

To Parents, Guardians, and Students:

Safety is priority one in the Transportation Department. All of us are committed to transporting students to school safely and on time.

Transportation manages the private bus contractors, their fleet of buses, and their bus drivers, while employing CCPS bus assistants. Routine bus inspections and training sessions ensure children are safeguarded when they ride a bus. Two-way radios keep bus drivers in contact with one another and with the base station located in the Transportation offices. Audio-video recording devices have been installed on daily route buses and a few trip buses to deter negative behaviors and, if necessary, to assist in the investigation of issues that arise on the bus.

Drivers must give their undivided attention to operating a bus. Disturbances by students can distract a driver's attention. These Regulations for Riding School Buses are designed to minimize distractions for the drivers, helping to ensure a safe ride for students.

We ask you to help familiarize your child with these Regulations. Next, complete and sign the registration card. Please include any medical information that the bus driver may need, in case of an emergency. Then return the card to the driver of your child's bus.

This information will be used to contact you for emergencies, for adjustments to bus routes, and for planning for the special needs of your child.

Transportation would like to wish you and your child a safe and successful school year.

## REGULATIONS FOR RIDING SCHOOL BUSES



### *Calvert County Public Schools Student Transportation*

#### **BUS SAFETY IS EVERYBODY'S BUSINESS**

Safety is the top priority in Transportation. While riding on a school bus is the safest form of ground transportation it takes everyone's help to keep it that way – contractors, drivers, staff, parents and especially students.

Most accidents happen to children while walking to and from the bus stop and while boarding and leaving the bus. Safe walking practices and good behavior at bus stops can prevent accidents.

Parents are responsible for the safety of their children from the time they leave home until they board the bus in the morning and from the time they disembark the bus in the afternoon. Families need to develop a safe route between the home and the bus stop that avoids traffic and other dangers, and also must arrange to have adults escort younger children. Parents should have children at the bus stop **5 minutes before the posted pick-up time, know the rules for riders, and support the driver if behavior problems happen.**

Buses transport the vast majority of our students, and they do so in a manner that is up to 44 times safer than other modes of transportation. Typically, elementary children who live less than one-half mile, and secondary students who live less than 1 mile from the bus stop (or school), are expected to walk or be walked to the bus stop.

#### **SAFETY HINTS FOR SCHOOL BUS RIDERS**

1. Arrive at the bus stop **5 minutes** before the bus is due to arrive.
2. Wait in a line away from traffic until the bus comes to a complete stop.
3. If you must cross the road to get to or from the bus, be sure you can see your driver's face. If you can see your driver's face, your driver can see you.
4. Wait until all traffic has stopped in both directions before crossing the road.
5. **Do not use a cell phone or wear earphones when approaching or walking away from a bus.**
6. **Stay 15 feet away from the bus, except to walk in a straight line to and from the service door.**
7. Speak quietly and behave in an orderly manner on the bus so your driver can pay attention to driving the bus safely. No yelling or throwing anything.
8. Keep head, hands, and arms inside the bus.
9. Stay in your seat until the bus has come to a complete stop.
10. If you drop something while getting on the bus, tell your bus driver. Wait until your bus driver tells you it is safe to pick it up. Remember, books and papers can be replaced – you cannot.
11. Before getting off the bus, be sure all your belongings are in your book bag so you don't drop anything.
12. Always go straight home when you get off the school bus. Do not interact with strangers.

# Calvert County Public Schools Student Transportation Registration Card

Completed by student or parents

NAME \_\_\_\_\_ BUS # \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT(S) NAME \_\_\_\_\_

TELEPHONE Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_

LOCATION OF STOP \_\_\_\_\_

SPECIAL CONCERNS (HEALTH PROBLEMS, ETC.) \_\_\_\_\_

I have read and understand the student transportation regulations and acknowledge my lawful responsibilities.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent(s) Signature

### BUS STOP

The CCPS Department of Transportation is in the process of evaluating individual school bus routes to ensure compliance with state regulations and local policies governing the number and location of assigned bus stops. According to local procedures, one consideration when assigning stops is that "Bus stops shall be limited to four per mile or ¼ of a mile apart."

In this evaluation process we routinely evaluate routes, bus stop locations, and the number and frequency of bus stops. Each stop impacts the cost of the bus run, the arrival time at school, the travel time of other drivers on the road, and the amount of fuel that the bus uses. While these changes may present an inconvenience for some students, we do not believe they will adversely affect student safety.

### STUDENT RESPONSIBILITY

1. Students must conduct themselves properly on the bus. In a sense, the BUS IS A SCHOOL and the driver, acting in the capacity of the teacher, has authority to correct misconduct, including bullying and harassment.
2. Instruments, athletic bags, projects, etc. must fit in the student's lap or the under the seat; they cannot be in aisles. Also, helium balloons are not permitted.
3. Students shall become ineligible for transportation when their behavior is such as to create a problem on the school bus, or when they disobey state or local rules and regulations pertaining to student transportation.

### SCHOOL BUS RULES

The driver is in charge of the bus. When a teacher is present, he/she shall have the responsibility for the behavior of students.

1. Except for ordinary conversation, classroom conduct is expected.
2. Be courteous; use no profane or abusive language.
3. **Do not bully, tease or harass anyone on the bus.**
4. Do not eat, drink or chew gum on the bus.
5. Keep the bus clean.
6. Enter and leave the bus through the front door. Rear doors are to be opened for emergency only.
7. Keep the aisle clean.
8. Do not damage or deface any part of the bus. Student and/or parents must repay the cost of repairing parts or replacing any damaged equipment and/or the student will be prosecuted.
9. The use or possession of tobacco products is prohibited on the bus.
10. Stay in your assigned seat.
11. Do not extend any part of the body out of the bus window at any time.
12. Do not spray any perfume, cologne, deodorant, etc.

**THE DRIVER OF THE BUS IS REQUIRED TO  
ASSIGN SEATS ON THIS BUS AND  
REPORT MISCONDUCT TO THE SCHOOL PRINCIPAL.**

**AUDIO-VIDEO SURVEILLANCE MAY BE USED ON SCHOOL BUSES  
CCPS POLICY 1060**

### DISCIPLINARY ACTION

**MISCONDUCT:** Student may lose riding privileges as indicated below, however school administrators may also exercise discretion as to which consequence applies and when.

- Warning
- Parent Contact
- One Day Bus Suspension
- Multi-Day Bus Suspension
- Multi-Day Bus Suspension & Required Parent Conference
- Five-day Bus Suspension
- Up to Thirty Day Bus Suspension
- Thirty Day or Remainder of School Year Bus Suspension

Administrators may also apply disciplinary consequences in the school in response to misconduct on a school bus regardless of the number of previous school bus rule violations for the student.

**SMOKING VIOLATIONS:** administrators will apply appropriate consequence as per the applicable Levels of Response in the Code of Student Conduct. **COMMUNICATION DEVICES:** At no time may students be disruptive when using these devices on school buses. The camera, flash and audio-visual recording functions must not be used on the bus

Nothing in the above list of actions shall eliminate the bus driver's right to refuse to transport a seriously disruptive student to school for one day, provided the bus driver reports this action to school officials and the parents of the disruptive student prior to the suspension. **Consequences for last day violations of school bus rules can be assessed the following year.**