

NON-INSTRUCTIONAL SERVICES: Transportation Services

Responsibilities and Duties

[1.] [Department] OFFICE of Transportation

[The Department of Transportation of the Baltimore County Public Schools shall be responsible for providing safe, efficient, and adequate school bus service.]

- a. 1. [Plans] [s] Shall be RESPONSIBLE FOR ENSURING COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS REGARDING THE SPECIFICATIONS, PURCHASE, MAINTENANCE, INSPECTION AND DISPOSAL OF ALL BOARD OF EDUCATION VEHICLES [made so adequate equipment is available to transport all students eligible for bus service].
- b. 2. SHALL BE RESPONSIBLE FOR ENSURING COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS REGARDING THE CERTIFICATION OF SCHOOL BUS DRIVERS AND ATTENDANTS. [Specifications shall be established for all equipment used to transport students.]
- c. 3. SHALL BE RESPONSIBLE FOR ENSURING COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS REGARDING ALL SCHOOL BUS OPERATIONS.
- d. 4. SHALL ESTABLISH BOUNDARY MAPS AND/OR WRITTEN DESCRIPTIONS DEFINING THE TRANSPORTED AREA FOR ALL SCHOOLS. [An acceptance check shall be made of each bus used to transport students.]
- e. 5. Safe bus routes and stops shall be established.
- f. 6. SHALL ESTABLISH A PROCESS FOR EVALUATING COMPLAINTS AND REQUESTS. [Qualified drivers, contractors, and special bus attendants shall be obtained.]
- g. 7. SHALL ESTABLISH OPERATING PROCEDURES AND GUIDELINES FOR SCHOOL ADMINISTRATORS, PARENTS AND STUDENTS.
- h. 8. SHALL ESTABLISH A HANDBOOK FOR BUS DRIVERS AND ATTENDANTS.
- i. [All buses, including contract and all spare buses, shall be safety inspected three (3) times a year.]

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- j. [One of these inspections shall be a preventive maintenance inspection.]
 - k. [All contractors shall maintain their buses in a safe, efficient operating condition at all times;]
 - l. [All county-owned buses shall be kept in safe and efficient operating condition.]
 - m. 9. School bus routes shall be MONITORED [supervised] so driver practices, BUS LOAD CAPACITIES, route conditions, and stop locations are checked.
 - n. [Correction of unsafe conditions shall be made or proper authorities notified of any unsafe conditions.]
 - o. 10. Loading and unloading procedures shall be evaluated at all schools, and necessary steps taken to correct unsatisfactory conditions.
 - p. [Safety programs shall be carried on throughout the year for all bus drivers and attendants.]
 - q. [School principals shall be advised of any unsafe conditions and encouraged to carry on safety programs.]
 - r. 11. SHALL INCORPORATE BEST [P]practices into the daily transportation operation. [in school bus operations, policies, laws, new mechanical developments, and safety devices shall be under constant study by the Board of Education.]
 - s. [Transported and non-transported zones shall be established for each school.]
 - t. [Complaints and requests shall be investigated promptly.]
 - u. [special schools and special classes held in regular schools shall be served.]
- a. [Special buses shall be equipped with recommended essential safety features, i.e., adequate seat space, lap belts and should harnesses for special school students.]
12. Attendants shall be employed to ride each bus [serving special schools] TRANSPORTING STUDENTS WITH SPECIAL NEEDS. Their primary responsibility shall be to insure [the utmost in] THE safety OF [for] students [assigned to ride buses assigned to special schools] DURING LOADING, UNLOADING AND TRANSPORT.

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13. SHALL ESTABLISH PROCEDURES FOR THE USE OF BOARD OF EDUCATION BUSES FOR AUTHORIZED FIELD TRIPS. A LIST OF APPROVED CONTRACTORS SHALL BE MADE AVAILABLE TO SCHOOLS.

[2.] Principals

- a. [The principal shall inform the Department of Transportation in ample time to obtain needed buses for any increased number of students to be transported.]
 - b. [The number of students to be picked up at each bus stop of each bus route shall be determined by the school, and the Department of Transportation shall be notified on the forms provided in ample time to establish school bus routes.]
 - c. [The Transportation Department shall establish boundary maps which shall be utilized by the school in determining student transportation eligibility.]
 - d. 1. SHALL NOTIFY students [shall be notified by the school] regarding bus schedules and stops. Bus [passes] CARDS may be issued as needed.
 - e. 2. SHALL BE RESPONSIBLE FOR ASSIGNING STUDENTS TO AN ESTABLISHED BUS STOP AND TO ENSURE THAT THE ASSIGNMENT IS TO THE SAME ESTABLISHED BUS STOP EVERY DAY OF THE WEEK. MORNING, MIDDAY, AND AFTERNOON STOPS MAY BE DIFFERENT BUT MUST BE CONSISTENT EACH DAY OF THE WEEK.
3. SHALL ENSURE THAT STUDENTS ARE FAMILIAR WITH THE ESTABLISHED CROSSING PROCEDURES FOR STUDENTS:
- a. STUDENTS ARE TO BE AT THE ESTABLISHED BUS STOP ON THE SIDE OF THE ROAD OF THE PICK UP FIVE (5) MINUTES BEFORE THE DESIGNATED ARRIVAL TIME OF THE SCHOOL BUS.
 - b. STUDENTS EMBARKING FROM THE SCHOOL BUS MUST STAND AWAY FROM THE SIDE OF THE BUS UNTIL THE BUS PULLS AWAY. WHEN TRAFFIC CLEARS STUDENTS SHALL PROCEED ACROSS THE ROAD.
 - c. SAME SIDE SERVICE SHALL BE PROVIDED FOR ELEMENTARY SCHOOL STUDENTS RESIDING ON A ROAD WITH A POSTED SPEED LIMIT OF 35 MPH OR GREATER.
 - d. SAME SIDE SERVICE SHALL BE PROVIDED TO SECONDARY STUDENTS RESIDING ON A ROAD WITH A POSTED SPEED LIMIT OF 40 MPH OR GREATER.

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- e. [The school shall determine that all bus loads are within the legal capacity of each bus and balance loads as far as possible on the local level without changing the bus route. If this is not possible, the Department of Transportation should be notified.]
- f. 4. [The school] [s]Shall be [constantly] alert for any unsafe school bus practices AND/or conditions and SHALL MAKE corrections [should be made,] or, if necessary, notify the Office of Transportation OF THE CONCERN.
- g. 5. [All bus] SHALL ENSURE THAT students AND PARENTS ARE [shall be] informed ANNUALLY regarding GUIDELINES [recommended procedures of what is expected of them] FOR STUDENTS while at the bus stop, on the bus, and at the discharge point. All [new bus] students AND PARENTS shall be furnished a copy of the [“Baltimore County Public Schools Transportation Regulations.”] “PARENTS’ & STUDENTS’ GUIDE TO TRANSPORTATION. These [regulations] GUIDELINES shall be discussed with students so they are completely aware of their responsibilities. [Parents shall be made aware of these regulations.]
- h. [All bus students shall be properly supervised between the time they reach school in the morning and the time classes begin. The same applies to the afternoon between the time students are dismissed and the time they board their bus to go home. Bus students are not to leave the school grounds after arrival in the morning, or while waiting for their bus in the afternoon without written permission from the principal. A record of the names and addresses of all students riding each bus route shall be kept up-to-date at each school.]
- i. 6. SHALL BE COMPLETELY FAMILIAR WITH THE GUIDE FOR ADMINISTRATORS, ESTABLISHED BY THE OFFICE OF TRANSPORTATION. [In case of an accident, the driver is instructed to contact the Transportation Department immediately. If it is deemed necessary, police department assistance shall be requested and the school will be notified. A written report will be submitted to the proper authorities by the Transportation Department. Route Report Form 11A shall be completed and forwarded to the Office of Transportation as scheduled.]
- j. 7. SHALL CONDUCT PRACTICE EMERGENCY BUS EVACUATION DRILLS SEMI-ANNUALLY IN SEPTEMBER AND FEBRUARY. [Student safety programs shall be conducted throughout the year, and shall include practice in leaving the bus by the emergency door. Students must have practice in opening the bus emergency door and in leaving the bus

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through this exit, as well as through the front door. Such drills, shall be conducted with the same seriousness as that displayed during the monthly fire drills in the school building. Students shall practice leaving the bus in an orderly manner, without pausing to gather books or personal belongings. Practice drills in emergency evacuation shall be conducted on the school grounds and not along the highway. The conduct of students after they have left the bus shall be stressed, and it shall be pointed out that in a true emergency many hazards could exist along a highway that do not exist in a practice drill on the school grounds.]

- k. 8. SHALL CONDUCT [S]safety and orientation meetings WITH BUS DRIVERS [, especially] for THE interpretation of local school regulations.[, shall be held with bus drivers as needed].
- l. 9. [The school] [s] Shall advise and assist bus drivers in maintaining [proper discipline] POSITIVE BEHAVIOR MANAGEMENT on the bus at all times.
- m. 10. [The principal] [s]Shall be completely familiar with [the bulletin] SUPERINTENDANT'S RULE 6114,[Inclement Weather Procedures] UNPLANNED AND EMERGENCY CLOSURES.
- n. 11. [The school] [s]Shall WORK CLOSELY WITH THE OFFICE OF TRANSPORTATION WHEN RESPONDING TO [develop good public relations by answering to the best of its ability] any COMPLAINTS OR inquires regarding school bus service, WALKING ROUTES, AND THE NEED FOR CROSSING GUARDS.
- o. [The principal shall monitor the use of pay buses:]
 - (1) [The school shall, insofar as possible, ascertain that students who use public transportation or private pay buses have safe conditions for getting to and from school.]
 - (2) [The school shall instruct students regarding safe practices and desired behavior when riding public transportation and private pay buses. It shall take needed steps to make certain students obey established regulations for use of such vehicles.]
 - (3) [The school shall supply the Office of Transportation with a list of private pay bus operators serving the walking zone of the school.]
 - (4) [All private pay buses using school driveways as a point to pick up and discharge students shall be assigned a safe location for carrying out these practices.]

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- (5) [The school shall work to insure the safety of students by informing parents, students, owners of private pay buses, and drivers of buses the need for following the established rules and regulations of the Baltimore County Public Schools.]
 - (6) [When a transit service is used by students, but not paid for by the Baltimore County Public Schools, the school may furnish a student identification card to any student desiring one.]
- r. 12. [The school shall establish procedures for use of special buses] SHALL ARRANGE FOR TRANSPORTATION SERVICES FOR STUDENTS WITH SPECIAL NEEDS.
- 1) a. A PARENT OR RESPONSIBLE PERSON SHALL BE REQUIRED TO MEET THE BUS AT THE ESTABLISHED BUS STOP IN THE MORNING, AFTERNOON, AND AT MIDDAY. Unless a written request FOR THE STUDENT PROVIDED WITH special [bus] TRANSPORTATION TO EMBARK AND DISEMBARK WITHOUT SUPERVISION [for a student to ride a] is initiated by the parent and [permission is granted] APPROVED by the principal [of the school], a parent or responsible person shall be required to meet the bus at the [designated] ESTABLISHED BUS stop [both] in the morning, [and] afternoon, AND AT MIDDAY.]
 - 2) b. The principal [of the school housing a special class or classes] shall prepare AND MAINTAIN, with the assistance of [a supervisor of] the Office of Special Education, a roster of [the handicapped] students WITH SPECIAL NEEDS requiring special transportation. THE COMPLETE ROSTER SHALL BE PROVIDED TO THE OFFICE OF TRANSPORTATION IN JULY OF EACH YEAR.
 - 3) c. The principal [of the school housing the special class or classes] shall BE RESPONSIBLE FOR PROVIDING notification[y]TO parents of [special class] students WITH SPECIAL NEEDS regarding transportation arrangements AND SCHEDULES.
 - 4) d. PRINCIPALS SHALL SUBMIT TO THE OFFICE OF TRANSPORTATION AN UPDATED ROSTER OF STUDENTS REQUIRING SPECIAL NEEDS TRANSPORTATION ON THE LAST FRIDAY IN OCTOBER.

[NON-INSTRUCTIONAL SUPPORT SERVICES]

[RULE 3410.1]

Transportation Services FROM CHILD CARE FACILITIES

- a. 1. Baltimore County Public Schools will provide transportation from a child care [facility] PROVIDER to a public [elementary] school providing the child care facility [is licensed by the Baltimore County Health Department,] is within the boundaries of the school district[,] and [is located] THE TRANSPORTED AREA OF [more than one mile from] the school.
- b. 2. Children who have transferred to a public [elementary] school under existing transfer policies and are attending a child care facility within the boundaries of the school district AND THE TRANSPORTED AREA to which the child has transferred will likewise be provided transportation from the child care facility to the public [elementary] school.
- c. 3. Children attending child care facilities that are within [a one mile walking distance] THE NON-TRANSPORTED AREA of an assigned school will not be provided transportation, unless the walking conditions as determined by the [Baltimore County Public Schools] OFFICE OF TRANSPORTATION are unsafe.
- d. [The Office of Transportation will maintain a list of licensed child care facilities with their corresponding school districts. This list will be updated when a center is newly licensed, has its license revoked, or when school boundaries are changed. This procedure is not intended to affect transportation arrangements and/or procedures currently provided day care facilities which were in existence prior to the effective date of this rule.]

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, Transportation Article, §§11-153, -154, -173, -174; 13-420; 16-186; 21-703, -706, -706.1, -806, -1118; 22-218, -418; 25-110

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REVISED:

Superintendent of Schools