

# Queen Anne's County Public Schools



## Transportation Handbook

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**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**POLICY**

**PUPIL TRANSPORTATION**

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**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**POLICY**

**PUPIL TRANSPORTATION**

The Board of Education recognizes its responsibility to provide transportation for students that are not within walking distance of the school and those that are within the walking distance that do not have a walking route meeting an acceptable level of safety. This policy is applicable to all students for whom bus transportation is provided by the Board of Education of Queen Anne's County. This policy does not apply to students needing special transportation. Transportation for students needing special transportation services will be provided in accordance with the individual needs of the student subject to availability of funding.

Parents and school system staff are expected to promote safe walking practices, safe behavior at a bus stop, and safe behavior on the bus. Parental assistance may be needed on those days when inclement weather makes walking to and from school or school bus stops difficult.

School bus service will be provided consistent with distance eligibility criteria or exceptions granted for walking conditions not meeting an acceptable level of safety.

When considering the need for and/or implementing school bus service, the staff shall consider:

- \* Acceptable levels of safety
- \* Program efficiency
- \* Economy of operations

Providing an acceptable level of safety shall be the major staff consideration.

I. Eligibility for transportation, establishing bus stops, and determining walking routes:

A. Walking to and from school

1. Students living within the following distance will be expected to walk to and from school:
  - a. Grades 6 - 12: - 1.5 miles
  - b. Grades K - 4: - 1.0 mile, kindergarten at

mid-day .5 mile

2. Walking to and from a bus stop - Students may be expected to walk up to 1.5 miles (grades 6 - 12) and 1.0 miles (grades K - 4) to and from a bus stop.

B. Authorized School Bus Passengers

1. Other than the eligible students, those who are legally entitled to ride school buses are school bus company officials, drivers, and designated employees specified for supervision of pupils by the Director of Operations.
2. Parents or other adults who are designated by the school principal as chaperons may ride on the bus while on educational field trips.

C. Establishing Bus Stops

1. School bus stops will be established considering safety and economical reasons and will be at least two (2) city blocks apart. This is equal to approximately 2/10 of a mile. Some stops may be closer than 2/10 mile apart because of safety reasons.
2. Stops may be established on both sides of a roadway when sight distance and traffic conditions warrant such coverage.
3. Buses shall be assigned to operate on paved roads only. When it is necessary for buses to be routed over private roads, written permission from the property owner shall be obtained. If it is necessary for the bus to back, a safe adequate turning place must be available. Buses shall not back in heavily populated areas. Bus stops shall be located at points where vision is unobstructed in both directions for at least 300 feet and where room is available for children to stand off the traveled portion of the road while waiting. To provide minimum obstruction to traffic flow and minimum time to complete the run, where possible, stops shall be designated at least one-quarter mile apart. One a.m. and one p.m. stop location shall be allowed for each transported student. Exceptions will be made only in case of an emergency or when extenuating circumstances exist. This shall be approved by the Principal. Pupils shall be expected to walk up to the same distance to the school vehicle stop as pupils residing in non-transported areas are required to walk to their respective schools. When a child resides one-half mile or more from an existing stop, a closer stop shall be established if it can be done without backing the bus to turn around.

D. Measuring Distance

1. The most direct route meeting an acceptable level of safety will be utilized in measuring walking distances to and from school, or to and from a school bus stop.
2. Residence - The bona fide residence of the parent/guardian will be used to determine eligibility for transportation with the following exception:
  - a. A baby sitter's home or day care facility may be used to determine transportation eligibility if all of the following are met:
    - (1) The bona fide residence of the pupil meets the distance eligibility requirement.
    - (2) The baby sitter or day care facility is located on a scheduled school bus route.
    - (3) The baby sitter or day care facility meets distance eligibility requirements.
    - (4) The transportation request does not involve a different bus in the a.m. than the p.m. bus. (except noontime pre-kindergarten and kindergarten)
3. Measuring point for all students:
  - a. Detached homes - Measurement will be from the residence property line to the front door of the school (the front door is defined as where the school bus picks up and discharges students).
  - b. Apartment complexes, condominiums and town houses - Measurement will be from the town house, apartment or condominium unit entrance to the front door of the school.

E. Suitable pathways and walking routes

1. Road shoulder, pathway, right-of-way, sidewalk or other surface which pupils can walk without being required to step on the portion of the road used by vehicles except:
  - a. Residential street in a community with little or no transient traffic.
  - b. Roads/streets with speed limits less than 40 miles per hour.
2. An exceptional condition may exist in the following cases:
  - a. When students are required to walk more than 1/4 mile along a road having a posted speed limit of 45 miles per hour or more.
  - b. When students are required to walk across a roadway involving a safety hazard.
  - c. When students are required to walk across an active high-speed, at-grade railroad

crossing, bridge, or overpass, or through a tunnel, having inadequate walkways.

F. Distance Criteria for Walking

1. Distance criteria will be adhered to concerning walking to a bus stop or when determining eligibility for school bus service provided that traffic and/or walking conditions meet an acceptable level of safety and/or conditions permit safe bus operations.
2. Some students may be required to walk to a bus stop or to school in excess of the stated distance. Examples include:
  - a. Limited bus access (bus stop placement)
  - b. Measuring criteria (to front door of the school)
3. Other students may be provided with bus service although they reside in the "walking" area. Examples include:
  - a. Approved medical/physical exemptions
  - b. Temporary construction activity

II. Requests for re-evaluation of a walking route may be made to the Director of Operations.

III. Selection of School Bus Companies.

- A. School bus services for the Board of Education of Queen Anne's County are currently being provided by three Limited Liability Companies (LLC), and one independent company.
- B. The recruiting, processing, and screening of LLC members and substitutes shall be the responsibility of the companies. Proof that Federal, State and Local certification regulations are met must be on file in the Transportation Office prior to any member or substitute transporting Queen Anne's County students.

IV. Appeals of the decisions made by the Director of Operations may be directed in writing to the Superintendent of Schools.

LEGAL REFERENCES:

COMAR 13.A.06.07

Section 7-601, Education Article, Annotated Code of Maryland

Section 7-606, Education Article, Annotated Code of Maryland

Approved: Proposed



**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**  
**RULES, REGULATIONS, AND RESPONSIBILITIES**  
**PUPIL TRANSPORTATION**

INTRODUCTION

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  - C. Bus Loading Responsibilities at School
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**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**RULES, REGULATIONS, AND RESPONSIBILITIES**

**PUPIL TRANSPORTATION**

INTRODUCTION

Approximately 7,500 of the students enrolled in the Queen Anne's County Public School System ride a school bus each day. The prime objectives of the pupil transportation program are safety, equity, economy, and efficiency. A great deal of effort goes into the various aspects of the program to make pupil transportation as safe as possible. Bus driver training programs, formal school bus inspections, routing and scheduling activities are all important aspects of the pupil transportation program.

The success of any pupil transportation program is dependent on the cooperation of the parents, students, school administrators, faculty, bus drivers, and central office staff.

The "Pupil Transportation Rules, Regulations and Responsibilities" are provided to give direction to personnel involved in the pupil transportation program. Staff persons are urged to adhere to these regulations and to disseminate any parts of the material to other intended persons including students, parents, and bus drivers.

I. Student Responsibilities

The safe and efficient transportation of students is dependent upon the consistent application of regulations directed toward safety. The following responsibilities identify those student-related responsibilities that must be observed in order for the safety-related objectives to be achieved.

A. Bus Boarding Responsibilities

1. Students should be at their assigned bus stop 5 minutes before the regularly scheduled bus arrival time in the morning.
2. Pupils should wait for the school bus, in an orderly fashion, out of the way of traffic.
3. Students should wait at their designated bus stop until the bus has completely stopped before moving toward or boarding the bus.
4. Students who must cross the roadway to board the bus should check to see if the bus red warning lights are activated and that the roadway is clear

- of traffic before crossing the street.
5. The bus should be boarded in a quiet and orderly fashion. Students should always use the bus handrail and steps in a safe manner.
  6. Students should respect private property and keep off lawns, porches, fences, etc.

B. On-Board Responsibilities

1. To insure a safe and efficient bus loading process, students are to walk to their seat (assigned or unassigned) and be seated as quickly as possible.
2. Books and other materials should be held by the student or placed on the floor directly beneath the seat. Any object placed under the seat must not interfere with the bus schedule, negatively affect any safety aspect of the pupil transportation operation, or consume an inordinate amount of time. No books or any other objects are to be placed in the bus aisle.
3. Students are to sit in their bus seat, facing forward with feet out of the aisle and hands, arms, and head inside the bus.
4. Eating, drinking, smoking, lighting matches, lighters, etc., and littering on the bus is prohibited.
5. Students shall not throw paper or any other matter out of the bus window.
6. Loud conversations, profanity, obscene gestures, rough play, and fighting are not permitted on the bus.
7. Any damage to the interior or exterior of the school bus is prohibited and will be cause for suspension of bus riding privileges. In addition, the parents and students are responsible for any financial restitution caused by such damage. Continuation of bus riding privileges will only be considered after financial restitution arrangements are made.
8. THE EMERGENCY DOOR or EMERGENCY WINDOW handles should never be tampered with unless directed to do so by the bus driver.
9. Students are not to sit in the driver's seat or tamper with any controls or bus equipment.
10. Students must obey all directions from the driver. The bus driver is in charge of and responsible for students on the bus unless a teacher is on the bus. When a teacher is on the school bus for functions such as field trips, the teacher is the responsible person.

- C. Bus Loading Responsibilities at School
  - 1. Students must walk to the bus loading area in a quiet and orderly manner.
  - 2. Smoking or lighting any combustible material in or near a school bus is in violation of a State Motor Vehicle Law. Students are directed NOT to smoke near a school bus.
  - 3. Students must stand away from any moving bus until the bus comes to a complete stop. It is extremely dangerous for students to attempt to retrieve papers, books, etc., that may be close to a moving bus or a bus about to move.
  - 4. Students are to board the bus in an orderly manner following the same applicable procedures addressed in a previous section (A. Bus Boarding Responsibilities).
- D. Bus Unloading Responsibilities at Bus Stop
  - 1. All students must wait until the bus comes to a complete stop before getting out of the seat.
  - 2. Students must get off the bus only at their regularly assigned bus stop unless permission has been previously granted.
  - 3. To avoid mishaps and accidental tripping when leaving the bus the handrail near the steps should be used.
  - 4. Any students who must cross the road after leaving the bus must do so (approximately ten (10) feet) in front of the bus after being directed to cross by the bus driver. Traffic should be checked carefully before crossing the street. Students are NOT to attempt to retrieve dropped books, papers, etc., until the bus is gone.
  - 5. Throwing objects, (stones, snowballs, etc.) at a school bus or any other vehicle is prohibited.

## II. Parental Responsibilities

- A. Parents are urged to assist their children in developing a respect for and a sense of safety concerning all of the related operations of the school bus. All of the "Student Responsibilities" should be reviewed with the students as to meaning and rationale.
- B. Parents are urged to play a major role in their responsibility when the child leaves home to walk to the bus stop and the child's behavior at the bus stop.
- C. Parents should see to it that their child arrives at the bus stop at least 5 minutes before the regularly scheduled arrival time. Each student and parent should know their bus number. Bus drivers will not wait for tardy students since any wait will adversely affect the

- established time schedules for many other students.
- D. Parents of younger students should select a safe and expedient walking route to and from the bus stop. Deviation from the route should be avoided. After leaving the bus students should walk directly home using a safe and direct route. Students should not talk to strangers at the bus stop or along the way to and from the bus stop.
  - E. Students should be instructed to respect private property when walking to and from the bus stop. Crossing through private property and yards should be discouraged. Destruction of property or "horseplay" should also be avoided. Students' safety at the bus stop is of paramount importance.
  - F. Pre-Kindergarten, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students, must have someone accompany them to and from the bus stop.
  - G. Parents of younger students are encouraged to accompany their child to and from the bus stop until the student is comfortable with the route and the stop location. This is an excellent opportunity to emphasize sound traffic safety practices. Older brothers, sisters, neighbors, etc., can be of assistance in this effort.
  - H. Parents are encouraged to monitor radio and television stations carefully during inclement weather. Normally school closing announcements are made beginning at or before 5:00 a.m. and at various times thereafter.
  - I. Parents are reminded that students must ride their assigned (numbered) bus. Any deviation must be approved in advance by the principal or designee. Vacations, temporary work assignment changes, social events, riding to a friend's home, or other foreseen events will not be approved for a change in bus assignment. Under short-term emergency situations the Principal may approve a different bus assignment.
  - J. Pupils must board their bus and be discharged from their bus at the assigned stop. Permission to use a different bus stop may be granted on a temporary basis if approved by the School Principal and provided that the request does not involve a bus assignment/route change. Bus drivers must be notified by the Principal.

### III. Bus Driver Responsibilities

All school bus drivers transporting students in the Queen Anne's County Public School System are responsible for obeying all traffic laws and regulations.

The following bus driver responsibilities are consistent with state laws and regulations, and other administrative regulations.

Each school bus driver shall:

- A. Transport only those pupils assigned to the bus. Unless prior permission has been obtained from the principal, the only other person(s) allowed to enter a school bus are officers of the law who have reason to enter the bus. These reasons must be explained to the driver before the officers are to proceed past the driver's seat.
- B. Follow time schedules and routes as prescribed. Traffic and weather conditions may cause lateness, but a driver must never arrive at a stop early and risk leaving students at a stop. If a road is impassable drivers shall call parents and make them aware that transportation will not be available.
- C. Attend all training sessions and meetings as directed by the Pupil Transportation Office.
- D. Pick up and discharge students only at designated stops. Exceptions will be allowed through written temporary permission from the school administrator or notification by the Pupil Transportation Office.
- E. Report all pupil behavior problems as prescribed in the "Student Behavior/Discipline" section. Provide as much documentation as possible to describe the incident.  
**THE MARYLAND LEGISLATURE HAS PASSED A LAW, EFFECTIVE OCTOBER 1, 2009, THAT MAKES IT UNLAWFUL FOR ANY PERSON TO OBSTRUCT, HINDER, OR INTERFERE WITH A SCHOOL BUS DRIVER WHILE THE DRIVER IS ENGAGED IN HIS OFFICIAL DUTIES. A SCHOOL BUS DRIVER WILL REPORT MISCONDUCT BY A STUDENT THAT INTERFERES WITH HIS OFFICIAL DUTIES TO SCHOOL ADMINISTRATION FOR INVESTIGATION AND REVIEW. THE SCHOOL ADMINISTRATION WILL REFER THE MATTER FOR LEGAL ACTION IF THE CONDUCT IN THE OPINION OF SCHOOL ADMINISTRATION WARRANTS SUCH REFERRAL.**
- F. Assign pupils to seats and maintain a seating chart.
- G. Make sure that all students are aware of the procedures and rules regarding pupil discipline and safety.
- H. Suggest any changes in the pupil transportation program as it effects safety, economy, and efficiency. Suggestions can be forwarded to the bus company representative or the Director of Operations.
- I. Report bus breakdowns to persons and offices as prescribed.
- J. Report all school bus traffic accidents as prescribed.
- K. Refrain from backing a school bus on school grounds unless appropriate assistance is provided and use extreme care when backing a bus at anytime.
- L. Conduct the prescribed daily pre-trip inspection and post trip inspection to ensure no students or student possessions are left on board. Use the record book

- provided for this purpose.
- M. Honor the "express bus rule" by showing courtesy and consideration to "express buses".
  - N. Fuel buses only when passengers are not on the bus.
  - O. Never permit students to operate any controls, devices, etc., and never leave the bus unattended while the engine is running or if the key is in the ignition.
  - P. Use all lights and signals in the prescribed manner.
  - Q. Refrain from moving the bus until all students are seated.
  - R. Provide assistance to students by encouraging them to cross only in front of the bus and to check traffic carefully before crossing the roadway.
  - S. Handle student discipline problems in a prompt, fair, and objective manner.
  - T. Cooperate with the school administrator and the Pupil Transportation Office in dealing with parent and student problems.
  - U. Refrain from smoking at all times.
  - V. Refrain from drinking alcoholic beverages prior to or during a school bus trip. This is grounds for immediate dismissal.
  - W. Refrain from using profane language on the bus.
  - X. If a child with an allergy is stung by an insect while riding the school bus, the following actions will be taken:
    - 1. The bus driver will notify the Operations Center by radio.
    - 2. The bus will remain at the location until emergency help arrives to take the child to the nearest hospital.
    - 3. The bus will proceed enroute with the remaining students as soon as emergency personnel depart with your child. The parents will be contacted as soon as possible.
  - Y. For children who are required to carry the Epi-Pen to and from school on the bus:
    - 1. The bus driver will be made aware of the possibility of an allergic reaction if a child is stung by an insect and will be informed of the need for your child to carry his/her Epi-Pen on the bus.
    - 2. The bus driver will be taught, by the school nurse, to use the Epi-Pen in the event a child is unable to self-administer the Epi-Pen.
    - 3. The bus driver will stop the bus as soon as he/she is aware that a child has been stung.
    - 4. The child will self-administer the Epi-Pen. If the child is unable to do so, the bus driver will administer the Epi-Pen.
    - 5. The bus driver will immediately notify the

- Operations Center and 911 by radio.
6. The bus will remain at the location until emergency help arrives to take the child to the nearest hospital.
  7. The bus will proceed enroute with the remaining students as soon as emergency personnel depart with the child. The parents will be contacted as soon as possible.
- Z. In the event a driver cannot serve the children due to inclement weather and unsafe road conditions, the driver shall contact the parents of all children who cannot be served and make them aware of the change in service.
- AA. Observe Maryland's Idling Regulations which state a motor vehicle engine may not be allowed to operate more than 5 consecutive minutes when the vehicle is not in motion, except as follows:
- When a vehicle is forced to remain motionless because of traffic conditions or mechanical difficulties over which the operator has no control;
  - When it is necessary to operate heating and cooling or auxiliary equipment installed on the vehicle;
  - To bring the vehicle to the manufacturer's recommended operating temperature; or
  - When it is necessary to accomplish the intended use of the vehicle.
- BB. During the PM run if no one is at the bus stop to meet a Pre-K, K, 1<sup>st</sup> or 2<sup>nd</sup> grade student(s), the bus driver will contact the school and inform them about the situation and if they will be returning the student(s) to their home school or transport the student to the next school that they will be servicing. The student's school will contact the receiving school to inform them that the parent/guardian has been contacted and will pick the student up at that school. The receiving school will meet the student at the school bus and take them to the office to be received by their parent/guardian.
- CC. Required Footwear for Bus Drivers and Attendants - There is always the potential for an emergency in which drivers will need to be fast and confident on their feet. They could also have to perform rescue duties in broken glass, water, fur or oils following an accident. School bus drivers/attendants should have footwear that is fully secured on their feet, provides good traction and shields the skin on their feet from the elements and hazardous materials.



#### IV. School Administrator Responsibilities

The school administrator (principal or assistant principal) has various supervisory and administrative responsibilities related to the pupil transportation program. Included among these responsibilities are various elements and aspects of pupil discipline (see Section V). In addition to the pupil discipline responsibilities, the school principal shall be responsible for the following:

- A. Providing staff supervision at the school's loading and unloading zone (A.M., Noontime, and P.M.).
- B. Ensuring that at least twice during the school year each pupil shall be instructed in safe riding practices and participates in two emergency evacuation drills.
- C. Maintaining a list of students assigned to each bus as provided by the Pupil Transportation Office.
- D. Assisting the bus drivers in the preparation of bus seating charts for students, when appropriate and/or necessary.
- E. Reporting unsafe driver practices and inadequate company/driver performance (late buses, etc.) to the Pupil Transportation Office.
- F. Ensuring through the distribution of written materials or instructional programs that students are aware of safety rules and other related regulations connected with the pupil transportation program.
- G. Assisting the bus drivers, where necessary, in dealing with pupil behavior problems.
- H. Notifying new students (parents) of their bus number and stop assignment.
- I. Notifying drivers and the Pupil Transportation Office of students who have moved or are new to the school.
- J. Provide drivers with home and work phone numbers of all students.
- K. During the PM run if no one is at the bus stop to meet a Pre-K, K, 1<sup>st</sup> or 2<sup>nd</sup> grade student(s), the bus driver will contact the school and inform them about the situation and if they will be returning the student(s) to their home school or transport the student to the next school that they will be servicing. The student's school will contact the receiving school to inform them that the parent/guardian has been contacted and will pick the student up at that school. The receiving school will meet the student at the school bus and take them to the office to be received by their parent/guardian.

#### V. Pupil Discipline

Behavior of pupils on the school bus and at bus stops or

school loading/unloading zones is perhaps the most critical and important aspect of the entire pupil transportation program. The behavior and safety of the students have a direct relationship to one another. It is for this reason that bus drivers, school administrators, and the staff of the Pupil Transportation Office must work in a cooperative manner to properly ensure the safety of students, bus drivers, and the motoring public. Unacceptable student behavior is one of the major causes of driver distraction. The following regulations address the role of the school administrator, school bus driver, and Director of Operations related to pupil discipline.

A. Bus Driver

1. The responsibility of discipline of students on the school bus is the responsibility of the bus driver (unless a teacher or administrator is on the bus).
2. Drivers will submit written reports of student behavior problems on the "Bus Conduct Report Form". The form must be fully and accurately completed.
3. Drivers can suspend the student from the bus for one day after notifying both the parents and building administrator. Administrators can lengthen the suspension time per county policy.
4. "School Bus Discipline Referral Form" should be submitted by the driver to the school administrator upon arrival on the A.M. trips.
5. The driver shall be available to confer with school administrators if necessary to provide additional details regarding student violations.
6. If the student is denied bus riding privileges the driver shall not allow the student on the bus until the suspension is complete.

B. School Administrator

1. Upon receipt of any "School Bus Discipline Referral Form", the school administrator shall promptly and thoroughly investigate the report.
2. Based upon the school administrator's investigation of the bus driver's report, appropriate action shall be taken. The administrator shall complete the Action(s) taken section of the form.
3. The distribution section of the form shall then be expedited. Parents must be kept informed of their child's behavior on the bus regardless of the seriousness of the violation.
4. The school administrator or his/her designee will determine the length of time that a student's bus privileges will be suspended per county policy.

This determination will be made based upon the information presented to the administrator by the school bus driver. In the event that a school administrator wishes to request an extension beyond the ten (10) day period, a letter of request is to be forwarded to the Director of Operations. When the Director of Operations approves an extended suspension beyond the ten (10) day period, a letter will be forwarded to the principal and the parent indicating the length of the extension requested. At the same time a copy of this letter will be forwarded to the Supervisor of Pupil Services who will sit as the appeals officer if parents request an appeal of the extended suspension.

## VI. Pupil Transportation Office

The Pupil Transportation Office (Director or designee) is responsible for the overall coordination and direction of the pupil transportation program. In addition to those previously identified responsibilities, the Pupil Transportation Office is also responsible for the following:

- A. Ensuring that each school bus meets established inspection criteria through "spot" inspections and 3 formal/annual bus inspections.
- B. Routing and scheduling of buses in the most safe, efficient, and economical manner possible.
- C. Planning, budgeting, and forecasting related activities for the pupil transportation program.
- D. Assisting in the site selection and planning process for walking pathways and walking routes.
- E. Supervising and evaluating the daily operations of the pupil transportation program.
- F. Making contractual-related recommendations concerning new and existing school bus companies and drivers.
- G. Providing training programs for all school bus drivers and ensuring that all other driver-related requirements are met (physical examination, driving record, and criminal record check, etc.)
- H. Investigating bus-related traffic accidents and is responsible for determining preventability (driver error).
- I. Investigating and taking appropriate action with regard to parental and citizen concerns and complaints.
- J. Assisting school-based administrators in dealing with pupil discipline.
- K. Working toward improving levels of performance for bus drivers and bus companies when necessary.

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**PROCEDURES**

**PUPIL TRANSPORTATION ELIGIBILITY**

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- F. Summer School Transportation

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**PROCEDURES**

**PUPIL TRANSPORTATION ELIGIBILITY**

I. Purpose

To provide and employ procedures to be followed by staff members when determining student eligibility for bus transportation.

II. Background

Free pupil bus transportation may be provided to those students meeting eligibility requirements.

III. Definitions

A. Parent - any one of the following:

1. Natural parent - natural begetter of the offspring - mother or father
2. Custodial Parent - a person or agency appointed by the court as the legal custodian of the child
3. Adoptive parent - a person(s) who has legally adopted a child
4. Guardian - a person who has been legally placed in charge of the affairs of a minor and granted the rights and privileges of a natural parent
5. Adult - a person who has reached Maryland's legal age (18)

B. Resident Students - all qualified school-age persons whose parents have an established bona fide residence in Queen Anne's County shall be considered resident students and shall be admitted tuition free to the Board of Education of Queen Anne's County.

C. Bona fide Residence - Bona fide residence is the parent's actual residence established for the purpose of free school attendance in the Queen Anne's County Public Schools. Determination of a person's bona fide residence is a factual one and must be made on an individual basis. Although an intent to reside indefinitely or permanently at the present place of residence is not necessarily required, the following factors may be pertinent in determining one's bona fide residence:

1. Ownership of property
2. Address at which one receives mail regularly

3. Address on driver's license and/or automobile registration
  4. Payment of taxes and statements on tax returns
  5. Statements as to residence contained on contracts and other documents
  6. Address of voter registration
  7. Location of furniture and other personal belongings
  8. Any other factors that may be indicative of residence
- D. Attendance area is a geographical area defined by the Board of Education for each school.
  - E. Baby-sitter's home or day-care facility is a location used by parent(s) or guardian(s), in their absence, to provide children with care and/or observation.
  - F. Bus route is the set of planned and scheduled roadways traveled by a school bus as developed by the Pupil Transportation Office. Buses shall be assigned to operate on state, county and town paved and maintained roads.
  - G. Bus stop is a scheduled location where students board and are discharged from a school bus.
  - H. Pre-kindergarten transportation is special school bus transportation for pre-kindergarten students at the termination of the morning pre-kindergarten session or the transportation of students to the afternoon pre-kindergarten class.
  - I. Distance eligibility is defined in Section I.A.1. of the pupil transportation policy.
  - J. Transportation eligibility map is a map that identifies geographic locations within a school attendance area for the purpose of determining student eligibility for school bus transportation.

#### IV. Procedures

- A. In determining if a student is eligible for bus transportation the staff shall use the eligibility map. Principals should consult with the Transportation Department whenever there is any question about students' eligibility to be transported to school due to administrative or county boundaries.
- B. The Pupil Transportation Office will identify geographic areas where exceptions are made to the eligibility criteria because of safety reasons. The Pupil Transportation Office will notify the appropriate school principals.
- C. If the address of a baby-sitter's home or day-care facility is used to determine transportation eligibility, school bus transportation will be considered if all of the following criteria are met:

1. The original pupil residence meets distance eligibility requirements
  2. The baby-sitter or day-care facility is located on a scheduled school bus route and if a bus stop can be arranged
  3. The baby-sitter or day-care facility address meets distance eligibility requirements
  4. The bus transportation request does not involve different buses (except for kindergarten transportation)
  5. The student is not an out-of-district enrollee
- D. In the event that there is a change in the location of the baby-sitter or day-care facility, the parent must notify the principal of the new location. Following the receipt of that information, a decision will be made by the principal as to whether or not transportation is to be continued, and the parent will be notified of that decision by the principal.
- E. The school principal will notify the Pupil Transportation Office and the bus driver with regard to ineligible students who are being transported. The decision to discontinue service will be made by the Director of Operations.
- F. Summer school transportation will be provided in accordance with available funds, student enrollment, programs, and school locations.

## **SAFE WALKING CONDITIONS**

- I. Purpose
- II. Background
- III. Definitions
  - A. Average Daily Traffic (ADT)
  - B. School Bus Stop
  - C. Principle Arterial Roadway
  - D. Intermediate Arterial Roadway
  - E. Minor Arterial Roadway
  - F. Major Collector Roadway
  - G. Minor Collector Roadway
  - H. Local Road Roadway
  - I. Access Control Roadway
  - J. Business Districts
  - K. Sight Distance
  - L. Suitable Crosswalks
- IV. Procedures
  - A. Determining Safe Walking Conditions
  - B. Establishing School Bus Stops



## SAFE WALKING CONDITIONS

### I. Purpose

These procedures identify criteria that will be used to determine whether or not an area used by students to walk to and from school or to and from a bus stop meets an acceptable level of safety. These procedures also set forth certain emergency and/or temporary conditions under which school bus transportation will be provided.

### II. Background

Parents and teachers are expected to promote safe walking practices and safe behavior at a school bus stop for students. The safest and most direct route to and from school or to and from a school bus stop should be emphasized. Parental assistance may be needed on those few days when inclement weather makes walking difficult. When snow or other weather factors cause conditions that make traffic conditions unacceptable relative to safety and walking difficult or generally unsafe, school may be canceled or the starting time delayed until traffic has subsided. Determination of what constitutes safe walking conditions with regard to various student grade levels is an important factor in defining an acceptable walking route.

### III. Definitions

- A. Average Daily Traffic (ADT) - The average number of vehicles traveling on an identified street or roadway. In the absence of an ADT count along a specific road or street, the ADT shall be determined by multiplying the number of residences on the street or road times seven (7).
- B. School Bus Stop - A scheduled place where students board and are discharged from a school bus.
- C. Principal Arterial Roadway - A heavily traveled road, typically dual lane and with high speed traffic.
- D. Intermediate Arterial Roadway - A roadway characterized by heavy to moderate traffic volume typically used as a primary source of travel by highway users.
- E. Minor Arterial Roadway - A roadway characterized by moderate traffic volume typically used as a secondary source of travel by highway users.
- F. Major Collector Roadway - A roadway characterized by moderate traffic volume typically used as an access source to reach more heavily traveled roadways.

- G. Minor Collector Roadway - A Roadway characterized by moderate to low traffic volume typically used as a secondary access source to reach more heavily traveled roadways.
- H. Local Road Roadway - A roadway characterized by low traffic volume typically used by residents within the area.
- I. Access Control Roadway - A private driveway or entrance off a roadway.
- J. Business Districts (Proliferation of) - Driveway entrances to business enterprises, more than five separate entrances on a single roadway (within a 500-foot distance).
- K. Sight Distance - Includes consideration of the following:
  - 1. Where adequate sight distance exists to permit the use of residential streets or road shoulders based on the following relationship of the posted speed limit:
    - 25mph - 250 feet
    - 30mph - 300 feet
    - 35mph - 350 feet
  - 2. These relationships are based on a level surface.
- L. Suitable Crosswalks
  - 1. Where adequate sight distance, line striping, and crosswalk signing exists.
  - 2. Where pupils are not required to walk across railroads, bridges, tunnels, or overpasses with inadequate walkways.
  - 3. Where adequate safety provisions can be made for crossing intermediate arterioles.
  - 4. Where pupils are not required to cross a Principle Arterial or Freeway (Maryland Motor Vehicle Laws 21-509) unless a grade separated crossing is provided by the facility.
  - 5. Where pupils are not required to cross a proliferation of business/commercial district entrances when utilizing the road shoulders or right-of-way as a walkway.

#### IV. Procedures

In making decisions concerning safety when providing school bus transportation and/or in determining school bus stops, the Pupil Transportation Office shall utilize Appendix A to this procedure: "Criteria for Determining Safe areas for Walking."

##### A. Determining Safe Walking Conditions

1. The Pupil Transportation Office will obtain data with regard to traffic volume and pedestrian walkway facilities as needed.
2. In cases where traffic volume data are not available, the Pupil Transportation Office will determine volume by multiplying the number of residences (by roadway) times seven. This shall be calculated on an "as needed" basis.
3. Temporary school bus transportation may be authorized by the Director of Operations if construction or other activity make walking to and from school unsafe. Parents will be notified 48 hours prior to the termination of temporary bus service by the Director of Operations.
4. The Pupil Transportation Office shall review any conditions where school bus transportation is provided for students not meeting distance eligibility requirements. Recommendations shall be submitted to the Superintendent of Schools as necessary.
5. Temporary school bus transportation may be authorized for students with medical conditions that necessitate the need for bus service. Requests for bus service because of medical reasons shall be submitted to the Director of Operations on the prescribed form.
6. School principals are expected to inform parents of new students on an "as needed" basis of the availability of walking pathways or the walking route from home to school.
7. The Pupil Transportation Office will make recommendations to the Superintendent on safety-related matters not delineated within the Pupil Transportation Policy or these procedures.

B. Establishing School Bus Stops

1. Students may be expected to walk to a bus stop up to the same distance that they may be expected to walk to a school. Where unsafe or not feasible (to implement this procedure) some students may be required to walk more than the prescribed distance. If walking conditions to and from a bus stop do not meet an acceptable level of safety, the walking distance may be reduced.
2. School bus stops will be established using the most economical and safest methods.
3. Off-road school bus stops (loading and unloading zones) shall be established whenever possible, consistent with Maryland Motor Vehicle Laws.

APPENDIX A

CRITERIA FOR WALKING ELEMENTARY SCHOOL

| Street or Highway<br>Functional Classification | (Private or Driveways)<br>Access Control | Upper Limit |         | Walkway Facility Used by Pedestrian |          |           |                |
|--|--|-------------|---------|-------------------------------------|----------|-----------|----------------|
|  |  | ADT         | Roadway | Shoulder                            | Sidewalk | Crosswalk |                |
| Principal Arterial, Freeway                    | Yes                                      |             | No      | No                                  | No       | No        |                |
| Intermediate Arterial                          | Divided:                                 | Yes         | 20,000  | No                                  | No       | Yes       | No             |
|  | Undivided                                | Yes         | 15,000  | No                                  | No       | Yes       | Yes (1) or (2) |
| Minor Arterial                                 | Partial                                  | 8,000       | No      | No                                  | Yes      | Yes       |                |
| Major Collector                                | Partial                                  | 6,000       | No      | No                                  | Yes      | Yes       |                |
| Minor Collector                                | No                                       | 3,000       | Yes (3) | Yes                                 | Yes      | Yes       |                |
| Local Road                                     | No                                       | 1,000       | Yes     | Yes                                 | Yes      | Yes       |                |

Yes Provisions:

1. Signalizing
2. Crossing Guard
3. Adequate Road Surface Width (30 Feet)

Note: Examples of street or highway function classification are:

1. Principal Arterial – Route 50
2. Intermediate Arterial – Route 213 and Route 301 North of Route 50
3. Minor Arterial – Route 50 East of Cambridge
4. Major Collector – Route 304 West of Centreville
5. Minor Collector – Elm Street
6. Local Road – Any typical residential street

CRITERIA FOR WALKING MIDDLE SCHOOL

| Street or Highway<br>Functional Classification | (Private or Driveways)<br>Access Control | Upper Limit |         | Walkway Facility Used by Pedestrian |          |           |                |
|--|--|-------------|---------|-------------------------------------|----------|-----------|----------------|
|  |  | ADT         | Roadway | Shoulder                            | Sidewalk | Crosswalk |                |
| Principal Arterial, Freeway                    | Yes                                      |             | No      | No                                  | No       | No        |                |
| Intermediate Arterial                          | Divided:                                 | Yes         | 20,000  | No                                  | No       | Yes       | Yes (1) or (2) |
|  | Undivided                                | Yes         | 15,000  | No                                  | No       | Yes       | Yes            |
| Minor Arterial                                 | Partial                                  | 8,000       | No      | Yes                                 | Yes      | Yes       |                |
| Major Collector                                | Partial                                  | 6,000       | No      | Yes                                 | Yes      | Yes       |                |
| Minor Collector                                | No                                       | 3,000       | Yes (3) | Yes                                 | Yes      | Yes       |                |
| Local Road                                     | No                                       | 1,000       | Yes     | Yes                                 | Yes      | Yes       |                |

Yes Provisions:

1. Signalizing
2. Crossing Guard
3. Adequate Road Surface Width (30 Feet)

CRITERIA FOR WALKING HIGH SCHOOL

| Street or Highway<br>Functional Classification | (Private or Driveways)<br>Access Control | Upper Limit |         | Walkway Facility Used by Pedestrian |          |           |     |
|--|--|-------------|---------|-------------------------------------|----------|-----------|-----|
|  |  | ADT         | Roadway | Shoulder                            | Sidewalk | Crosswalk |     |
| Principal Arterial, Freeway                    | Yes                                      |             | No      | No                                  | No       | No        |     |
| Intermediate Arterial                          | Divided:                                 | Yes         | 20,000  | No                                  | Yes      | Yes       | Yes |
|  | Undivided                                | Yes         | 15,000  | No                                  | Yes      | Yes       | Yes |
| Minor Arterial                                 | Partial                                  | 8,000       | No      | Yes                                 | Yes      | Yes       |     |
| Major Collector                                | Partial                                  | 6,000       | No      | Yes                                 | Yes      | Yes       |     |
| Minor Collector                                | No                                       | 3,000       | Yes (2) | Yes                                 | Yes      | Yes       |     |
| Local Road                                     | No                                       | 1,000       | Yes     | Yes                                 | Yes      | Yes       |     |

1. Signalizing
2. Road Width (24 Feet)

## PROCEDURES FOR ASSIGNMENT OF EXTRA BUS SERVICE

- I. Purpose
- II. Background
- III. Definitions
  - A. Extra Bus Service
  - B. Special Service Category
  - C. Other Trip Category
- IV. Procedures
  - A. Special Services Category
  - B. Other Trip Categories



## PROCEDURES FOR ASSIGNMENT OF EXTRA BUS SERVICE

### I. Purpose

To employ fair and equitable procedures in assigning extra bus service to school bus companies, county drivers, and/or substitute bus drivers that is in the best interest of the Board of Education.

### II. Background

The pupil transportation program is used to support various educational programs.

### III. Definitions

- A. Extra bus service is bus service beyond the established base route such as Band, Sports, Outdoor Education, Special Education, Board Designated Trips, and Clubs.
- B. The extended service category includes:
  - 1. Late Runs (high school/after school activity)
  - 2. Double Runs (high school/middle school or high school/elementary)
  - 3. Pre-kindergarten Runs (noontime)
  - 4. Shuttle Runs
- C. School Based Educational Field Trips

### IV. Procedures

Each year all companies, county drivers, and substitute bus drivers will be surveyed to ascertain their interest and availability for extra bus service beyond their established base route. The survey will assess the specific categories for each type of service. The results of the survey will be shared with each school administration.

- A. School Based Educational Field Trips - Guidelines for Scheduling Field Trips
  - 1. Selection and approval of field trip destinations shall become the responsibility of the school based administrators utilizing the guidelines developed by the Department of Curriculum and Instruction.
  - 2. Scheduling of transportation for the field trip shall be the responsibility of the school based administrator. Each school will be provided with an eligibility list of field trip drivers from which to choose or the school may opt to utilize

- commercial bus carrier.
3. All school initiated field trips will be paid for by participant or school organizations except Board designated trips. Categorical school funds may not be utilized to pay for field trips.
  4. No child will be deprived the opportunity of participating in a field trip because of financial need or handicapping conditions.
  5. When a company is utilized, the fee for the field trip will be negotiated accordingly. This fee will be paid to the company for disbursement to the driver.
  6. Sport trips, band trips, outdoor education, clubs, special education and other Board designated trips will continue to be scheduled by the transportation department and will be reimbursed on a monthly basis to the appropriate companies.
  7. Each school will provide the department of finance with a summary of all field trips and dollar amounts paid on the first of each month.
- D. Extra Bus Service Category - Band, Sports, Outdoor Education, Special Education, and Board Designated trips.
1. County owned buses will be used for all Board sponsored trips unless otherwise arranged.
  2. A fleet of drivers will be developed from those drivers that signed up for extra bus service.

**EXTRA BUS SERVICE**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**I.** PLEASE CHECK THE FOLLOWING SCHOOLS THAT YOUR MEMBERS WOULD BE INTERESTED IN SERVING FOR FIELD TRIPS.  
**(PAYMENT MADE BY SCHOOL TO COMPANY)**

- Kent Island High School \_\_\_\_\_
- Stevensville Middle School \_\_\_\_\_
- Matapeake Middle School \_\_\_\_\_
- Bayside Elementary School \_\_\_\_\_
- Kent Island Elementary School \_\_\_\_\_
- Matapeake Elementary School \_\_\_\_\_
- Grasonville Elementary School \_\_\_\_\_
- Queen Anne's County High School \_\_\_\_\_
- Centreville Middle School \_\_\_\_\_
- Kennard Elementary School \_\_\_\_\_
- Centreville Elementary School \_\_\_\_\_
- Sudlersville Middle School \_\_\_\_\_
- Sudlersville Elementary School \_\_\_\_\_
- Church Hill Elementary School \_\_\_\_\_

**II.** PLEASE CHECK THE FOLLOWING ACTIVITIES THAT YOUR MEMBERS WOULD BE INTERESTED IN DRIVING.  
**(PAYMENT MADE BY THE BOARD TO COMPANY)**

ACTIVITY TRIPS: (BAND, CLUBS, SPORTS) \_\_\_\_\_

SUMMER PROGRAMS \_\_\_\_\_

SOME TRIPS MAY NECESSITATE COMPANIES SECURING SUBSTITUTES FOR THEIR REGULAR RUNS IF NECESSARY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COUNTY DRIVERS/SUBSTITUTES EXTRA BUS SERVICE

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

\_\_\_\_\_ I AM NOT INTERESTED/AVAILABLE FOR EXTRA BUS SERVICE.

---

**PLEASE COMPLETE BELOW ONLY IF YOU ARE INTERESTED  
IN EXTRA BUS SERVICE**

PLEASE CHECK THE FOLLOWING ACTIVITIES THAT YOU WOULD BE INTERESTED IN DRIVING. (PAYMENT MADE BY THE BOARD)

ACTIVITY TRIPS: (BAND, CLUBS, SPORTS) \_\_\_\_\_

SUMMER PROGRAMS \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EMERGENCY PLAN FOR SCHOOL BUS ACCIDENTS**

- I. Purpose
- II. Background
- III. Procedures
  - A. The Pupil Transportation Office
  - B. The Director of Operations
- IV. Responsibilities
  - A. School Principal
  - B. Pupil Transportation Office
  - C. Information Office

## **EMERGENCY PLAN FOR SCHOOL BUS ACCIDENTS**

### I. Purpose

The following procedures are to be utilized by the Supporting Services Department and School Principals in the event of a school bus accident in which students are injured or if the accident is deemed severe.

### II. Background

The responsibility relationship between the Board of Education and the parents requires timely and accurate communications in emergency situations.

### III. Procedures

A. The Pupil Transportation Office representative will notify the following persons after being notified of a personal injury or serious property damage bus accident:

Director of Operations  
Coordinator of Public Relations  
School Principal

B. The Director of Operations will be responsible for making the determination as to the seriousness of the accident relative to initiating the "Emergency Procedures Plan".

### IV. Responsibilities

#### A. School Principal

1. Report to the scene of the accident or assign a designee to report to the accident scene if students are involved. Principal is encouraged to bring the school nurse if at all possible. The principal or designee shall bring a current student bus list to the scene and the appropriate school absentee list for the day.
2. Assign a staff person to handle telephone calls related to the bus accident.
3. Be responsible for contacting the PTA President or PTA representative and parents of the students involved in the accident.
4. Assign school-based staff member to the medical treatment center and/or hospital based on where injured students are assigned. These persons will be the communication link between the medical treatment and hospital staff and the Information Office.

5. Notify the Information Office of the name(s) of school based personnel assigned to the hospital and/or treatment center.
- B. Pupil Transportation Office
1. Report directly to the accident scene. The Pupil Transportation Office representative will be the Board of Education representative at the accident scene.
  2. Obtain information concerning:
    - a. Extent of injuries.
    - b. Student names on the bus at the time of the accident.
    - c. Hospital or medical treatment center assigned for each student.
    - d. Other applicable details of the accident.
  3. Report all information in 2. above to the school and the Coordinator of Public Relations.
  4. Assist the Coordinator of Public Relations in maintaining the communications center.
  5. Assist the police, emergency personnel, etc. in any ways required.
  6. Remain on duty until students are released to the custody of parents and be prepared to drive students home or arrange for a "spare" bus if appropriate.
  7. Provide the Superintendent of Schools with appropriate information relative to the accident.
- C. Information Office
1. Be responsible for the coordination of all communications to the news media.
  2. Provide the Superintendent of Schools with appropriate information relative to the accident.
  3. Maintain the central office information center for disseminating and receiving information concerning the bus accident; including information from:
    - a. Pupil Transportation Office
    - b. Staff assigned to the hospital or medical treatment center.

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**PROCEDURES**

**PUPIL TRANSPORTATION OPERATIONS**

- I. Purpose
- II. Background
- III. Inclement Weather
- IV. Routes
  - A. Routing
  - B. Scheduling
  - C. Route Review
  - D. Loading Zones
  - E. Route Information Reports
- V. Office Management
  - A. Telephone
  - B. Correspondence
- VI. School Bus Operations
  - A. Accident Reporting
  - B. Bus Breakdown
  - C. Certification and Approval of Driver, County Driver, Substitute Driver, and School Bus Assistant
  - D. County School Bus Driver Payroll
  - E. School Bus Company Payment
  - F. Contract Compliance Criteria
  - G. Specification for School Buses
  - H. Insurance
  - I. Inspection and Maintenance
  - J. Railroad and Bridges
  - L. Emergency Evacuation Drills



**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**PROCEDURES**

**PUPIL TRANSPORTATION OPERATIONS**

I. Purpose

To provide and employ procedures to be followed by staff members in the day to day operation of the Pupil Transportation System.

II. Background

Sound business procedures are required to provide Pupil Transportation in a safe, adequate, efficient and economical manner.

III. Inclement Weather

To provide information to the parents and students of Queen Anne's County, the following plan for delayed opening or the closing of schools will be used.

- A. In the event that a delayed opening or closing of school is necessary, it will be announced over Radio Stations WAAI, WBAL, WCAO, WCBM, WCEI, WCTR, WDSD, WINX, WFBR, WNAV WPOC, WSCL, WXCY, and TV Stations Channel 2, 11, and 13.
- B. The decision to delay the opening or closing of schools will be made prior to 5:45 a.m.
- C. When there is a delayed opening, all buses will run regular routes 90 minutes later than the regularly scheduled time. A.M. pre-kindergarten will not meet. P.M. pre-kindergarten will report at regular time.
- D. On those days that school is dismissed early for inclement weather, School Bus Drivers shall inform the Operations Center by radio their trip is complete.

IV. Routes

A. Routing

- 1. Taxi Cabs - The use of Taxi Cabs to transport pupils shall be kept to a minimum.
- 2. Standees - Standees shall not be permitted except in the case of an emergency. In the case of an emergency the pupil transportation office shall be contacted.
- 3. Reimbursing Parents - Reimbursement to parents for

the transportation of their pupil(s) shall be decided on a case by case basis. If reimbursement is appropriate the Director of Operations shall send the parent a letter of approval specifying the terms of the payment.

4. Private Property - School buses shall not be routed on private property or roadways. Exceptions may be made for special education pupils in wheel chairs.
5. Pre-kindergarten Pupils - The pupil data used for routing the pre-kindergarten school buses shall be submitted by the school principals on the Pre-kindergarten Registration forms.
6. In September of each year the school bus drivers shall update and return the Trip Detail Report. This report is the basic information required in the routing process.

B. Scheduling

1. School Opening and Closing Times - The Pupil Transportation Office will recommend school opening and closing times that provide for the most efficient scheduling of school buses.
2. Number of Trips Per Bus - School buses shall be routed and scheduled to accommodate the maximum number of school trips possible within time constraints.
3. After the first few days of school, school bus drivers shall adjust their time schedules to arrive at each school about five (5) minutes before students may enter the building. Appropriate notification shall be given to the students prior to the day the time adjustments are made.

C. Route Review

1. Bridges - School buses shall not be routed over bridges posted with insufficient load capacity.
2. Railroad Crossings - Where possible school buses shall not be routed over active at grade railroad crossings.
3. Pupil Crossing - Pupils shall not be expected to cross four lane divided highways to board or disembark from the school bus. (US Route 50 and US Route 301)
4. Requests for Additional Stops and Route Extensions

D. Loading Zones

1. At Schools - Buses shall not back on school property.
2. On the Highway - On a case by case basis.

E. Route Information Reports - School bus drivers shall submit the following reports in accordance with the

deadlines:

1. Bus Load Report - Shall be submitted by September 30, of each year.
2. Pupil Roster - Shall be submitted by October 31, each year.
3. Trip Detail Report - Shall be submitted by September of each year. This form shall be filled in properly and completely with all information.

## V. Office Management

### A. Telephone

1. Log all telephone calls.
2. How to answer the telephone.
  - a. Secretary screens telephone calls
  - b. Use of telephone equipment
3. Ensure telephone calls are returned
4. Never leave telephone unattended
5. Information requests
  - a. Type of information and/or questions the Secretary shall answer, established route information and times, etc.
    - (1) Parents
    - (2) Principals
  - b. Type of information and/or questions the Director shall provide; information concerning decisions, request for exceptions, and information concerning personnel matters, budget, etc.

### B. Correspondence

1. Log all correspondence
2. Inner office - may be in memo format.
3. Responses
  - a. Reply to letters with letters - Within three days
  - b. Petitions
    - (1) Reply in writing to first name
    - (2) Reply within three days

## VI. School Bus Operations

### A. Accident Reporting

1. Drivers - Call the following:
  - a. 911 for police and/or emergency assistance.
  - b. Pupil Transportation Office call one person, in the following priority order:
    - (1) Operations Center - 758-0489
    - (2) Director of Operations
    - (3) Superintendent

- c. Drug and Alcohol Testing
  - (1) Procedures must be followed that adhere to the FMCSA Post-Accident Checklist (for DOT/CDL Drivers). Accidents that meet this criteria must submit to an alcohol test within two (2) hours of an accident. The DOT-regulated employee must submit to a drug test within thirty-two (32) hours of the accident. These employees may not return to work until the test results have been received and they are permitted to return to work if the results are favorable.
  - (2) All other accidents that do not meet the FMCSA Post-Accident Checklist must also adhere to a post-accident drug/alcohol test within the same timeframes as listed in the FMCSA Post Accident Checklist but may return to work within 24 hours after the test has been completed. Once the results have been received and confirmed further action may be taken if necessary.
- 2. Pupil Transportation Staff
  - a. MSDE Report
  - b. Insurance Pool Report
- B. Bus Breakdown
  - 1. Driver
    - a. Contact the **Operations Center at 758-0489** - (Emergency Telephone Cards - see A. 1. b. above).
    - b. Spare Bus - If available the driver shall pick up the spare bus at the Operations Center. If the breakdown is on the route the Pupil Transportation staff will arrange for a spare bus or a substitute bus.
  - 2. Pupil Transportation Office
    - a. List breakdown in log book.
    - b. Spare Bus Procedure
      - (1) When the spare bus is procured at the Operations Center the fuel tank will be filled and the odometer reading shall be recorded by the Secretary.
      - (2) When the bus is returned it shall have a full tank of fuel and shall be clean. A rate per mile shall be charged equal to the fuel/maintenance amount paid to the company. In the event the bus is not clean a rate shall be charged for

cleaning the bus.

C. Certification and Approval of Bus Drivers, Substitute Drivers.

1. Job Description - Personnel Office
2. Prospective County Bus Drivers, shall submit an application to the personnel office prior to the time of employment.
3. Roster of School Vehicle Drivers shall be submitted to the School Bus Section of the MVA at the end of October each year.
  - a. Driver approval shall be on the basis of MSDE regulations for current points.
  - b. A driver shall not be approved if they have more than a total of ten (10) past points on their driving record. Exception to this shall be made at the judgment of the Director of Operations.
4. Finger Prints for Criminal Record Check
  - a. At time of employment - Secure the proper forms from the Personnel Office, and have prints taken and return information to the Personnel Office. The cost of finger printing shall be paid by the individual.
  - b. Shall not approve if convicted of crimes.
5. Questionable Physical Examination of Maryland School Bus Drivers shall be submitted to the Maryland Motor Vehicle Administration once each year.
  - a. Bus Drivers and Substitutes shall have an annual physical as dictated by the MVA and DOT.
6. Pre-service Bus Driver Training - COMAR 13A.06.07.09.09
  - a. Classroom - 15 hours
    - (4) Federal, State and Local Requirements, including "CDL".
    - (2) School Bus Driver Role and Responsibility
    - (3) Pre-Trip and Post Trip Inspections and Preventative Maintenance Program
    - (4) Driving Fundamentals
    - (5) Pupil Passenger Control and Discipline
    - (6) Railroad and Bridge Crossings
    - (7) Accidents and Emergencies
    - (8) Bus Evacuation
    - (9) First Assistant
  - b. Behind-the-Wheel - Applicants with A, B, or C licenses - 3 hours minimum. Applicants without CDL, learners permit -10 hour minimum.

- c. MVA Driving Test - Scheduled by driver applicant.
- D. Certification and Approval of Bus Attendants.
  - 1. Job Description - Personnel Office
  - 2. Prospective County Bus Attendants, shall submit an application to the personnel office prior to the time of employment.
  - 3. Finger Prints for Criminal Record Check
    - a. At time of employment - Secure the proper forms from the Personnel Office, and have prints taken and return information to the Personnel Office. The cost of finger printing shall be paid by the individual.
    - b. Shall not approve if convicted of crimes.
  - 4. Pre-service Bus Attendant - COMAR 13A.06.07.09
  - 5. In-Service Training - Each school bus attendant shall attend at least two (2) hours of in-service training each year. The record of this training shall be recorded on the School Bus Attendant Training Record.
  - 8. Driver Evaluation
    - a. At least every 24 months each school bus driver shall be evaluated by a member of the Pupil Transportation Department or a certified designee. The results of this evaluation shall be recorded on the Checklists for In-Bus Driving Maneuvers and Road Test and reviewed with the driver.
    - b. General Observation - In cases where drivers are observed violating the law, or Board of Education rules, regulations and/or procedures, the driver shall be contacted and scheduled to meet with a Pupil Transportation Staff member to discuss the infraction(s) as shown on the General Observation memo that will be presented to the driver at the meeting.
- D. County School Bus Driver Payroll
  - 1. Manifest - A School Bus Manifest shall be completed for the months of October and May of the school year and shall be submitted to the Pupil Transportation Office by the last school day of the month. The time, mileage, and pupil count section of the manifest shall be completed on the 5th school day of each month. The pre-trip walk-around inspection of the bus shall be conducted each school day.
  - 2. Field Trip Time and Mileage Report - The driver shall submit the Field Trip Time and Mileage report to the Operations Center within two (2)

days after the field trip. The report shall be reviewed and approved for payment by the Director of Operations.

3. In-service Driver Training
  - a. Each school bus driver shall complete six (6) hours of in-service school bus driver training each year.
  - b. Attendance of drivers shall be recorded on the School Bus Driver Training Record.
4. Route Changes - Route changes can occur only with the approval of the Director of Operations.
5. Payment Authorization
  - a. The Director of Operations shall review, and analyze all manifests to authorize payment. The time and mileage may be verified by actually driving the routes and recording the finding on a Bus Route Report.
  - b. Payment for driver's salary shall be predicated on the driver meeting all requirements of a certified driver as recorded on the Certified Driver Sheet.
  - c. County bus drivers shall be paid each two weeks during the ten (10) months of the school year.

E. School Bus Company Payment

1. Each company awarded a school bus contract shall sign a copy of the Contract For Transportation of School Children. A condition of payment shall be that a current signed contract be on file with the Board of Education of Queen Anne's County. Each school year a Schedule A will be sent to the contractor showing contract calculations.
2. Manifest - A school bus manifest form shall be completed for the months of October and May of each school year and shall be submitted to the pupil transportation office by the last school day of the month. The time, mileage, and pupil count section of the manifest shall be completed on the 5th school day of each month. The pre-trip walk-around inspection of the bus shall be conducted each school day.
3. Bus Drivers Field Trip Report - For local school trips - shall be submitted within (2) two days after the field trip sent to the principal of the school involved.
4. Field Trip Time and Mileage Report - For extra bus service - The school bus company shall submit the Field Trip Time and Mileage Report to the Operations Center within two (2) days after an assigned field trip is completed. The report

shall be reviewed and approved for payment by the Director of Operations.

5. Route Change Adjustments - School Bus Company shall request route changes in writing stating miles, time, and date of change.
6. Driver Training - Same as county bus drivers
7. Payment Authorization
  - a. The Director of Operations shall review and analyze all manifests and authorize payment. The time and mileage may be verified by actually driving the route and recording the finding on a Time and Mileage Observation Report.
  - b. Payment for driver's salary shall be predicated on the driver meeting all requirements of a certified driver as recorded on the Certified Driver Sheet.
  - c. Company checks shall be made in ten (10) equal payments on the last school day of the month. Direct deposit will be available.

F. Contract Compliance Criteria

1. Introduction - It is expected that school buses under contract shall operate on time each school day on the assigned routes. It is mandatory that the bus will be operated by a certified driver.
2. A Vehicle Problem exists when:
  - a. No bus available - no show
  - b. Late Bus
  - c. Unapproved bus
3. A Driver Problem exists when:
  - a. No driver
  - b. Driver late or does not know the route
  - c. Driver not approved
4. A Reporting Problem exists when:
  - a. Reports not submitted
  - b. Reports incomplete and/or late
5. Emergency Procedures to solve vehicle, driver, problems in Priority Order
  - a. Approved spare bus and or approved substitute driver (acceptable)
  - b. Cover trips with open run vehicle when time permits (acceptable)
  - c. Double back (acceptable on day of problem - a.m. or p.m. only)
  - d. Double up (no overload - acceptable on day of problem - a.m. or p.m. only)
  - e. Late bus (acceptable on day of problem - a.m. or p.m. only)
  - f. No show (unacceptable)
6. Non-Compliance - Adjust time and mileage



- G. Specification for School Buses - All school buses shall meet all Federal and State specifications and requirements for Maryland approved school buses.
  - 1. A School Bus Acceptance Check Sheet shall be completed for each new school bus.
- H. Insurance - The Pupil Transportation Office shall receive prior notification when a contractor uses the bus for non route purposes. The notification shall include bus number, date, time, destination and purpose of trip.
- I. Inspection and Maintenance - Note: The group references are in accordance with the MVA group references.
  - 1. Inspectors duties
    - a. Mechanic - that checks the following items under the school bus:
      - (1) Group one:
        - (a) Ball Joints
        - (b) Drag Link
        - (c) Tie Rods
        - (c) Springs
        - (d) Shackles
        - (e) Shock Absorbers
        - (f) Front End Alignment
        - (g) King Pins and Bushings
        - (h) Steering Column
        - (i) Steering Gear Box
        - (j) Steering Linkage
        - (k) Power Steering Mechanism and Hose
        - (l) Body Attachments
      - (2) Group two:
        - (a) Parking Brake
        - (b) Air or Vacuum Booster
        - (c) Low Air or Vacuum Indicator
        - (d) Brake Lines
        - (e) Brake Drums
        - (f) Wheel Cylinders
        - (g) Front Tires
      - (3) Group three:
        - (a) Fuel Leaks
        - (b) Gaskets and Seals
        - (c) Engine Mounts
        - (d) Radiator - Heater Hoses
        - (e) Lines and Wires
        - (f) Manifold Leaks
        - (g) Exhaust and Tail Pipes
        - (h) Exhaust Clamps
        - (i) Muffler
    - b. Mechanic that checks under the hood and the front of the school bus:

- (1) Group one:
    - (a) Ball Joints
    - (b) Front End Alignment
    - (c) King Pins and Bushings
    - (d) Power Steering Mechanism and Hoses
  - (2) Group two:
    - (a) Air or Vacuum Booster
    - (b) Brake Lines
    - (c) Master Cylinder
    - (c) Wheel Bearings
    - (d) Wheel Lug Nuts
    - (e) Front Tires
  - (3) Group three:
    - (a) Air Cleaner
    - (b) Alternator
    - (c) Battery Cables and Hold Down
    - (d) Drive Belts
    - (e) Fuel Leak
    - (f) Gaskets and Seals
    - (g) Radiator and Heater Hose
    - (h) Lines and Wires
    - (i) Engine Cleanliness
    - (j) Manifold Leaks
    - (k) PCV Valve
  - (4) Group four:
    - (a) Headlights
    - (b) Warning Flashers
    - (c) Clearance Lights
    - (d) Turn Signals - Hazard Lights
    - (e) Windshield
    - (f) Windshield Wipers
  - (5) Group five:
    - (a) Body Paint
    - (b) Body Condition
    - (c) Lettering
    - (d) Mirrors
- c. Driver and Inside Inspector - This inspector shall drive the school bus through the inspection line.
- (1) Group one:
    - (a) Service Brakes
    - (b) Parking Brakes
    - (c) Low Air or Vacuum Indicator
    - (d) Emergency System
  - (2) Group two:
    - (a) Lines and Wires
    - (b) Engine Operation
    - (c) Clutch
  - (3) Group three:
    - (a) Headlights

- (b) Stop and Tail Light
- (c) Warning Flashers
- (d) Turn Signal - Hazard Lights
- (e) Interior - Step Well Lights
- (f) Back Up Lights
- (g) Instrument Panel
- (h) Door and Window Glass
- (i) Windshield
- (j) Windshield Wipers
- (k) Odometer
- (4) Group four:
  - (a) Fire Extinguisher
  - (b) First Aid Kit
  - (c) Fuses
  - (d) Reflectors
- (5) Group five:
  - (a) Mirrors
  - (b) Service Door
  - (c) Emergency Door
  - (d) Emergency Exits
  - (e) Heater - Defroster Switches
  - (f) Horn
  - (g) Seat Frames
  - (h) Upholstery
  - (i) Floor Covering
  - (j) Driver Seat Belt
  - (k) Interior Condition
  - (m) Pre-inspection Booklet
- d. Inspector at Rear of Bus
  - (1) Group one:
    - (a) Rear Wheel Lugs
    - (b) Rear Tires
  - (2) Group two:
    - (a) Exhaust and Tail Pipes
  - (3) Group three:
    - (a) Stop and Tail Lights
    - (b) Warning Flashers
    - (c) Clearance Lights
    - (d) Turn Signal - Hazard Lights
    - (e) Back Up Lights
    - (f) License Plate Light
    - (g) Window and Door Glass
  - (4) Group four:
    - (a) Body Paint
    - (b) Body Condition
    - (c) Lettering
    - (d) Emergency Door
    - (e) Emergency Exit
- 2. Types of Inspections
  - a. Regular

- (1) The results of the inspection shall be recorded on the School Bus Inspection Form and a copy of the MVA School Bus Inspection Form C shall be filed for each vehicle.
  - (2) All safety equipment and first aid kits shall be opened and placed on the front seat of the bus for inspection. The vehicle registration card for each bus shall be available at the time of inspection. A current bus roster and seating chart will be displayed on the front seat.
- b. Summer - The results of the inspection shall be recorded on the School Bus Inspection Form. Any defects found shall be corrected before the bus is placed in service.
  - c. Follow-up or Re-inspection
    - (1) Non-major defects found during regular inspections shall be corrected within thirty (30) days.
    - (2) For major defects (Tag suspended) after the bus has been repaired arrangements shall be made with the Pupil Transportation Office to notify the MVA requesting their re-inspection of the vehicle.
  - d. Spot - The Director of Operations may conduct spot inspections of any school vehicles. The school bus company shall be notified of any violations found. Any defects found in a spot inspection shall be corrected within 72 hours or the bus may be removed from service.
  - e. Vehicle Preventative Maintenance Inspection Certification and Yearly Preventative Maintenance 12,000 Mile Check - These forms shall be completed, signed, and be available on the day of summer inspection.
  - f. Pre-trip inspection - see School Bus Manifest Acceptance Check Inspection - New Buses Only - Before ordering a new bus, the school bus company representative shall meet with and make appropriate arrangements with the Director of Operations or designee. After the new bus arrives and before it is put in service, the Director of Operations or his designee shall inspect the bus to insure all specifications are met and complete a School Vehicle Acceptance Sheet for the bus.
  - g. Inspection Criteria

- (1) Rims - All school bus rims shall be gray or black.
  - (2) Hubs - All school bus wheel hubs shall be black.
  - (3) Hubcaps - Hubcaps are not permitted on school buses.
3. Planned Vehicle Maintenance - County Owned Vehicles
- a. Service Interval - 5,000 miles
    - (1) Change Oil and Filter
    - (2) Check Master Cylinder
    - (3) Check Automatic Transmission Fluid
    - (4) Check Rear Axle Lubricant
    - (5) Check Power Steering Fluid
    - (6) Check Coolant Level
    - (7) Check Windshield Washer Fluid
    - (8) Check Tire Pressure
    - (9) Check all Drive Belts
    - (10) Complete Lubrication
    - (11) Inspect Brakes
    - (12) Inspect Rear Springs
    - (13) Inspect Front Suspension
    - (14) Inspect Steering Linkage
    - (15) Replace Carburetor Air Filter
    - (16) Replace Fuel Filters
    - (17) Inspect for Rust
  - b. Service Interval - 25,000 miles
    - (1) Clean Drum Brakes
    - (2) Pack Front Wheel Bearings
    - (3) Major Tune-Up
    - (4) Adjust Automatic Transmission Bands
    - (5) Check Positive Crankcase Ventilation system
    - (6) Replace Positive Crankcase Ventilation Valve
    - (7) Clean Crankcase Inlet Filter
  - c. Service Interval - 30,000 miles
    - (1) Change Automatic Transmission Fluid
    - (2) Change Rear Axle Lubricant
    - (3) Change Power Steering Fluid
    - (4) Change Water Filter (Diesel)
    - (5) Change Coolant
    - (6) Change all Drive Belts
  - d. Contracted Services
    - (1) Repairs
    - (2) State Inspection
  - e. Records - Any non-school bus vehicle used to transport pupils shall be state inspected (3) three times per year.
    - (1) Vehicle Records

- (a) Inventory
      - i) Vehicle Number
      - ii) VIN Numbers
      - iii) Year, Make
      - iv) Date of Manufacture
      - v) Special Equipment
    - (2) Source Documents - All repairs and maintenance shall be recorded and appropriate source documents kept for the life of the vehicle
      - (a) Work Order
      - (b) Invoices
      - (c) Receipts
    - (3) Fuel Management - Fuel shall be obtained at designated service stations.
    - (4) Evaluation
      - (a) Miles per Gallon
      - (b) Cost per Mile
      - (c) Cost per Vehicle
  - f. Emergency Repairs
  - g. Driving
    - (1) **RED WARNING LIGHTS SHALL NOT BE USED ON SCHOOL PREMISES WHEN PICKING UP OR DISCHARGING PASSENGERS.** School buses shall obey the state law in regard to passing a stopped school bus loading or discharging passengers on school premises.
    - (2) Headlights on for Safety - Buses shall operate the headlights and clearance lights during all times that school pupils are on board.
    - (3) Strobe Lights - will operate whenever headlights on buses are in operation.
    - (4) School bus drivers shall remain on the school bus **at all times** that there are pupils on the bus.
    - (5) Fuel - Persons putting fuel in County Owned Buses shall put the registration (when applicable) plate (tag) number on all charge slips.
    - (6) School buses shall be kept in a clean and sanitary condition at all times.
    - (7) All drivers shall wear seat belts.
    - (8) School bus company shall contact the Pupil Transportation Office prior to assigning a substitute school bus driver to drive the bus.

- J. Railroad and Bridges
  - 1. Annual evaluation

2. Reports
  - a. Upon request the State Highway Administration provides annual bridge certification.
  - b. Pupil Transportation Staff shall inspect each railroad crossing each year. The results of this inspection are reported in memo form to the Director of Operations.
- K. Emergency Evacuation Drills - Two copies of the Bus Evacuation form shall be sent to each school principal in September of each year. Completed forms are to be submitted to the Pupil Transportation Office by October 15<sup>th</sup> and May 15<sup>th</sup>.
- L. Maryland's Idling Regulations - As found in Transportation Article, §22-402(c) (3) (i-iv), Annotate Code of Maryland. A motor vehicle engine may not be allowed to operate more than 5 consecutive minutes when the vehicle is not in motion, except as follows:
  1. When a vehicle is forced to maintain motionless because of traffic conditions or mechanical difficulties over which the operator has no control.
  2. When it is necessary to operate heating and cooling or auxiliary equipment installed on the vehicle.
  3. To bring the vehicle to the manufacturer's recommended operating temperature.
  4. When it is necessary to accomplish the intended use of the vehicle.
- M. Tornado Watch and Warning Procedures for Bus Drivers - All school buses are equipped with radios for communicating important weather information.
  1. Tornado Warning
    - a. A tornado warning means that a tornado has been sighted. In the event a tornado warning is issued by the National Weather Service, school bus operations will follow the procedures listed below.
      - i. Things to do when a tornado warning is issued:
        1. Take shelter immediately
        2. Listen to your local radio for updates
  2. Tornado Watch
    - a. A tornado watch is issued to alert people to the possibility of a tornado developing in your area. At this point, a tornado has not been seen but the conditions are very favorable for tornadoes to occur at any moment.
      - i. Things to do when a tornado watch is

issued:

1. Keep alert and watch for changing weather conditions.
2. Listen to your local news reports and weather updates
3. Review your family or business emergency preparedness plan.
4. Review your disaster kit
5. Be ready to seek shelter at a moment's notice.

3. Morning pickup procedures:
  - a. If a tornado is sighted, the bus driver will cease picking up students and immediately seek appropriate shelter for all passengers.
  - b. If you have time to get to a designated tornado shelter or well-constructed building that you can unload students into, then certainly do so as fast as possible. In a building, move them into the interior or basement of the building away from windows and doors.
  - c. If a school bus is caught in the open when a tornado is approaching, the children should be escorted to a nearby ditch, ravine, or low-lying area (preferable without water) and made to lie face down, hands over head. They should be far enough away so the bus cannot topple on them (preferably downwind).
  - d. In the absence of a tornado sighting, the bus driver will continue to pick up all students for the trips, proceed to the school, cease all remaining operations, and remain at the school until the warning has expired.
  - e. Upon expiration of the tornado warning, transportation operations will resume, although late, without change to pick up sequence.
4. Afternoon drop-off procedures:
  - a. If a tornado is sighted, the bus driver will cease discharging students and immediately seek appropriate shelter for all passengers.
  - b. If you have time to get to a designated tornado shelter or well-constructed building that you can unload students into, then certainly do so as fast as possible. In a building, move them into the interior or basement of the building away from windows and doors.
  - c. If a school bus is caught in the open when a



tornado is approaching, the children should be escorted to a nearby ditch, ravine, or low-lying area (preferably without water) and made to lie face down, hands over head. They should be far enough away so the bus cannot topple on them (preferable downwind).

- d. In the absence of a tornado sighting, the bus driver will continue to drop off all students for the trip and proceed to the next school. Upon arrival at the school, all transportation operations will cease until the warning has expired.
- e. If the school administrator and/or bus driver receives information that a tornado warning is in effect at the school site, prior to departure, the bus driver is to cease transportation operations and remain at the school until the warning has expired.
- f. Upon expiration of the tornado warning, transportation operations will resume, although late, without change to drop off sequence.

N. Two Way Radio Usage

**Purpose:** To establish proper procedures and protocol for users of Queen Anne's County Public Schools two way radio frequency. The radios operate on a frequency which is licensed to the Queen Anne's County Public Schools by the Federal Communications Commission (FCC). Use of these radios is subject to all applicable regulation of the FCC.

**Background:** Using radios effectively requires awareness of radio discipline, proper radio procedures and professional courtesy.

**Procedure:** To create an atmosphere on the radio which will contribute to maximum productivity; the following procedures/protocol shall be followed:

- 1. Listen to ensure other traffic is not in progress and/or that the traffic has been cleared before keying your radio.
- 2. Initiate transmission by stating your radio number followed by the radio number you are attempting to contact, (i.e. "54 to 71").
- 3. Repeated calls trying to contact a station should be avoided. If you have tried 2-3 times with no answer, then make contact some other way.
- 4. Transmissions should be as short as possible and should be restricted to school system business. Think before starting to transmit so the number and length of transmissions can be limited.
- 5. Upon completion of your radio traffic; the airways

should be cleared by transmitting the radio number and "clear", (i.e. '54 clear').

6. In an emergency, the caller should key and indicate an emergency. All traffic in progress shall clear the radio waves and remain off the airwaves until the emergency is terminated. The initiator of the emergency call shall indicate when the emergency is over by broadcasting "Emergency Terminated".
7. Use of obscene or abusive language, keying of radios and/or making noise or playing music or transmitting other sounds over the air waves is strictly prohibited, and will result in disciplinary action.

**YOU ARE MAKING A CALL:**

1. **LISTEN:** Pick up your radio mic and listen to see if anyone is talking. Wait a minute as it may be in a pause in the conversation. If no one is talking, proceed.
2. **KEY THE MIC:** Remember to only press on it when you are speaking. After speaking release the key.
3. **IDENTIFY YOURSELF:** Initiate transmission by stating your radio number followed by the radio number you are attempting to contact, (i.e. "bus 54 to bus 71").
4. **IDENTIFY WHO YOU ARE CALLING:** You may want to repeat the name twice as it is sometimes hard to hear. For example "This is bus 54 calling bus 71. Come in bus 71" or bus 54 to bus 71.

**YOU ARE RECEIVING A CALL:**

5. **IDENTIFY YOURSELF:** when you answer a call. For example say "this is bus 54 come in bus 71" or "this is bus 54 go ahead".

**YOU'RE CONVERSATION:**

6. **BE BRIEF:** remember, lots of people use the same channel. This has the advantage of everyone hearing what's going on. But it means that you must be brief.
7. **SWITCH CHANNELS:** for long conversations. Consider using cell phones for conversations that need to be private. Always pull over to use a cell phone if you are driving the bus.
8. **CONFIRM THE INFORMATION YOU ARE GIVEN.** Sometimes radio conversations are incomplete because one party cannot hear the other party. Make sure to confirm that you have heard and understood an instruction. Repeating is not a bad idea (see sample conversation below).
9. **BE DISCRETE:** and remember that people have radios in the schools, etc. If you have to discuss something very sensitive, switch to cell phone.
10. **SOUND CALM:** Sometimes people sound panicky on the radio, partly because they are shouting and want to be heard. Most things we discuss are not life-and-death emergencies. For the sake of others, try to maintain a calm-sounding demeanor

on the radio. Remember: we can handle it!

11. **END COMMENTS WITH "COPY"**: Use "copy" when done speaking for the moment. Use "copy" and "over" when the conversation is over so that others who want to speak can jump into the conversation when you are done.

**SAMPLE CONVERSATION:**

**Bus 54:** This is bus 54 calling bus 71

**Bus 71:** This is bus 71, how can I help you bus 54/copy

**Bus 54:** bus 71, call me on my cell phone / copy

**Bus 71:** okay, I will call you on your cell phone / copy and clear.

**DO'S AND DON'TS FOR APPROPRIATE TWO-WAY RADIO USAGE:**

**DO'S**

- Call in car accidents and resulting route disruptions.
- Call the office to call parents to arrange pick up and drop off.
- Call to ask for administrative assistance at school.
- Call to ask for help to complete your route from the office or your colleagues.
- Call to confirm availability of office staff for conversation or meeting.

**DON'TS**

- Overuse for personal business
- Belittle or criticize others over the air.
- Cover others by clicking the handset button when others are talking.
- Vent your frustrations
- Editorialize over the air.
- Use students names, unless absolutely necessary and then only with professionalism. We must protect student information and confidentiality.

**REMEMBER THESE TWO MOST IMPORTANT RULES TO RADIO ETIQUETTE:**

1. Wait for others to finish their conversation before you begin yours.
2. Don't carry on a long conversation on the radio. Remember others are listening and waiting for their chance to call someone.

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**SPECIAL TRANSPORTATION PROCEDURES**

- I. Purpose
- II. Background
- III. Procedures
  - A. Parents
  - B. School Principal
  - C. Office of Special Education
  - D. Bus Company, LLC Member, Driver
  - E. Pupil Transportation Office

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**SPECIAL TRANSPORTATION PROCEDURES**

I. Purpose

To provide specific procedures for the transportation of pupils who have special needs.

II. Background

Special procedures and transportation arrangements are required to provide pupil transportation on an equitable basis for students who have special needs.

III. Procedures

A. Parents - are responsible for the following:

1. Assuring that the school principal is aware of the desired pick-up and discharge location if different from the home address.
2. Informing the Office of Special Education of any change of address or telephone number as soon as this information is available. If the address change requires re-scheduling, a minimum of 5 working days may be needed to establish a new route and time schedule.
3. Understanding that the Pupil Transportation Office will not authorize a request to pick up a child at one address and discharge the child at another address unless the same bus is utilized both a.m. and p.m. and; there are no vehicle, equipment (wheelchair brackets, etc.), route scheduling, or late school arrival conflicts.
4. Assuring that the student meets the bus at the scheduled time. Buses are scheduled to arrive within a few minutes of the designated time each day. Exceptions may occur due to circumstances such as vehicle malfunction and inclement weather. The bus driver is not required to wait for a tardy student because this creates late pick-up times at other stops.
5. Assure that a responsible person is present to receive the child at the prescribed drop-off time in the afternoon.
6. Assuring that a responsible person escorts orthopedically handicapped and profoundly and severely handicapped pupils to and from the bus stop in the morning and noontime/afternoon. This will ensure that each pupil will arrive at the bus

7. stop and home safely.
  7. Assuring that an up-to-date student emergency card is maintained in the school office. This will provide fire and rescue personnel valuable student medical information in the event of an emergency on the bus.
- B. School Principal - is responsible for the following:
1. Update the information contained on the "Form SE 16" when necessary. An additional form must be submitted if the pick-up/discharge location changes during the course of the school year.
  2. Assuring that the student(s) is/are ready for dismissal at the time established by the principal and the Pupil Transportation Office. In many instances, the bus has more than one school to serve, and the driver is operating on a rigid time schedule.
  3. Informing the parents of schedule changes that may affect pupil transportation (i.e., early dismissals,).
  4. Accepting and acting on discipline forms submitted by the bus driver. The principal is responsible for disciplinary action, including the suspension of the student's transportation privileges, up to ten (10) days, when appropriate.
  5. Providing appropriate arrangements for those students needing assistance in boarding and being discharged from the bus at the school.
- C. Office of Special Education - is responsible for the following:
1. Verifying that the "Form SE 16" is appropriately completed by the sending school.
  2. Insuring that the "Form SE 16" is annually revised by the sending school, is forwarded to the Pupil Transportation Office by August 1 of each year.
- D. Bus Driver - is responsible for the following:
1. Notifying the parent/guardian by telephone the bus number and the approximate time of pickup and discharge for the student.
  2. Being on time when the pick-up and discharge times have been established. If the driver arrives earlier than the designated time of pick-up, he/she must wait.
  3. Adjusting his or her watch according to radio time to insure uniformity regarding pick-up times.
  4. Completing and submitting a "Bus Conduct Report" to the school principal if a behavior problem occurs on the bus.
  5. Requiring students to sit in their assigned seat and to wear their restraining belt.

6. Denying transportation to anyone who is not assigned to the bus. Any person other than an assigned student wishing to ride the bus must obtain permission from the Pupil Transportation Office.
  7. Traveling the entire route in the a.m., at noontime, and in the p.m. every day. When a student is transported to school by means other than the school bus, the student may still require transportation home. The bus driver should inform the Pupil Transportation Office concerning students who do not ride the bus on a regular basis.
  8. Establishing an appropriate bus stop, in cooperation with the Pupil Transportation Office.
  9. Assisting students on and off the bus as required by their handicapping condition. Parents are not permitted on the bus to assist in boarding students. At the school, it is the administration's responsibility to make appropriate arrangements to assist the driver and school bus assistant in loading and unloading students.
- E. Pupil Transportation Office - is responsible for the following:
1. Assigning each student to a bus. No one may assign a student to a bus or reassign a student to a different bus without the permission from the Pupil Transportation Office.
  2. Determining bus stop locations according to the handicapping condition of the student.
  3. Changing the location of a bus stop. This is done if a roadway presents a hazard to the bus or its occupants.
  4. Routing and scheduling of buses. The routing and scheduling plan will ensure the safest and most effective use of the vehicle.
  5. Assuring that all rules and regulations are enforced on the bus.
  6. Answering concerns regarding special education transportation as directed to the Pupil Transportation Office.
  7. Providing the appropriate training and screening for drivers and school bus assistants.
  8. Inspecting all buses in accordance with all state and local statutes and regulations.

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**SCHOOL BUS ACCIDENT REVIEW COMMITTEE**

**PUPIL TRANSPORTATION**

I. OBJECTIVES:

- A. To secure factual information
- B. To prevent school bus accidents
- C. To determine PREVENTABLE or NON-PREVENTABLE

II. MEMBERS:

- A. The Accident Review Committee
- B. Accident Review Appeals Committee

III. SELECTION OF COMMITTEE:

- A. The Director of Operations
- B. The Queen Anne's County LLC's/Bus Companies
- C. Law enforcement agencies

IV. MINIMUM ELIGIBILITY REQUIREMENTS:

- A. Accident free driving
- B. Clear driving record
- C. Accident while serving

V. LENGTH OF SERVICE:

- A. Members of the committee

VI. DUTIES:

- A. Determine PREVENTABLE or NON-PREVENTABLE
- B. Make recommendations

VII. OPERATION OF COMMITTEE:

- A. Meeting schedule
- B. Meeting location, dates and time
- C. Proceedings

VIII. APPEALS

- A. Driver appeal
- B. The Appeal Accident Review Committee

IX. MATERIALS USED BY COMMITTEE AT MEETING



## **GUIDES TO DETERMINE ACCIDENT PREVENTABILITY**

- I. DEFENSIVE DRIVING
- II. STANDARD OF PERFORMANCE
- III. ACCIDENTS INVOLVING MORE THAN ONE SCHOOL BUS DRIVER
- IV. WITNESS STATEMENTS
- V. INTERSECTIONS
- VI. BACKING
- VII. FRONT-END COLLISIONS (Your Vehicle)
- VIII. REAR-END COLLISIONS (Your Vehicle)
- IX. PASSING
- X. BEING PASSED
- XI. LANE ENCROACHMENT
- XII. GRADE CROSSINGS
- XIII. OPPOSING VEHICLES
- XIV. TURNING
- XV. PASSENGER ACCIDENTS
- XVI. PEDESTRIANS
- XVII. WEATHER
- XVIII. ALLEYS, DRIVEWAYS, AND PLANT ENTRANCES
- XIX. FIXED OBJECTS
- XX. SCHOOL BUS STOPS
- XXI. PARKING
- XXII. MECHANICAL FAILURE
- XXIII. NON-COLLISION
- XXIV. MISCELLANEOUS
- XXV. CONCLUSION

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**

**SCHOOL BUS ACCIDENT REVIEW COMMITTEE**

**PUPIL TRANSPORTATION**

I. OBJECTIVES:

- A. To secure factual information concerning all factors contributing to school bus accidents, including passenger conduct.
- B. To prevent school bus accidents by educating drivers in all phases of school bus accident prevention.
- C. To review all school bus accidents and determine whether the accident was PREVENTABLE or NON-PREVENTABLE on the part of the school bus driver.

II. MEMBERS:

- A. The Accident Review Committee shall consist of the following five members.
  - 1. Two members of the Pupil Transportation Office.
  - 2. Two company representatives. (must be certified drivers)
  - 3. One member from law enforcement agency.
- B. Accident Review Appeals Committee shall consist of Supervisor of Student Support Services, Representative of LLC, (a designee from an LLC of which the appealing driver is not a member), and one member from the law enforcement agency.

III. SELECTION OF COMMITTEE:

- A. The Director of Operations shall serve as chairman of the committee. He shall select one other member from the Pupil Transportation Office to serve on the committee.
- B. The LLC Companies shall select two members to serve on the committee.
- C. The Director of Operations shall contact the commander of one of the law enforcement agencies serving Queen Anne's County, requesting a veteran officer to serve on the committee. Officer should be a NON-COMMISSIONED OFFICER or above.

IV. MINIMUM ELIGIBILITY REQUIREMENTS:

- A. To be eligible to serve on the committee, the individual shall have had at least two years of accident free driving.

- B. Committee members shall have had a clear driving record for at least two years.
- C. If a member of the committee becomes involved in an accident while serving on the committee, the member shall notify the Director of Operations within 24 hours. The member shall be replaced.

V. LENGTH OF SERVICE:

- A. Members of the committee shall serve from July 1 through June 30 of each year.

VI. DUTIES:

- A. Determine on all school bus accidents whether they are PREVENTABLE or NON-PREVENTABLE on the part of the school bus driver.
- B. Make recommendations concerning school bus operations to the Director of Operations.

VII. OPERATION OF COMMITTEE:

- A. The committee shall meet in November, February, April, and June of each year. Additional meetings may be scheduled as needed.
- B. The Director of Operations shall notify all members of the location, date and time of each meeting.
- C. Chairman proceeds as follows:
  - 1. State purpose of committee.
  - 2. Give each member of committee a copy of
    - a. Accident Review Committee Duties, (Exhibit A)
    - b. Guide to Determine Accident Preventability (Exhibit B).
  - 3. Review duties with committee.
  - 4. Appoint secretary.
  - 5. Outline secretary's duties.
    - a. Record result of ballot on each accident, PREVENTABLE or NON-PREVENTABLE.
    - b. List recommendations made by committee.
    - c. Complete "Accident Review Report" form.
  - 6. Inform committee that decision on preventability of an accident should be based on "Did our driver do everything he/she reasonably could have done to prevent the accident"?
  - 7. Remind committee of the following:
    - a. We are only interested in what the school bus driver did before, during and after the accident.
    - b. Members of the committee should never express an opinion on whether the accident was

- preventable, prior to voting.
- c. Previous driving record of driver appearing before the committee will not be discussed until after decision on accident being reviewed is made.
8. Distribute 2" x 3" blank sheets of paper to the committee for use in recording their decisions on each accident by secret ballot.
  9. Chairman has driver with first accident to be reviewed come in the room. Chairman introduces committee and states its purpose.
  10. Secretary reads report describing accident.
  11. Driver describes accident in his own words and simulates his version of it on traffic board.
  12. Chairman has each committee member ask questions.
  13. Final questions always asked driver are:
    - a. What were the passengers doing which may have distracted you?
    - b. What could you reasonably have done to prevent this accident?
    - c. What can you do to prevent this type of accident from happening again?
  14. Driver is thanked and told that the committee will inform him/her of their decision by letter. Driver leaves room.
  15. Committee then discusses accident and votes by secret ballot on whether it was PREVENTABLE or NON-PREVENTABLE as far as the school bus driver was concerned.
  16. After all accidents have been reviewed, the floor is open for accident prevention recommendations to Director of Operations.
  17. Driver is notified of Committee decision by letter from Director of Operations. It is recommended that the letter be delivered to the driver by his supervisor, who should discuss with the driver any recommendations made by the committee. (See sample letters, Exhibits C and D).

#### VIII. APPEALS

- A. The driver may appeal the decision of the Accident Review Committee. The driver must note his/her appeal, in writing, to the chairman of the committee. The appeal must be made within five working days after being notified of the original decision.
- B. The decision of the Appeal Accident Review Committee shall be final.

IX. MATERIALS USED BY COMMITTEE AT MEETING:

- A. Traffic board.
- B. Magnetic toy vehicles and accessories for traffic board.
- C. Easel to support traffic board.
- D. Copies of all reports describing accidents to be reviewed by the committee.
- E. Copy of "School Bus Accident Review Committee" outline.
- F. Copy of "Guide for the Selection and Training of School Bus Drivers in Maryland".
- G. Supply of 2" x 3" blank sheets of paper to be used as ballots.
- H. A copy for each committee member of the following:
  - 1. Duties of Accident Review Committee (Exhibit A).
  - 2. Guide to Determine Accident Preventability (Exhibit B).
- I. Sample letters:
  - 1. Preventable Accident (Exhibit C).
  - 2. Non-preventable Accident (Exhibit D).

DUTIES OF ACCIDENT REVIEW COMMITTEE

1. Determine on all school bus accidents whether they were PREVENTABLE or NON-PREVENTABLE on the part of the school bus driver.
2. Make recommendations concerning school bus operations to Director of Operations.

**GUIDES TO DETERMINE ACCIDENT PREVENTABILITY**

I. DEFENSIVE DRIVING

A. This criteria is designed to recognize expert safe driving performance, not just average performance. The program is based on the concept of defensive driving-- the ability to avoid accident in spite of the wrong actions of the other driver and in spite of adverse driving conditions.

II. STANDARD OF PERFORMANCE

A. Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them PREVENTABLE or NON-PREVENTABLE. Each member must make this determination. In making these decisions, a member will answer the questions "What standard of safe driving performance do we expect of our drivers?" If a committee is lenient, it seemingly condones a mediocre standard of safe driving performance. Drivers respect a strict interpretation of the rules so long as the committee takes the time and effort to insure that these interpretations are made consistently and impartially. The following paragraphs are offered as a guide in determining the preventability of accidents.

III. ACCIDENTS INVOLVING MORE THAN ONE SCHOOL BUS DRIVER

A. When two or more school buses are involved in the same accident, each driver may be charged with a preventable accident regardless of which one was primarily responsible for the occurrence.

IV. WITNESS STATEMENTS

A. Each driver involved in an accident usually contributes to it in some degree. If the "other driver" admits he was at fault, it usually only means that he sees how he contributed to the situation. Admission of being at fault by the "other driver", a record of the "other driver" being cited for a traffic violation and witness or police statements or exoneration for the school bus driver are not, in themselves, conclusive evidence to adjudge an accident "non-preventable". It is likely that the member driver contributed to the situation in some manner.

B. Statements of exoneration are generally based on legal

responsibility without respect to the definition of preventability used in this guide. Consequently, a careful study must be made of all conditions to determine how the driver in question contributed to the situation by acts of omission or commission.

- C. Unless thorough investigation indicates that driver in question could not have avoided involvement, by reasonable defensive driving practice, the following types of accidents will be regarded as PREVENTABLE.

#### V. INTERSECTIONS

- A. It is the responsibility of professional drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the "other driver" to conform to law or traffic control devices will not automatically discharge an accident as "not preventable". Intersection accidents are preventable even though the professional driver has not violated traffic regulations. His failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a professional driver crosses an intersection and the obvious actions of the "other driver" indicates possible involvement either by reason of his excess speed, crossing his lane in turning, or coming from behind a blind spot, the decision based on such entrapment should be PREVENTABLE.

#### VI. BACKING

- A. Practically all backing accidents are preventable. A driver is not relieved of his responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for himself.

#### VII. FRONT-END COLLISIONS (Your Vehicle)

- A. Regardless of the abrupt or unexpected stop of the vehicle ahead, your driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway.  
(See Weather)



VIII. REAR-END COLLISIONS (Your Vehicle)

- A. Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance. Rear-end collisions preceded by a roll-back, an abrupt stop at a grade crossing, when a traffic signal changes, or when your driver fails to signal a turn at an intersection, should be charged PREVENTABLE. Failure to signal intentions or to slow down gradually should be considered PREVENTABLE.

IX. PASSING

- A. Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

X. BEING PASSED

- A. Sideswipes and cut-offs involving a professional driver while he is being passed are preventable when he fails to yield to the passing vehicle by slowing down or moving to the right where possible.

XI. LANE ENCROACHMENT

- A. A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in emerging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic.
- B. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances
- C. Squeeze play causing involvement with parked cars, pillars, and other road structures, can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

XII. GRADE CROSSINGS

- A. Collisions with fixed rail vehicles, such as trains, streetcars, etc., occurring at grade crossings, are the

responsibility of the professional driver to prevent. Failure to follow proper procedure and to make certain the way is clear before proceeding to cross the tracks can be considered cause to judge the accident PREVENTABLE.

#### XIII. OPPOSING VEHICLES

- A. It is extremely important to check the action of the school bus driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle enters your drivers' traffic lane, it may be possible for your driver to avoid the collision. For an example, if the opposing vehicle was in a passing maneuver and your driver failed to slow down, stop, or move to the right to allow the vehicle to re-enter his own lane, he has failed to take action to prevent the occurrence. Failing to signal the opposing driver by flicking the headlights, or sounding the horn should also be taken into account.

#### XIV. TURNING

- A. Turning movements, like passing maneuvers, require the most exacting care by professional drivers. "Squeeze plays" at the left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver making the turn. Failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, to check pedestrian lanes, or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. You may find that your driver failed to take precautionary action from tip-offs from the other vehicle immediately preceding the incident. U-turns by your driver that result in a collision are PREVENTABLE.

#### XV. PASSENGER ACCIDENTS

- A. Passenger accidents in a school bus are PREVENTABLE when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when your driver stops, turns, or accelerates abruptly. Emergency action by the school bus driver to avoid a collision that results in passenger injury should be checked to

determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver. Pupil behavior just prior to the accident should be checked. Being distracted by passengers could be cause to judge the accident PREVENTABLE.

#### XVI. PEDESTRIANS

- A. Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Bicycles, motor scooters, and similar equipment are generally operated by young and inexperienced operators. The driver who fails to reduce his speed when this type of equipment is operated within his sight distance has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

#### XVII. WEATHER

- A. Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy pavements have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust to driving to the prevailing weather conditions should be cause for deciding an accident PREVENTABLE. Failure to use safety devices such as skid chains should be cause for a PREVENTABLE decision when it is reasonable to expect the driver to use such devices.

#### XVIII. ALLEYS, DRIVEWAYS, AND PLANT ENTRANCES

- A. Accidents involving traffic originating from alleys, driveways, plant entrances, and other special intersecting locations should be carefully analyzed to determine what measure the professional driver might have taken to avoid the occurrence. Failure to slow down, sound a warning or to yield to the other driver, can be considered cause to judge such an accident

PREVENTABLE.

XIX. FIXED OBJECTS

- A. Collisions with fixed objects such as, mail boxes, curbs, buildings, signs, trees, posts, bridges, or parked vehicles are preventable. They usually involve failure to check or properly judge clearances. The driver must be constantly on the lookout for such conditions and make the necessary allowances.

XX. SCHOOL BUS STOPS

- A. Accidents resulting from the driver's failure to use warning lights properly, reduced speed, or exercise due caution when approaching a school bus stop are considered PREVENTABLE.

XXI. PARKING

- A. Unconventional parking locations, including double parking, failure to put out warning devices, generally constitute evidence for judging an accident PREVENTABLE.
- B. Roll-away accidents from a parked position normally should be classified preventable. This includes failure to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

XXII. MECHANICAL FAILURE

- A. Any accident caused by mechanical failure that reasonably could have been detected by the driver, but went unheeded, should be judged preventable. It is the driver's responsibility to report unsafe vehicle conditions for repairs and to obtain immediate repairs where continued operation might result in an accident. When mechanical difficulties occur unexpectedly during a trip, and a driver upon discovery, fails to check with his supervisor for emergency instructions prior to an accident, the accident is PREVENTABLE.
- B. An accident caused by mechanical failure that results from abusive driving should be considered PREVENTABLE.

XXIII. NON-COLLISION

- A. Many accidents, such as overturning, or running off the road, may result from emergency action by the driver to preclude being involved in a collision. Examination of his driving procedure prior to the incident may reveal speed to fast for conditions, or other factors. The driver's actions prior to involvement should be examined

for possible errors or lack of defensive driving practice.

XXIV. MISCELLANEOUS

- A. Loose objects falling from the vehicle, doors, swinging open, etc., resulting in damage to the vehicle, or other property or injury to persons, are PREVENTABLE when the driver's action or failure to secure them as evidenced.

XXV. CONCLUSION

- A. It is impossible to describe in detail the many ways a driver might prevent an accident without being primarily or legally responsible. The paragraphs of this guide merely emphasize the most frequent occurrences.
- B. The following definition of Defensive Driving should be applied to all accidents involving school bus drivers. A DEFENSIVE DRIVER is one who commits no driving errors himself and makes allowances for the lack of skill or improper driving practice of the other DRIVERS. A DEFENSIVE DRIVER adjusts his own driving to compensate for unusual weather, road, and traffic conditions, and is not tricked into an accident by the unsafe actions of pedestrians and other drivers. By being alert to accident inducing situations, he recognizes the need for preventive action in advance and takes the necessary precaution to prevent the accident. As a DEFENSIVE DRIVER he knows when it is necessary to slow down, stop, or yield his right-of-way to avoid involvement.

Dear

Your Accident Review Committee has carefully reviewed the accident in which the school bus you were driving was involved on \_\_\_\_\_.

Based on the facts submitted to it, the Committee has voted this accident PREVENTABLE on your part.

To prevent future accidents of this type, the Committee recommends:

You have five days from receipt of this letter to appeal this decision. You may make your appeal by stating that in a letter to the Director of Operations.

I sincerely appreciate your cooperation and helpfulness in reviewing your accident with the Committee.

Respectfully,

Director of Operations

/dlc

Dear

Your Accident Review Committee has carefully reviewed the accident in which the school bus you were driving was involved on \_\_\_\_\_.

Based on the facts submitted to it, the Committee has voted this accident NON-PREVENTABLE on your part.

I sincerely appreciate your cooperation and helpfulness in reviewing your accident with the committee.

Respectfully,

Director of Operations

/dlc

**SCHEDULE F**  
**QUEEN ANNE'S COUNTY PUBLIC SCHOOLS**  
**202 CHESTEFIELD AVENUE**  
**CENTREVILLE, MARYLAND 21617**

**SCHOOL BUS SPECIFICATIONS FOR**  
**66 PASSENGER (Revised August 26, 2016)**

**72 PASSENGER BUS REQUIRED - EFFECTIVE FOR THE 2017-18 SCHOOL YEAR**  
**(Revised August 26, 2016)**

**BODY & CHASSIS EQUIPMENT**

3 step standard  
Rub rails painted black with snow rail  
Floor step nosing  
Step treads  
White standee line  
Laminated glass AS-2 or AS-3 windows & doors  
Fire extinguisher - 5 lb.  
24 unit first aid kit (MD)  
Body fluid cleanup kit (MD)  
(3) Road flares  
(3) Triangle reflectors  
Windshield fan left and right of driver  
Windshield defroster left and right of driver  
Step Well Heater  
Driver Heater  
Passenger Heaters (Front & Rear)  
Air Conditioner ----Optional  
Dome Lights (Driver & Passengers)  
Intermittent windshield wipers  
Back-up alarm  
Page radio - AM/FM stereo with 2 speakers  
Outside speaker - horn mounted under hood  
Mirror bracket  
Mirror (rear view)  
Heated Exterior Mirrors  
Tripod mirror bracket LS vs. STD - heated  
Tripod mirror bracket RS vs. STD - heated  
Circuit breakers  
Noise Suppression Switch  
Emergency door light  
Step light switch activated by entrance door  
Directional side turn signals  
(8) Light warning system (MD)  
Marker light shields  
Cluster light shields  
Cluster marker switch



Heater valves - heavy duty  
Entrance door overhead pad  
Emergency door - overhead pad  
(2) Roof escape hatches with ventilators - transpec  
Rear mud flaps  
Front mud flaps  
\*Strobe light - top back third of bus  
Stop arm with flashing red strobe light - beside driver  
\*Rear stop arm with flashing red strobe light - optional for contracted buses  
\*Crossing arm - front bumper  
Reflector tape - side & back of bus  
Driver's name & address - both sides of bus  
(2) 45"H barriers x 39"W with kick plate/modesty panel  
White roof top - optional for contracted buses  
(22) 45" FMVSS passenger seats (from floor up)  
Fire block upholstery on passenger seats  
Automatic transmission, county buses  
Optional automatic/standard transmission on contracted buses  
Diesel or propane engine (optional for contracted buses)  
Air brakes  
Air door  
Fireblock upholstery on barriers  
Fireblock upholstery on driver's seat  
Tow hook (front - under bumper)  
Front bumper - heavy duty steel channel 3/16" thickness not less than a 9" face, painted black to extend around outer edge of the fender  
Certification plate shall have "MD" following the serial number to indicate compliance with construction standards for the State of Maryland.  
Rear bumper - pressed steel channel 3/16" thickness 9" face which shall wrap around the back corners of the bus and shall extend forward at least 12" measured from the rearmost point of the body at the door line.  
Minimum tire size - 11R 22.5 - 14 ply  
Minimum rim size  
Chassis - electrical wiring - minimum 100 amps capacity with circuit breakers not more than 90 amps capacity.  
Battery system - 2 batteries providing a total of 1500 (special needs - 2000 amps) cold cranking amps, measure at 0 degrees F and a reserve capacity of at least 160 min.  
Batteries shall be mounted on a sliding tray and the center line of the batteries is 52' back of the cowl.  
Battery cables shall be at least 36" longer than normally required to accommodate the 52" to rear of the cowl. Battery cables passing through holes in the metal shall be protected by non-conductive grommets.  
Alternator with rectifier shall have an output of at least 160 amps and minimum charging capacity of 30 amps at manufacturer's

recommended engine idle speed, dual belt drive or equivalent shall be used. AC system - 200 amp, lift and AC - 275 amp  
A voltmeter is required

### **EXHAUST SYSTEM**

The exhaust system shall include the following:

Exhaust manifold & gaskets

Piping leading from the flange of the exhaust manifold to & including the muffler & tail pipe

The system may not extend into the body & shall be attached to the chassis

The tail pipe shall be on non-flexible 16 gauge steel

The tail pipe shall exit the rear of the bus on the left of the emergency door

The tail pipe may not exit through or be attached to the bumper openings in the floorboard of firewall between the chassis and passenger carrying compartment such as for the gearshift lever & auxiliary brake lever shall be sealed

Any alterations to the chassis frame shall be made only when designed and guaranteed by the original chassis or body manufacturer

When frame side members are used, they shall be of one-piece construction. Should frame members need to be extended, a guarantee must be presented by the company making the Installation

### **FUEL SYSTEM**

- A. The fuel to be used will be diesel or propane with appropriate label fixed on fuel door
- B. The fuel tank shall have a minimum capacity of 60 gallons & shall be on the right side of the chassis rail or between frame rail
- C. The fuel tank shall be equipped with adequate baffles
- D. The distance from the cowl to the front of the tank shall be 42" minimum
- E. The bottom of the tank may not be more than 14" below the top of the frame
- F. The engine supply line shall be taken from the top of the tank
- G. The fuel tank, fittings or liners may not extend above the top of the chassis frame rail
- H. The fill pipe cap shall be of such design as to minimize spillage of fuel when the bus turns corners in either direction
- I. A fuel filter with a replaceable element shall be installed between the fuel tank & engine readily available for service

## **ENTRANCE DOORS**

All entrance doors will have a head pad of 1" minimum of foam rubber and the pad must extend the full width of the door opening

## **UNDERCOATING**

The entire underside of vehicle body & front fenders including floor members and side panels below floor level shall be coated with a fire resistant base, rubber base, undercoating material applied by spray method at least 1/8" thick. Fiberglass fenders are exempt from undercoating requirements.

## **BODY**

- A. The 66 passenger bus shall be at least 33' in overall length with (11) rows of seats
- B. The 72 passenger bus shall be at least 37' in overall length with (12) rows of seats
- C. The vehicle body shall be thermally insulated between the inner & outer panels, ceiling, roof & walls with proper materials to deaden sound & reduce vibrations to a minimum. The material shall be fire resistant & conform to fire codes of the State of Maryland
- D. Ventilation - the body shall be equipped with a suitable controlled ventilation system of sufficient capacity to maintain a proper quality of air under operating conditions without the opening of windows except in extremely warm weather.
- E. Insulating materials shall be placed at all contact points between the body & chassis frame. This material shall be ¼" thick.

## **COLOR & IDENTIFICATION (LETTERING)**

- A. Color
  - a. The school bus body, including the grill, cowl, & fenders shall be painted a uniform color, national school bus yellow (chrome grills are optional for contracted buses)
  - b. The hood shall be painted with non-reflective national school bus yellow paint
  - c. Body trim on the exterior of the body including the bumper, the emergency door arrows & the lettering on the front, rear & both sides of the body shall be black.
  - d. Rub rails, seat line & snow rails shall be painted glossy black
- B. Lettering
  - a. All lettering shall be block type

- b. "School Bus" front & rear (8" x 1" wide black lettering, mounted as high as possible)
- c. The words "Emergency Door" or "Emergency Exit" shall be 2" high by a nominal 3/8" wide black lettering painted on the door and above the emergency push out windows both inside & outside.
- d. Operation of Emergency Door or Exit Latch (6" black arrow x 3/4" wide) indicating direction of release of the door or exit inside & outside
- e. Identification Number (all four sides 6" high x 3/4" wide visible directly from the front, rear & each side). Identification Number on rear of vehicle shall be located above the rear bumper & below the window line.
- f. The name of the local school system shall read (Queen Anne's County Public Schools). This lettering shall be on both sides of the bus properly centered in letters 6" high x 1" wide). This item is optional for contracted buses.
- g. "Stop on Signal" when required (4" high x 3/4" wide black lettering below rear door).
- h. Body manufacturer's name or logo in an area 8" x 24" above the first passenger window only on each side of the bus.
- i. Lettering shall be painted on vinyl die cut, self-adhering.

#### **LAMPS, SIGNALS, REFLECTORS & FUSES**

- A. Lamps & reflectors shall conform to current SAE standards.
- B. Headlamps - at least two combination high & low seal beam headlamps with at least one headlamp on each side of the front of the bus shall be provided. The bus shall be equipped with a beam indicator which shall be lighted whenever the uppermost distribution of light from the headlamps is in use & may not otherwise be lighted. The indicator shall be designed & located so that when lighted, it will be readily visible without glare to the operator. The headlamps shall be located at height of not more than 54 inches or less than 24 inches when measured from the center of the lamp to the level ground upon which the unloaded bus stands.
- C. Tail & stop (brake) lamps:
  - a. Vehicles shall be equipped with four combination red stop/tail lamps. Two combination lamps with a minimum diameter of 7 inches or if a shape other than round, minimum 38 square inches of illuminated area shall be mounted on the rear of the vehicle just inside the turn signal.
  - b. Vehicles shall be equipped with two combinations lamps with a minimum 12 square inches of illuminated area

shall be placed on the rear of the body between the belt line & the floor line. The rear license plate lamp may be combined with one lower tail lamp. Stop lamps shall be activated by the service brakes & shall emit a light that is plainly visible at night from a distance of 500 feet.

- D. Turn signal lamps - turn signal lamps shall be provided which meet the specifications of SAE J588F & 49 CFR 571.108 which are incorporated by reference. These signals shall be independent units & equipped with a four-way hazard warning signal switch to cause simultaneous flashing of the turn signal lamps when needed as a vehicular traffic hazard warning. Surface mounted armored type amber clearance lamps with a minimum of four candle power each shall be mounted on sides of the body at approximately at seat level, rub rail height just to the rear of the service door on the right side & approximately opposite other operator's seat on the left side. They are to be connected to function with the regular turn signal lamps.
- E. Back-up lights - two back-up lights shall be installed to be activated when the gear shift lever is placed in reverse position. Lights shall be not less than a minimum 4 inches in diameter with a minimum of 32 candlepower & mounted above the bumper & below the window line.
- F. Armored type clearance, side-marker & identification lamps - two red clearance lamps on the rear & two amber clearance lamps on the front shall be mounted as high as practical on the permanent structure of the school bus to indicate extreme width. Two side marker lamps, amber at the front & red at the rear shall be mounted on each side of the bus. Three red identifications lamps shall be mounted on the same level not more than 8 inches apart in the center rear of the body as high as practical & three amber identification lamps shall be likewise mounted in the center front of the body.
- G. Registration plate lamp - the rear registration number shall be illuminated by the white light so as to be plainly legible at 60 feet during periods of darkness. The registration plate lamp shall be so wired as to be lighted when the headlamps are lighted.
- H. Wiring:
  - a. Wiring shall conform to SAE standards
  - b. Circuits - wiring shall be arranged in at least ten regular circuits as follows:
    - i. Head, tail, stop (brake) & instrument panel lamp;
    - ii. Clearance lamps & step-well lamps;
    - iii. Dome lamps;
    - iv. Starter motor;
    - v. Ignition & emergency door signal;

- vi. Turn signal lamps;
- vii. Alternatively flashing red & amber warning signal lamps;
- viii. Horn & wipers;
- ix. Heaters (3): 1-stepwell, 20,000 BTU - 1 driver side, 80,000 BTU - 1 rear of bus, 80,000 BTU
- x. Defrosters: left & right side of windshield;
- xi. Top strobe light - rear 1/3 of body;
- xii. Side stop arm;
- xiii. Crossing arm - front bumper;
- c. Reflective tape shall be installed on each side of bus either immediately below the upper rub rail or at the floor line & horizontal lines of one straight line above & near the rear bumper & one at or near the roof line.
- I. The above combination circuits may be subdivided into independent circuits. Each body circuit shall be coded by number or letter at 4 inch intervals or by color. The code shall appear on a diagram of the circuits in a readily accessible location.
- J. A separate circuit breaker shall be provided for each circuit required except starter motor & ignition circuits.
- K. Wires within the body shall be insulated & protected by a covering of fibrous loom or equivalent which shall protect them from external damage & minimize dangers from short circuits. Whenever wires pass through the body or chassis members, additional protection in the form of a grommet or other appropriate type of inserts shall be provided. Exposed wires are not permitted.
- L. Wires shall be fastened securely at intervals of not more than 24 inches. All joints shall be soldered or joined by equally effective connectors.
- M. The solenoid switch shall be connected to the ignition switch so that all body accessories except the wheelchair lift, cannot be operated when ignition switch is off
- N. Body reflectors:
  - a. Reflectors shall conform to 49 CFR 571.108 & shall be located as follows:
    - i. On the rear, two red reflectors equally spaced as far from the center as practical;
    - ii. On each side, two reflectors, one amber at or near the front & one red at or near the rear;
    - iii. On each side, 30 or more feet in length as near the center as practical, one amber reflector;
  - b. Each reflector shall be mounted at a height not less than 15 inches or more than 60 inches above the surface on which the unloaded vehicle stands.

## **HORNS**

- A. The bus shall be equipped with a minimum of two horns of standard make each horn capable of producing complex sound in a band of audio frequencies between approximately 250 & 2,000 cycles per second & having a total sound level of 110 decibels within these frequency limits when measured at a point on an axis of the horn 3 feet from the exit of the horn.
- B. The horns shall be audible to other highway users at a distance of 300 feet
- C. Sound level measurements shall be:
  - i. Tested in accordance with a meter that complies with SAE standards J377, which is incorporated by reference
  - ii. Made with the horns installed on the bus. There may not be reflecting walls or obstacles other than the ground & a vehicle closer than 100 feet from the horn during sound level measurements.
- D. If louder horns are desired, they shall be capable of producing a sound level of 120 decibels under the conditions specified above
- E. The horn control shall be located in the manufacturer's original position

## **WINDOWS - PASSENGER COMPARTMENT**

- A. must open & close freely;
- B. aluminum frames on all windows;
- C. all side glass will be AS-2 or AS-3 laminated safety glass
- D. windshield must be AS-1 or AS-10 laminated safety glass
- E. 12" minimum opening

## **CAMERA**

\*Buses will be equipped with Angel Trax Camera (purchased by Board) or equivalent camera determined by the Board.

## **GPS**

\*ZONAR GPS (purchased by Board)-to be placed on contracted buses at the discretion of Board.

\*The Board will pay for the installation at the time of the bus purchase & the maintenance on each item marked with an asterisk (\*).

| <b>Queen Anne's County Public Schools Unacceptable Bus Driver Behavior</b>  |
|---|
| <b>Unacceptable Behavior</b>  |
| Allowing unauthorized passenger without first calling the Board or School   |
| Dirty/unclean bus   |
| Harassment  |
| Improper use of bus radio without justification   |
| Intentionally allowing kids out of seats/compartments or kids standing  |
| Using brakes for discipline or attention  |
| Willful disregard of audiovisual surveillance systems policy  |
| Allowing students off at wrong stops without justification  |
| Driving an unsafe bus   |
| Improper railroad crossing  |
| Leaving bus when students are onboard without calling for authorization   |
| Not doing pre-trip inspection and post-trip inspection  |
| Discharging a PK, K, 1st, and 2nd grade student(s) at a bus stop without someone present  |
| Reckless driving  |
| Touching students in disciplinary way   |
| Vulgarity at motorists  |
| Vulgarity at students   |
| Willful insubordination to school administration  |
| Falsifying reports/records  |
| Fueling bus while students are on board   |
| Going through RR crossing flashing light  |
| Intentionally allowing unsafe environment   |
| Leaving students on board   |
| Running red lights of another school bus without justification  |
| Smoking on bus/school property  |
| Use of cell phone while driving bus when students onboard   |
| Willful endangerment of students  |
| Not reporting an accident   |
| Use of drugs/alcohol  |
| <b>Depending on the investigation and the nature of a more serious consequence on a first offense could occur. Combination of/or cumulative offenses could result in more serious consequences. Driving record history of the certified driver shall be considered.</b> |
| revised 8/26/16   |



**REGULATIONS FOR USE OF**  
**QUEEN ANNE'S COUNTY PUBLIC SCHOOL SYSTEM VEHICLES**

An employee of the Board of Education of Queen Anne's County may be assigned to drive a school system-owned vehicle during the normal workday. In addition, some people may be allowed and/or assigned a school system-owned vehicle to drive to and from home.

Following are the regulations that will govern the use of school system-owned vehicles:

**I. Employees to be eligible to drive a school system-owned vehicle must:**

- A. Maintain a current Maryland driver's license in the required classification for use of the appropriate county vehicle.
- B. Notify your immediate supervisor as soon as your license has been revoked or suspended.
- C. Possess a driving record with no more than three (3) points when transporting students or other school system designated passengers.

**II. Employees operating a school system-owned vehicle during the normal workday must:**

- A. Operate the vehicle for only work-connected activities.
- B. Comply with all traffic laws, regulations, school system rules, and drive defensively.
- C. Transport only authorized personnel.
- D. Operate the vehicle on the most direct route from one assignment to the next.

**III. Employees operating a school system-owned vehicle to and from home must:**

- A. Not operate the vehicle on off-duty hours for any purpose other than being "called out" for duty assignment.
- B. Operate the vehicle on the most direct route from and to home or the most direct route to the "assignment".

**IV. Employees operating their personal vehicle for school related business:**

- A. Maintain a current Maryland driver's license in the required classification.
- B. Possess a driving record with no more than three (3) points when transporting students or other school system designated passengers.
- C. Operate the vehicle on the most direct route from and to home or the most direct route to the assignment.

**V. Insurance and Safety**

- A. Unauthorized use of a school system-owned vehicle may not be covered by the school system insurance. (The employee may be responsible for damages caused by an accident that occurs during any unauthorized use.)
- B. The employee must operate the school system-owned vehicle in the safest manner possible.
- C. The employee must report vehicle defects immediately using the appropriate form.
- D. Employees operating a school system-owned vehicle will take all precautions to avoid damage and unnecessary "wear and tear" to the vehicle.
- E. Damage to a school system-owned vehicle that is a result of an employee's abuse, improper driving practices, and/or failure to report defects may result in the employee paying for damages and/or disciplinary action.
- F. Employees who use a school system-owned vehicle to commute to and from home are responsible for compliance with applicable Internal Revenue Service Regulations.
- G. The use of school system-owned vehicles in any illegal and/or unauthorized activities will result in disciplinary action.

**VI. Disciplinary Action**

- A. Employees who violate the above regulations will be subject to disciplinary action.
- B. Disciplinary action may range from a verbal warning to termination.
- C. When an individual receives five or more points, or has his license revoked, he/she shall not operate a school system/owned vehicle.
- D. When an individual who is required to operate a school system-owned vehicle receives five or more points or has his license revoked, that employee may be subject to termination or suspension.

## **BUS EVACUATION PROCEDURES**

### **INTRODUCTION**

Usually, students will remain on the bus during an emergency. But two situations require that you evacuate the bus; when there is a fire or danger of fire; and when the bus is in an unsafe position or location.

1. Fire or Danger of Fire - A bus should be stopped and evacuated immediately if the engine or any other portion of the bus is on fire. Passengers should move uphill a distance of 100 feet or more from the bus and remain until the driver of the bus has determined that no danger remains.

Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible material, should be considered as a danger of fire and passengers should be evacuated.

2. Unsafe Position of the Bus - In the event that a bus is stopped due to an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for pupil passengers to remain on the bus or to evacuate.

#### **You MUST EVACUATE the bus if:**

1. The final stopping point is in the path of any train or adjacent to any railroad tracks.
2. The stopping position of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water where it could still move and go into the water or over a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the children.
3. The position of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

In an emergency it is possible for children to jam the emergency door by all trying to get out of the door at the same time. To help avoid this situation, emergency exit drills are organized by the school and conducted by the school bus driver for all students who ride school buses, two (2) times a year (Fall and Spring).

## **EVACUATION PROCEDURES**

During the Fall and Spring of each school year Queen Anne's County Public Schools hold school bus evacuation drills. Each school administrator will advise the school bus drivers that serve their schools of the date the drills are expected to be performed. In addition, a rain date will be scheduled if needed. It is the school bus drivers' responsibility to inquire as to the location of the drills for each school he/she serves. In most cases, the driver will determine the type of evacuation the pupils will perform.

All students who ride a bus should be aware of the appropriate evacuation procedures in the event an emergency evacuation becomes necessary. In the interest of safety, all drivers should conduct an emergency evacuation drill utilizing both the service (front) door and the emergency door at least twice a year when they unload at the schools. This approach does not take any more time than a regular unloading procedure.

There are several ways to evacuate the bus:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the service front service door.
3. Front half exits through the service front door and rear half exists through his rear emergency door.
4. (For transit-type vehicles only) exit through side door along or in combination with 1, 2, or 3 above.

It is important to follow the proper evacuation procedures for each of these methods.

### **FRONT SERVICE DOOR EVACUATION DRILL**

1. Stop the bus, set the parking brake, and turn off the engine. REMOVE THE KEY AND TAKE CELL PHONE WITH YOU.
2. Stand, open door, face the children, and get their attention.
3. Give the command, "Emergency drill, remain seated, front door evacuation, leave all belongings on the bus."
4. Advise designated student helper, which is a line leader, to take their assigned position.
5. Go to the rear of the bus and face forward. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants are to move out. Say, "Walk - don't run - use handrails." Hold your hand before the occupants of the left-hand seat in a restraining gesture.

6. When the pupils in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seat.
7. Continue evacuation procedure as described, dismissing right and left seats alternately, until the bus is empty.
8. After YOU leave the bus, by exiting the front door, go to the students and tell them a job well done or advise them of improvements to be made, and then have them return to the bus and gather their belongings and then dismiss them to class in an orderly manner.

#### **REAR EMERGENCY DOOR EVACUATION DRILL**

1. Stop the bus, set parking brake, and turn off the engine.  
REMOVE THE KEY & TAKE CELL  
PHONE WITH YOU.
2. Stand, face the children, and get their attention.
3. Give the command, "Emergency drill, remain seated, rear emergency door evacuation. Leave all belongings on the bus."
4. Advise designated student helpers (3) to take their assigned positions.
  - a. One helper can be appointed to assist in leading the passengers to a designated location on the grounds.
  - b. One or two other helpers can be appointed to stand outside the rear emergency door to assist pupil passengers as they exit the rear of the bus.
5. Stand in between the two front seats facing the rear of the bus. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants are to move out. Say, "Walk - don't run" and to sit and slide out rear door. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
6. When the pupils in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seat.
7. Continue evacuation procedure as described, dismissing right and left seats alternately, until the bus is empty.
8. After YOU leave the bus, by exiting the rear door, go to the students and tell them a job well done or advise them of improvements to be made, and then have them return to the bus and gather their belongings and then dismiss them to class in an orderly manner.

## FRONT AND REAR DOOR EVACUATION DRILL

1. Stop the bus, set parking brake, turn off engine, and REMOVE THE KEY AND TAKE CELL PHONE WITH YOU.
2. Stand, open the door, face the children and get their attention.
3. Give the command, "Emergency drill, remain seated, front and rear door evacuation. Leave all belongings on the bus."
4. Advise designated student helpers (3-4) to take their assigned positions.
  - a. One helper to be appointed per exit door to assist in leading the passengers to a designated location on the grounds.
  - b. One or two other helpers can be appointed to stand outside the rear emergency door to assist pupil passengers as they exit the rear of the bus.
5. Stand in the center of the bus and direct the pupil passengers to their appropriate exit. Pupil passengers closest to the driver begin exiting in the designated direction (the pupil passengers in the front half of the bus exit through the front service door and those in the rear half of the bus exit through the rear emergency door.)
6. Continue evacuation procedure, dismissing right and left seats alternately until the bus is empty.
7. The driver must exit the front door, go to the students and **count the students to make sure all have gotten out.** Tell them a job well done or advise them of improvements to be made, then have them return to the bus and gather their belongings and then dismiss them to class in an orderly manner.

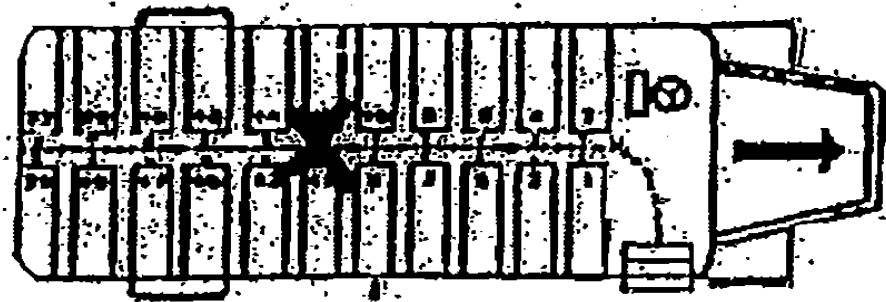
X=Driver

FRONT DOOR EVACUATION  
REAR DOOR EVACUATION



EVACUATION

FRONT AND REAR DOOR SPLIT



#### IMPORTANT FACTORS IN EVACUATION DRILLS

The safety of the pupils is of the utmost importance and must be the first consideration.

The principal or their appointee are to supervise and monitor the safety of the students. The driver is responsible for directing the bus evacuation. **School personnel are to observe and record the time of each of the three evacuations.**

Emergency drills for school bus evacuation should be organized in a manner similar to fire drills held in schools.

Bus evacuation drills should be held on school property and not on the bus route.

The types of bus evacuation drills held should be **all three** (front door, rear door, combination of doors).

Drivers should evacuate all students from the bus. Then after the last student is evacuated, the driver will evacuate also out the appropriate exit. Be sure the emergency brake is applied, the bus is secured properly, the ignition is off, the keys are removed and in your possession and take the cell phone.

Do not permit pupils to take lunch boxes, books, etc., with them when they leave the bus. Getting the child off safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill.

The pupils should go a distance of at least 100 feet from the bus (this may not be possible at school) in an emergency drill and remain there in a group until given further direction by the driver.

All pupils should be given an opportunity to participate, including those children who only ride a bus on special trips.

Each pupil should be instructed in the proper safety precautions while riding the bus and in drill procedures.

Instruct pupils as to where the cell phone is and to dial 911 for help if you are incapacitated.