



NON-INSTRUCTIONAL SERVICES: Transportation Services

Responsibilities and Duties

Office of Transportation

1. 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 (Board) vehicles.
2. Shall be responsible for ensuring compliance with federal, state, and local regulations regarding the certification of school bus drivers and attendants.
3. Shall be responsible for ensuring compliance with federal, state, and local regulations regarding all school bus operations.
4. Shall establish boundary maps and/or written descriptions defining the transported area for all schools.
5. Safe bus routes and stops shall be established.
6. Shall establish a process for evaluating complaints and requests.
7. Shall establish operating procedures and guidelines for school administrators, parents, and students.
8. Shall establish a handbook for bus drivers and attendants.
9. School bus routes shall be monitored so driver practices, bus load capacities, route conditions, and stop locations are checked.
10. Loading and unloading procedures shall be evaluated at all schools, and necessary steps taken to correct unsatisfactory conditions.
11. Shall incorporate best practices into the daily transportation operation.
12. Attendants shall be employed to ride each bus transporting students with special needs. Their primary responsibility shall be to ensure the safety of students during loading, unloading, and transport.

13. Shall establish procedures for the use of Board buses for authorized field trips. A list of approved contractors shall be made available to schools.

Principals

1. Shall notify students regarding bus schedules and stops. Bus cards may be issued as needed.
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.
4. Shall be alert for any unsafe school bus practices and/or conditions and shall make corrections or, if necessary, notify the Office of Transportation of the concern.
5. Shall ensure that students and parents are informed annually regarding guidelines for students while at the bus stop, on the bus, and at the discharge point. All students and parents shall be furnished a copy of the "Parents' & Students' Guide to Transportation." These guidelines shall be discussed with students so they are completely aware of their responsibilities.
6. Shall be completely familiar with the guide for administrators, established by the Office of Transportation.

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7. Shall conduct practice emergency bus evacuation drills semi-annually in September and February.
8. Shall conduct safety and orientation meetings with bus drivers for the interpretation of local school regulations.
9. Shall advise and assist bus drivers in maintaining positive behavior management on the bus at all times.
10. Shall be completely familiar with Superintendent's Rule 6303, *Unplanned or Emergency Closures*.
11. Shall work closely with the Office of Transportation when responding to any complaints or inquires regarding school bus service, walking routes, and the need for crossing guards.
12. Shall arrange for transportation services for students with special needs.
  - 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 transportation to embark and disembark without supervision is initiated by the parent and approved by the principal, a parent or responsible person shall be required to meet the bus at the established bus stop in the morning, afternoon, and at midday.
  - b. The principal shall prepare and maintain, with the assistance of the Office of Special Education, a roster of students with special needs requiring special transportation. The complete roster shall be provided to the Office of Transportation in July of each year.
  - c. The principal shall be responsible for providing notification to parents of students with special needs regarding transportation arrangements and schedules.
  - d. Principals shall submit to the Office of Transportation an updated roster of students requiring special needs transportation on the last Friday in October.

Transportation Services from Child Cared Facilities

1. Baltimore County Public Schools (BCPS) will provide transportation from a child care provider to a public school providing the child care facility is within the boundaries of the school district and the transported are of the school.
2. Children who have transferred to a public 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 school.
3. Children attending child care facilities that are within the non-transported area of an assigned school will not be provided transportation, unless the walking conditions as determined by the Office of Transportation are unsafe.

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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Superintendent of Schools