a school bus/vehicle stop as set forth herein (a one-way distance of one-half mile for elementary students and one-mile for secondary students);
    - (b) Whether there is a safe and adequate turnaround where necessary;
    - (c) The traffic patterns, traffic volume, traffic control devices, speed limit, alignment of road, road width and composition, road shoulders, walk ways, sight distance, and grade level of Students; and/or
    - (d) Any medically documented physical incapacity of the student. The Director may request a review of any medical documentation by the Supervisor of Student Services.

3. Where the extension request would require a school bus/vehicle to travel on any road not maintained by the state or county, the following requirements must be met prior to the Director being able to approve the request under consideration:
  - (a) The owner or controlling entity of any such road must provide written confirmation to the Board of the following:
    - (i) The Board has permission to authorize the operation of school buses/vehicles, or other Board approved vehicles on the roads in question;
    - (ii) All emergency and/or police vehicles that may need access to the roads as a result of a school bus/vehicle being on the road have express permission to use the road;
    - (iii) All laws, regulations, rules, policies and procedures under State or Calvert County laws pertaining to vehicular and pedestrian traffic, including, but not limited to, parking and traffic controls on public roads are in effect on the roads in question;
    - (iv) The owner or controlling entity shall provide a copy of a binding written contract, deemed acceptable by the Director, for the maintenance of said roads, including but not limited to, snow removal; and
    - (v) The owner or controlling entity shall provide written evidence from Calvert County that said road meets or exceeds County road standards.
4. A written response will be sent within 10 school days of the receipt of the request.
5. Upon receipt of the Director's/designee's decision, a parent may appeal in writing within 30 days to the Directors' immediate supervisor.

E. Seat Assignments

- i. All students are required to sit in assigned seats as determined and directed by the driver.
- ii. The driver may change student seating assignments at any time, for any reason.
- iii. All requests for seat assignment changes from a parent or student shall be made to the driver who, in his/her discretion, may determine whether or not to make the requested seat assignment change.
- iv. School administrators, the Director, or his/her designee, may request that a driver make seat assignment changes which are in the best interest of student or school bus/vehicle safety and orderliness.