

CALVERT COUNTY PUBLIC SCHOOLS
Transportation Department
1305 Dares Beach Road
Prince Frederick, Maryland 20678
443-550-8786
FAX 410-286-4000

ROUTE EXTENSION REQUEST FORM

PARENT/GUARDIAN NAME(S)

CONTACT INFORMATION

HOME PHONE (_____)_____ - _____

CELL PHONE (_____)_____ - _____

PARENT/GUARDIAN WORK PHONE (_____)_____ - _____

ADDRESS INFORMATION

STREET _____

CITY _____ STATE _____ ZIP _____

SCHOOL NAME _____

YOUR STUDENT'S AGE _____ GRADE _____

BUS # _____

CURRENT STOP LOCATION (Street # or Intersection of Stop)

REQUESTED STOP LOCATION (Street # or Intersection of Stop)

EXCERPTS FROM CALVERT COUNTY PUBLIC SCHOOLS PROCEDURES AND/OR GUIDELINES AND/OR CODE OF MARYLAND REGULATIONS

To provide minimum obstruction to the traffic flow and to minimize time to complete the run, where possible, stops shall be designated at least one-quarter (1/4) mile apart. (Calvert County Public Schools Administrative Procedures and Guidelines for Pupil Transportation; Maryland State Department of Education COMAR 13A.06.07.13).

It is the responsibility of the parents or guardian to provide supervision for the child(ren) while walking to and from or waiting at the designated bus stop, or while walking to and from school if they reside in the designated non-transported area (Calvert County Public Schools Administrative Procedures and Guidelines for Pupil Transportation).

Pupils shall be expected to walk up to the same distance to the school bus stop as pupils residing in non-transported areas are required to walk to their respective schools (1 mile for secondary and ½ mile for elementary).

Students are not required to walk more than one-quarter (1/4) mile along a road having a posted speed limit in excess of 45 miles per hour.

Routes shall be planned to eliminate the need for the bus drivers to use reverse, when possible.

PARENTS' ROLE IN PUPIL TRANSPORTATION

1. RIDING THE SCHOOL BUS IS A PRIVILEGE.

This privilege may be temporarily or permanently revoked if misconduct of the child jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

2. PARENTS ARE RESPONSIBLE FOR THE SAFETY OF THEIR CHILDREN FROM THE TIME THE CHILDREN LEAVE HOME IN THE MORNING UNTIL THEY BOARD THE SCHOOL BUS, AND AT THE END OF THE DAY FROM THE TIME THE SCHOOL BUS DEPARTS THE UNLOADING AREA UNTIL THE CHILDREN REACH HOME.

Once the child enters the school bus, the responsibility lies with the bus driver and the school administration.

3. PARENTS SHOULD BE AWARE OF THEIR LIABILITY FOR DAMAGE CAUSED BY THEIR CHILDREN TO THE PROPERTY OF OTHERS, INCLUDING THE SCHOOL BUS.

When children walk to and from the bus stop or school, while they wait at the school bus stop, and when they walk home from the school bus stop at the end of the school day, they must show consideration and respect for the property of

those citizens whose homes and places of business are located along their routes.

4. CHILDREN SHOULD LEAVE HOME EARLY ENOUGH TO ARRIVE AT THE DESIGNATED SCHOOL BUS STOP OR CROSSING POINT FIVE (5) MINUTES BEFORE THE SCHEDULED ARRIVAL TIME OF THE BUS.
5. PARENTS, TOGETHER WITH THEIR CHILDREN, SHOULD DEVELOP A ROUTE TO AND FROM THE SCHOOL BUS STOP OR SCHOOL WHICH MINIMIZES THE EXPOSURE OF THE CHILDREN TO VEHICULAR TRAFFIC.

Shortcuts through isolated fields and woods, or across streams or railroad tracks, often can be dangerous. Entering abandoned houses or deserted buildings by children on their way to or from school bus stop or school should be actively discouraged. The route should be direct and uninterrupted.

6. PARENTS SHOULD WALK WITH YOUNGER CHILDREN TO AND FROM THE SCHOOL BUS STOP, USING THIS OPPORTUNITY TO TEACH THE CHILDREN PROPER PEDESTRIAN PRACTICES.

If the parents cannot accompany their children, arrangements should be made, if possible, for older children (brother, sister or neighbor) to escort the younger children to and from the school bus stop or school.

7. PARENTS SHOULD DEVELOP IN THEIR CHILDREN AN AWARENESS OF THE MOLESTATION PROBLEM.

Do not permit your children to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. Teach your children that if this problem is encountered on the way to or from school, or at any other time, you or the teacher must be told as soon as possible. This is a police matter.

8. WEATHER SHOULD DETERMINE HOW CHILDREN ARE TO BE DRESSED. ENCOURAGE YOUR CHILDREN TO WEAR THE TYPE OF CLOTHING THAT WILL NOT ONLY KEEP THEM WARM AND ALLOW THEM TO SEE WHERE THEY ARE GOING, BUT ALSO WILL PERMIT THEM TO BE SEEN.

If children cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. Children should leave a few minutes earlier than normal starting time in bad weather to reach the school bus stop or school safely and on time.

9. THE APPLICATION OF COMMON SENSE IS THE BEST METHOD FOR DETERMINING THE ROLE OF THE PARENTS REGARDING THE SAFETY OF THEIR CHILDREN

TRAVELING TO AND FROM SCHOOL, EITHER AS PASSENGERS ON A SCHOOL BUS
OR AS PEDESTRIANS.

STUDENTS' RESPONSIBILITIES IN PUPIL TRANSPORTATION

BOARDING THE BUS

- A. Be at the bus stop five minutes before pick-up time.
- B. Use a safe walking route to your stop and use proper crossing procedures should you cross a road.
- C. Wait in a safe, orderly manner away from traffic.
- D. Respect the rights of property owners at your stop and along your walking route.
- E. Wait until the bus comes to a complete stop before moving forward to board.
- F. Board in an orderly manner, without pushing or shoving, at your stop or at your school.
- G. Use the grab rail and watch your step.

ON-BOARD PROCEDURES

- A. Take your seat promptly and remain seated for your ride to and from school.
- B. Sit in the seat facing front; keep your feet, books and other articles out of the aisle.
- C. Never sit in the driver's seat or tamper with any equipment or controls.
- D. Should your bus have a breakdown or an accident, remain seated and follow your driver's instructions.

SCHOOL BUS RULES

The driver is in charge of this bus. When a teacher is present, he/she shall have the responsibility for the behavior of the students.

- A. Except for ordinary conversation, classroom conduct is expected.
- B. Be courteous; use no profane or abusive language.
- C. Do not eat or drink on the bus.
- D. Keep the bus clean.
- E. Enter and leave the bus through the front door. Rear doors are to be opened for emergency only.
- F. Keep the aisle clear.
- G. Do not damage or deface any part of the bus. Students and/or parents must repay the cost of repairing or replacing any damage or the student will be prosecuted.
- H. The use of tobacco products is prohibited on the bus.
- I. Stay in your assigned seat.
- J. Do not extend any part of the body out of the bus window at any time.

UNLOADING THE BUS

- A. Wait until the bus comes to a full stop before leaving your seat.
- B. Get off the bus only at your assigned stop.
- C. Watch your step and use the grab rail; move promptly away from the bus.
- D. If necessary to cross the road, do so at least 10 feet in front of the bus.
- E. Cross without any undue delay, with the warning lights, but be sure to check traffic both ways.
- F. Go directly home by a safe route; play after you get home.
- G. Never throw any object at the bus or any motor vehicle.

ROUTE EXTENSION REQUEST QUESTIONNAIRE

1. What are the walking/standing conditions, such as road shoulder, grass or sidewalks which student(s) utilize get to the stop and stand at the stop?
2. What is the posted speed limit(s) along the road(s) the student(s) walk to get to the existing bus stop?
3. What is the posted speed limit along the road which is traveled by the bus to the existing bus stop?
4. What is the number of vehicles which pass the existing stop five (5) minutes before and five (5) minutes after the typical time that the bus stops?

A.M. _____

P.M. _____

5. What are the type of vehicles which pass the existing stop five (5) minutes before and five (5) minutes after the stop?

A.M. _____

P.M. _____

6. What traffic control devices, such as stop signs, warning signs, traffic lights, etc. are present on the way to the existing bus stop and/or at the existing bus stop?
7. What is the number of feet your child(ren) walk on or along a roadway to the nearest existing bus stop?
8. Is the road State or County maintained?
9. What is the nearest intersecting road to your residence?
10. What is the sight distance in each direction from the existing bus stop?

11. What would be the distance between the existing bus stop and the bus stop you are requesting?
12. What is the sight distance along the road(s) in all directions of the bus stop you are requesting?
13. What is the alignment of the road(s) at the existing bus stop? (Curves, hill, flat)
14. What is the alignment of the road(s) at your requested bus stop? (Curves, hill, flat)
15. As per procedure, the safety and supervision of students on their way to, while waiting at, and on their way from a bus stop is the responsibility of the parents. In light of that expectation, please explain your concerns with your child(ren)'s existing bus stop? Please be specific. You may attach drawings or photos.
16. As per procedure, the safety and supervision of students on their way to, while waiting at, and on their way from a bus stop is the responsibility of the parents. In light of that expectation, please suggest any changes which you feel would improve the existing stop.

This questionnaire must be filled out and returned to the Director of Transportation at the address on the first page in order to have your request reviewed.

Thank you for your continued support and supervision of your child(ren) in the overall goal of safety.

Signature of Parent/Guardian

Date