



NON-INSTRUCTIONAL SERVICES: Transportation Services

Routes and Services

I. Purpose

To outline the process by which Baltimore County Public Schools (BCPS) will provide transportation services for eligible students from designated bus stops to the student's assigned school.

II. Definitions

Designated Bus Stop – A bus stop assigned to a student as established by the BCPS Office of Transportation.

III. Guidelines

The Office of Transportation is responsible for student transportation and the safe and efficient operation of BCPS buses. The Office of Transportation shall be responsible for establishing routes for school buses and the stops for loading and unloading students.

IV. Establishing Bus Stops and Routes

- A. Regular routes shall be established in the interest of safety with the following factors given consideration:
 - 1. Students' eligibility for bus service within the school boundary;
 - 2. Age, health, and physical condition of students;
 - 3. Location of students' homes and number of students in areas to be served;
 - 4. Availability of buses for routes; and
 - 5. Road and student walking conditions.
- B. Bus schedules shall be established to fully utilize all buses.
- C. In establishing bus stops, safety of students presently on the bus, safety of students boarding or leaving the bus, and safety of other motorists shall be taken into consideration.

- D. Before schools open each year and at various times during the year, bus routes, stops, and schedules shall be reviewed to determine means of improving safety and efficiency of the operation.

V. Crossing Procedures for Students

- A. Taking into consideration that motorists all too frequently ignore a school bus's flashing red lights, the following crossing procedures have been established in the interest of safety:
 - 1. Students are to be at their designated bus stops and on the side of the road of the bus pickup five (5) minutes before the bus arrives.
 - 2. Except at specifically designated bus stops, the students are not to wait until the bus stops and then cross the road to board the bus.
 - 3. Students getting off the bus are to wait on the side of the road where they get off.
 - 4. Students must stand away from the side of the bus until the bus pulls away, leaving better clearance for vision in both directions.
 - 5. When traffic is cleared and it is safe to cross, the students proceed to the other side of the road.
- B. School administrators and parents are responsible for reinforcing safe crossing rules with the students.

VI. Same Side Service

- A. Same side service will be provided:
 - 1. For elementary students residing on a 35+ mph roadway.
 - 2. For secondary students residing on a 40+ mph roadway.
 - 3. Where deemed appropriate in the interest of student safety by BCPS Office of Transportation personnel.

Legal References: *Annotated Code of Maryland*, Education Article §§7-801 to -807,
Transportation
COMAR 13A.06.07, *Student Transportation*
Baltimore County Code, 2003, Education Article §28-1-102,
Transportation of Private School Students - Authorized

Related Policy: Board of Education Policy 3410, *Responsibilities and Duties*

Rule

Superintendent of Schools

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