I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3410 to identify, define and clarify roles and responsibilities for providing transportation services in Baltimore County Public Schools (BCPS).

II. Definitions

A. Bus Card – A card that identifies a student’s assigned bus and bus stop.

B. Child Care Facility – Location where a child care provider delivers before and after-school care for students.

C. Home School – The school serving the attendance area where the student is domiciled with their parent or guardian.

D. Parent – A natural parent, legal guardian or an individual acting as a parent in the absence of the parent or guardian.

III. Responsibilities

A. Office of Transportation

The Office of Transportation is responsible for:

1. Complying with federal and state regulations regarding the specifications, purchase, maintenance, inspection and disposal of all Board vehicles.

2. Complying with federal and state regulations regarding the certification of school bus drivers and attendants.

3. Complying with federal and state regulations regarding all school bus operations.

4. Establishing transportation boundary maps and/or written descriptions defining the transported areas for all schools.

5. Establishing safe, consistent, efficient, adequate and economical bus routes and bus stops.
6. Assigning students to bus stops. Bus stops may be different for morning, mid-day and afternoon; however, bus stops may not vary from week to week.
7. Establishing a process for evaluating complaints and requests.
8. Establishing operating procedures and guidelines for school administrators, parents and students.
9. Creating a handbook that outlines bus driver and bus attendant responsibilities.
10. Monitoring and reviewing bus routes for driver practices, bus load capacities, route conditions and stop locations.
11. Evaluating loading and unloading procedures at all schools and taking corrective action if necessary.
12. Incorporating best practices into the daily transportation operation.
13. Assigning bus attendants on buses used to transport students who require accommodation or assistance as outlined in the student’s individualized education program or 504 plan.
14. Establishing procedures for the use of a Board-owned school bus or a Board-approved bus contractor for field trips and making the list of approved contractors available to schools.
15. Establishing procedures for the oversight of Board-approved bus contractors.

B. Principals
School principals are responsible for:
1. Updating the student information system with the students’ home and/or alternate address.
2. Notifying students and parents of bus schedules and assigned school bus stops.
3. Issuing bus cards as needed.
4. Monitoring buses to ensure students use their assigned bus.
5. Ensuring students are familiar with the following crossing procedures:
   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 exiting 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.

6. Notifying the Office of Transportation of any unsafe school bus practices and/or conditions.

7. Notifying students and parents annually of student expectations and responsibilities while being transported on a bus and while at bus stops.

8. Notifying all students and parents of the availability of the Parents’ & Students’ Guide to Transportation on the Office of Transportation’s Web site.


11. Conducting safety and orientation meetings with bus drivers and bus attendants for the interpretation of local school regulations.

12. Advising and assisting bus drivers and bus attendants in maintaining positive behavior management on the bus by providing timely feedback.

13. Familiarizing themselves with Superintendent’s Rule 6303, Emergency Closures, Delayed Opening and Early Dismissal of Schools and Offices and how the closure, delayed opening or early dismissal of schools affects transportation services.

14. Notifying the Office of Transportation of parent complaints or inquiries regarding school bus service, walking routes and the need for crossing guards.

15. Maintaining parent request and release forms related to student transportation, including, but not limited to:
   a. Requests for a student’s bus stop to differ for morning, mid-day and afternoon;
   b. Requests for a student to be picked up or transported by a third party; or
   c. Requests for a student identified as disabled to enter and exit the school bus independently at the bus stop.

16. Preparing, maintaining and sharing, with the assistance of the Office of Special Education, a list of students who require accommodation or assistance as identified in the student’s individualized education program and/or 504 plan.
a. Principals will end the list of students requiring accommodation or assistance to the Office of Transportation in July and October of each year.

a. Principals are responsible for notifying parents of students identified as requiring accommodation or assistance under the subparagraph of the transportation arrangements, schedules and any requirements relating to the drop off and pick up of students at bus stops.

IV. Transportation Services from Child Care Facilities

A. BCPS will provide transportation from a child care facility to the student’s home school when the child care facility is within the transportation boundary of the home school.

B. Students attending a child care facility that is not within the transportation boundary of the student’s home school will not be provided transportation, unless the Office of Transportation determines the walking conditions are unsafe and transportation is required.

Legal References:
20 U.S.C. § 1400, Et seq., Individuals with Disabilities Education Act (IDEA)
42 U.S.C. §§ 11431, Et seq., McKinney-Vento Homeless Assistance Act (as amended by ESSA)
Annotated Code of Maryland, Education Article §§ 7-801, Et seq., Transportation
Annotated Code of Maryland, Education Article § 8-410, Transportation for Children with Disabilities
COMAR 13A.06.07, Student Transportation
Baltimore County Code, Article 28, § 28-1-102, Transportation of Private School Students – Authorized

Related Policies:
Board of Education Policy 3420, Student Transportation – Bus Routes and Bus Stops
Board of Education Policy 5140, Assignment and/or Special Permission Transfer
Board of Education Policy 5500, Code of Student Conduct
RULE 3410

Board of Education Policy 5550, *Student Behavior Code*
Board of Education Policy 6400, *Magnet Programs*

Related Rules: Superintendent’s Rule 5500, *Code of Student Conduct*
Superintendent’s Rule 6303, *Emergency Closures, Delayed Opening and Early Dismissal of Schools and/or Offices*
Superintendent’s Rule 6800, *Field Trips and Foreign Travel Study Programs*

Rule

Superintendent of Schools

Approved: 09/18/68
Revised: 05/06/08
Revised: 07/09/13
Revised: 08/25/20