Appendix B
Transportation
In addition to the preceding Policies and Rules, the safety of students walking to school and to the bus stop is supported by the following processes:

**Buster the Bus Program**

- Offers a classroom presentation and discussion with Buster.
- Teaches students how to take care of themselves while walking to the bus stop, standing at the bus stop, and while on the bus.
- Provides an opportunity to conduct an emergency school bus evacuation.
- Offers a neighborhood bus ride reinforcing the classroom discussion.
- The program is available each year to every elementary school.
- For additional information or to schedule the Buster Program, please contact the Office of Transportation at 443-809-4321 or Stephanie Washington at swashington5@bcps.org.

**Walking Evaluations**

The Office of Transportation shall establish a process for evaluating complaints and requests (Rule 3410, Office of Transportation, #7).

- Principals shall notify the Office of Transportation of parent complaints or inquiries regarding school bus service, walking routes, and the need for crossing guards. (Rule 3410, Principals, #14).
- Walking routes to the bus stop and to school are evaluated by the Office of Transportation director and his/her designee(s) based on Policies and Rules 3410 and 3420.
- Criteria for evaluations are based upon traffic volume and speed, walking path, length of walk, and age of student.
- A survey to determine the need for a crossing guard is completed by the Baltimore County Police Department Crossing Guard Unit by request from the Office of Transportation.
- Crossing guards are trained and assigned to locations by the Baltimore County Police Department Crossing Guard Unit.
POLICY 3410

NON-INSTRUCTIONAL SERVICES: Transportation Services

I. Policy Statement

The Board of Education of Baltimore County (Board) recognizes its responsibility to provide school transportation services for eligible students based on safety, efficiency, adequacy, consistency and economy.

II. Definitions

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

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

III. Standards

A. The Office of Transportation is responsible for establishing transportation boundaries for all schools.

B. School bus transportation is provided under the jurisdiction of the Board for students who reside within the transportation boundary for their home school for:
   1. All-day prekindergarten, elementary and middle school students who must walk more than one (1) mile to their home school;
   2. High school students who must walk more than one and one-half (1-1/2) miles to their home school; and
   3. All half-day prekindergarten students.

C. The Office of Transportation shall develop guidelines for the transportation of eligible students beyond the transportation boundary surrounding a school when:
   1. An accommodation or assistance is required by a student’s individualized education program and/or 504 plan;
   2. A student is identified as homeless under the McKinney-Vento Homeless Assistance Act;
3. A student is enrolled in an authorized Baltimore County Public Schools’ (BCPS) educational program; or
4. The Office of Transportation has determined the walking conditions are unsafe and transportation is required.

D. The supervision of non-transported students to and from school is the responsibility of the students’ parents.

E. Students who attend a private elementary or secondary school in Baltimore County may be transported in accordance with the provisions of the Baltimore County code.
1. Bus transportation service will be provided on a space-available basis along established BCPS’ school bus routes.
2. Private school students shall adhere to the same safety and discipline policies and procedures as those required of BCPS students.

F. BCPS students are subject to the Board’s disciplinary policies while embarking, exiting from and riding in vehicles used for BCPS transportation.

IV. Reporting

The Superintendent shall report on this policy twice each school year.

V. Implementation

The Board directs the Superintendent to implement this policy.

Legal References:

20 U.S.C. § 1400, et seq., Individuals with Disabilities Education Act (IDEA)
42 U.S.C. §§ 11431, et seq., McKinney-Vento Homeless Assistance Act (as amended by ESSA)
Annotated Code of Maryland, Education Article § 7-801, et seq., Transportation
Annotated Code of Maryland, Education Article § 8-410, Transportation for Children with Disabilities
COMAR 13A.06.07, Student Transportation
Baltimore County Code, Article 28, § 28-1-102, Transportation of Private School Students – Authorized
Related Policies: Board of Education Policy 3420, *Student Transportation – Bus Routes and Bus Stops*
Board of Education Policy 5140, *Assignment and/or Special Permission Transfer*
Board of Education Policy 5500, *Code of Student Conduct*
Board of Education Policy 5550, *Student Behavior Code*
Board of Education Policy 6400, *Magnet Programs*

Related Rules: Superintendent’s Rule 3420, *Student Transportation – Bus Routes and Bus Stops*
Superintendent’s Rule 5140, *Assignment and/or Special Permission Transfer*
Superintendent's Rule 6303, *Emergency Closures, Delayed Opening and Early Dismissal of Schools and/or Offices*
Superintendent’s Rule 6400, *Magnet Programs*
NON-INSTRUCTIONAL SERVICES: Transportation Services

Transportation Services

I. Purpose

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

II. Definitions

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

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

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

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

III. Responsibilities

A. Office of Transportation

The Office of Transportation is responsible for:

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

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

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

4. Establishing transportation boundary maps and/or written descriptions defining the transported areas for all schools.
5. Establishing safe, consistent, efficient, adequate and economical bus routes and bus stops.

6. Assigning students to bus stops. Bus stops may be different for morning, mid-day and afternoon; however, bus stops may not vary from week to week.

7. Establishing a process for evaluating complaints and requests.

8. Establishing operating procedures and guidelines for school administrators, parents and students.

9. Creating a handbook that outlines bus driver and bus attendant responsibilities.

10. Monitoring and reviewing bus routes for driver practices, bus load capacities, route conditions and stop locations.

11. Evaluating loading and unloading procedures at all schools and taking corrective action if necessary.

12. Incorporating best practices into the daily transportation operation.

13. Assigning bus attendants on buses used to transport students who require accommodation or assistance as outlined in the student’s individualized education program or 504 plan.

14. Establishing procedures for the use of a Board-owned school bus or a Board-approved bus contractor for field trips and making the list of approved contractors available to schools.

15. Establishing procedures for the oversight of Board-approved bus contractors.

B. Principals

School principals are responsible for:

1. Updating the student information system with the students’ home and/or alternate address.

2. Notifying students and parents of bus schedules and assigned school bus stops.

3. Issuing bus cards as needed.

4. Monitoring buses to ensure students use their assigned bus.

5. Ensuring students are familiar with the following crossing procedures:
   a. Students are to be at the established bus stop on the side of the road of the pick-up five (5) minutes before the designated arrival time of the school bus.
   b. Students exiting from the school bus must stand away from the side of the bus until the bus pulls away. When traffic clears students shall proceed across the road.
c. Same side service shall be provided for elementary school students residing on a road with a posted speed limit of 35 mph or greater.
d. Same side service shall be provided to secondary students residing on a road with a posted speed limit of 40 mph or greater.

6. Notifying the Office of Transportation of any unsafe school bus practices and/or conditions.
7. Notifying students and parents annually of student expectations and responsibilities while being transported on a bus and while at bus stops.
8. Notifying all students and parents of the availability of the Parents’ & Students’ Guide to Transportation on the Office of Transportation’s Web site.
11. Conducting safety and orientation meetings with bus drivers and bus attendants for the interpretation of local school regulations.
12. Advising and assisting bus drivers and bus attendants in maintaining positive behavior management on the bus by providing timely feedback.
13. Familiarizing themselves with Superintendent’s Rule 6303, Emergency Closures, Delayed Opening and Early Dismissal of Schools and Offices and how the closure, delayed opening or early dismissal of schools affects transportation services.
14. Notifying the Office of Transportation of parent complaints or inquiries regarding school bus service, walking routes and the need for crossing guards.
15. Maintaining parent request and release forms related to student transportation, including, but not limited to:
   a. Requests for a student’s bus stop to differ for morning, midday and afternoon;
   b. Requests for a student to be picked up or transported by a third party; or
   c. Requests for a student identified as disabled to enter and exit the school bus independently at the bus stop.
16. Preparing, maintaining and sharing, with the assistance of the Office of Special Education, a list of students who require accommodation
or assistance as identified in the student’s individualized education program and/or 504 plan.

a. Principals will end the list of students requiring accommodation or assistance to the Office of Transportation in July and October of each year.

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

IV. Transportation Services from Child Care Facilities

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

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

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

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

Board of Education Policy 5500, *Code of Student Conduct*
Board of Education Policy 5550, *Student Behavior Code*
Board of Education Policy 6400, *Magnet Programs*

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

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Student Transportation – Bus Routes and Bus Stops

I. Policy Statement

A. The Board of Education of Baltimore County (Board) recognizes its responsibility to provide transportation services for eligible students by establishing bus routes and locations for school bus stops.

B. The Board shall be guided by safety, efficiency, adequacy, consistency and economy in providing student transportation services, including the manner in which bus routes and bus stops are established.

II. Definitions

A. Bus Route – A set of scheduled bus stops and planned roadways traveled by a school bus as developed by the Office of Transportation.

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

C. School Bus Stop – A designated location where students embark and exit from a school bus.

III. Standards

A. The Office of Transportation will establish bus routes and designated school bus stops for students to utilize when providing transportation services to and from school. The primary consideration in establishing bus routes and school bus stops is the safety of students and other motorists.

B. The Office of Transportation will evaluate student needs for school bus service and establish and adjust bus routes and bus stops as necessary.

C. The supervision of students while walking to, from or waiting at the school bus stop is the responsibility of the student’s parent.

D. If a student is not eligible for transportation services, it is the responsibility of the student’s parent to determine their child’s walking route to and from school.
E. The supervision of non-transported students to and from school is the responsibility of the student’s parent.

IV. Implementation

The Board directs the Superintendent to implement this policy.

Legal References:

- *Annotated Code of Maryland, Education Article §§ 7-801, et seq., Transportation*
- *Annotated Code of Maryland, Education Article § 8-410, Transportation for Children with Disabilities*
- COMAR 13A.06.07, *Student Transportation*

Related Policies:

- Board of Education Policy 3410, *Transportation Services*
- Board of Education Policy 5140, *Assignment and/or Special Permission Transfer*
- Board of Education Policy 5500, *Code of Student Conduct*
- Board of Education Policy 5550, *Student Behavior Code*
- Board of Education Policy 6400, *Magnet Programs*

Policy

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NON-INSTRUCTIONAL SERVICES: Transportation Services

Student Transportation – Bus Routes and Bus Stops

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3420 by establishing bus routes and bus stops when providing transportation services to and from school.

II. Definitions

A. Bus Route – A set of scheduled bus stops and planned roadways traveled by a school bus as developed by the Office of Transportation.

B. School Bus Stop – A designated location where students embark and exit from a school bus.

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

III. Guidelines

A. Bus routes will be established in the interest of safety with the following factors given consideration:
   1. Student eligibility;
   2. Grade-level assignment, health and physical condition of the student;
   3. Location of the student’s home and number of students in areas to be served;
   4. Availability of buses for routes; and
   5. Safety of student walking conditions.

B. Bus schedules shall be established to fully utilize all resources for school bus routes.
C. Bus stops will be established with the following factors given consideration:
   1. Same side bus stop service will be provided:
      a. For elementary students residing on a 35+ MPH roadway;
      b. For secondary students residing on a 40+ MPH roadway; and
      c. As deemed appropriate in the interest of student safety by the Office of Transportation.
   2. A student will be assigned to a designated bus stop based on the student’s home and/or an alternate address.
   3. A student’s designated bus stop may differ from morning, mid-day and afternoon pick up and drop off, but the student is required to use the same designated or alternate bus stop(s) every day. A student’s designated and/or alternate bus stop(s) may not vary from week to week.

D. The Office of Transportation will evaluate student needs for school bus service and establish and adjust bus routes and bus stops as necessary.

E. Students are to adhere to the following crossing procedures established by the Office of Transportation.
   1. Students are to be at their designated school bus stops and on the side of the road of the bus pickup five (5) minutes before the bus arrives.
   2. Students are not to cross the road relying on the bus’ red or yellow warning lights to stop traffic.
   3. Students exiting the bus are to:
      a. Wait on the side of the road where they exit the bus;
      b. Stand clear from the side of the bus until the bus pulls away; and
      c. When traffic is cleared and it is safe to cross, students may proceed to the other side of the road.

F. The Office of Transportation will establish and communicate to parents and students the following:
   1. Safe walking practices for students who walk to and from school;
   2. Pick up and drop off procedures at designated bus stops;
   3. Student crossing procedures;
   4. Notice of requisite safety and evacuation drills; and
   5. The process for appealing a student’s eligibility for school bus transportation or designated school bus stop.

G. School administrators and parents are responsible for reinforcing safe crossing procedures with the students.
RULE 3420

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

Related Policies:  Board of Education Policy 3410, Transportation Services
Board of Education Policy 5140, Assignment and/or Special Permission Transfer
Board of Education Policy 5500, Code of Student Conduct
Board of Education Policy 5550, Student Behavior Code
Board of Education Policy 6400, Magnet Programs

Related Rules:  Superintendent’s Rule 5140, Assignment and/or Special Permission Transfer
Superintendent’s Rule 6303, Emergency Closures, Delayed Opening and Early Dismissal of Schools and/or Offices
Superintendent’s Rule 6400, Magnet Programs

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Superintendent of Schools