



CARROLL COUNTY (MARYLAND) PUBLIC SCHOOLS
TRANSPORTATION SERVICES DEPARTMENT

THE DRIVER'S SEAT



410-751-3229

Fall

2014

Director:

Michael Hardesty

Supervisor:

Keith Shorter:

Out-of-County Special Needs &
South Carroll Area

Area Supervisors:

Byron Moore:

In-County Special Needs

John O'Meally:

North Carroll & FSK Areas

Scott Parsons:

Westminster Area

Driver Instructors:

Dena Hozik

Rick Sommer

Angela Williams

Support Staff:

Pat Arnold

Kristin Ebert

Anita Stubenrauch

Pat Wall

Cindy Washick



Another school year began on Monday, August 25, 2014 and thanks to the hard work of many, I'm pleased to say that we had another successful school opening. Over 25,000 CCPS students were delivered to school on a total of 194 regular education buses and 67 buses serving our special education student population requiring specialized transportation. While there were a few buses that exceeded our capacity standards necessitating some route changes, drivers, schools and most parents displayed understanding and patience as the area supervisors worked to resolve these situations as quickly as possible. A great job by all!

For the first time, parents, schools, and bus drivers were given bus routes with specific stop times for every bus stop for both the morning and afternoon bus runs! Computer generated driving directions were provided to all of the drivers serving the south Carroll area schools. This was made possible by the use of our *Transfinder* routing software and many hours of work put in by our Transportation Services Department (TSD) staff. Bus drivers and bus contractors are to be commended for their diligence in examining the bus routes and reporting any discrepancies in the initial versions of the routes. As always, the driver knows their route better than any computer program and we appreciate the feedback drivers and contractors provide to us.

We are also excited about a new feature of our *Transfinder* routing product called *Infofinder LE* that will be piloted in several schools this fall. *Infofinder LE* will enable schools to quickly obtain a student's bus route information (bus # and bus stop location) simply by entering the student's name or address. This should save many phone calls into the TSD especially at the beginning of the school year. More details will be forthcoming in future newsletters regarding this feature and other features of the *Transfinder* software that we are excited to share with you.

Drivers are reminded to carefully examine their bus (inside and out) as part of their pre-trip inspection and report any problems or issues such as torn seats to their contractor so these issues can be quickly corrected. The fall bus inspections are scheduled for the week of October 27 - 31. Let's make sure that all buses come to inspection in tip top shape.

Finally, October 20-24, 2014 has been designated as School Bus Safety Week. The week is dedicated to honoring the many folks, especially our bus drivers and assistants, that make sure our students are delivered safely to school each and every school day. I have said many times that I believe we have one of the best transportation programs anywhere in the nation. That is due to the care and attention of many, but especially our school bus drivers, contractors and driver instructors. Let's continue to lead the way!



WELCOME - ANITA STUBENRAUCH (Transportation Analyst/ Planner)

The Transportation Services Department is pleased to introduce our newest member – Anita Stubenrauch. Mrs. Stubenrauch comes to us most recently from Howard County Public Schools' Transportation Office where she worked as the Transportation Analyst for 4 years. She has a background in Computer and Geographic Information Science and Chemistry. Prior to joining the school system, she worked in private industry in the environmental science field for seven years. She is a Westminster resident, mother of three, and an avid ice hockey fan. Anita has extensive experience with the Transfinder routing software, numerous computer applications, and project planning. We are excited to have her join our team as we continue to improve and enhance our efficiency and effectiveness through technology and long-range planning.



Welcome Anita!



BUSTER THE BUS

BUSTER will be making his appearance again this school year. Dena and Angela will be taking BUSTER out to the elementary schools to speak to the Pre-K and Kindergarten classes about school bus safety. This program instills the proper way to ride a bus, the dangers of not sitting correctly, and how to cross the road safely. The importance of listening to the bus driver, using inside voices and evacuating the bus are also discussed. Those are just some of the safety procedures that the students will learn. All of the students just love BUSTER and listen to his advice. Hopefully, this will teach them the safe way to ride a bus as they are just beginning their journey of bus riding.



David Matthew Miller

September 3, 1930 – September 21, 2014

The Transportation Services Department would like to express our deepest sympathies to the family and friends of David Miller. David dedicated 56 years to the Carroll County Public Schools as either a driver or a contractor. When asked about his longevity behind the wheel, David would always respond that it was the fondness for the children that kept him going.



BUS DRIVERS & ASSISTANTS RECOGNITION DAY

Carroll County Public and Assistants Recognition This recognition is part of observed during the week
Public Schools salutes its school bus drivers, assistants and school bus contractors for their commitment to providing safe, timely, economical and efficient transportation for all of its students.



Schools will celebrate Bus Drivers Day on Tuesday, October 21, 2014. National School Bus Safety Week, of October 20–24. Carroll County

THE DANGERS OF COSTUMED DRIVING

Please remember to leave costumes or “disguises” at home during the holidays. As adults, we understand the concept behind holiday costumes, but many children do not. They can be frightened by what may seem to be harmless “dressing up” to adults, but may actually be scary to young bus riders. Again, thank you for your professionalism.

SEATING CHARTS

Seating charts were due in to your schools’ administrators after the second week of school. ***It is your responsibility as the driver, to ensure that the charts are kept current*** and that the students are made to comply with their seat assignment. If you have not submitted a chart, or it is not current, please correct this today. A few seating chart suggestions are below:

- Have your youngest students sit near the front.
- If you do not have a full load of students onboard, **the last two seats should remain empty**. You can avoid a lot of arguments if you do not allow the back seats to be occupied.
- Once a student’s seat has been changed for disciplinary reasons, you should allow students to reclaim their seat with good behavior.
- Remember each child’s name. Study your seating chart and in a couple of days you will know each child’s name by heart.



CELL PHONES—IT’S OUR POLICY AND IT’S THE LAW

On the bus, the law only solidifies Transportation Services Department policy that drivers should not be using the cell phone while the bus is in operation. Calls coming to you during your bus run should only be essential; either from the Transportation Services Department, or your contractor. If you receive a call while you are on your run, pull over to a safe place. Also, while you are driving the bus, Bluetooth ear pieces are **not permitted to be used**, as studies have shown the simple act of engaging in a cell phone conversation can be distracting enough to cause accidents.



Student Management for School Bus Drivers

Another school year has started and with that brings a new chance for establishing student expectations for the year. When talking with students, make sure you explain the importance of the rules on your bus and why it is necessary to keep control. Explain to your students that you have several jobs to do while driving the bus. First you must operate the bus safely among all the other vehicles on the road. Second, to do this you must not be distracted, and third, you are there to protect the students from harm. Explain to your students that your job takes on a lot of responsibility, and you cannot operate a bus safely if you are constantly worrying about disciplining the students. Develop a set of reasonable expectation for student behaviors and stick to them. If students followed all the rules all the time, everyone would be happy but children are in a constant period of physical and emotional change and need help understanding what is acceptable and appropriate while on your school bus.

It is reasonable for you to expect students to:

- Stay seated for the entire bus ride because it is not safe for students to be moving around while the bus is in motion.
- Keep arms and heads inside the bus, it may be somewhat harder to get students to face forward at all times, although it is safer if they face forward.
- Talk in a quiet voice to their neighbors because if everyone was talking loud you would not be able to hear your surrounding which makes driving unsafe.

It is unreasonable to expect students to:

- Be absolutely silent during the bus run, you must learn to tolerate some talking, but be consistent.
- Absolutely remain 100% inside their compartment. With 60 or more students on a bus there will bound to be a knee or elbow inside the isle.

There are many ways that drivers maintain control of their bus. Find something that works for you, talk to someone with experience handling a situation. Don't let situations fester. Things that drivers find that work are; one on one talk at the school, being friendly, using students first name, concentrating on the ringleader, the nail that sticks out the farthest is hammered down first, reminding students that are cooperating, and that they are doing a good job. Some things that most drivers will agree just don't work are; screaming or yelling; once this happens you have lost, disciplining a student in front of everyone, especially older students who will have to save face, being grumpy, students do not respond to adults who seem angry all the time, threatening, if you can't follow through or have the authority to do it, don't say it. And number one is being silent; not saying good morning or good evening, and not learning to address students that need to be addressed will result in a difficult bus to control.

School bus management is one of the most difficult things you will do in your years driving a school bus. Some drivers are naturally good at it and some have to work at it. And let's face it some drivers inherit a tough group of students to manage. Be proactive with your approach; know your school administrators or faculty in charge of the bus. Share your concerns early in the process before the referral writing process becomes overwhelming. Call you supervisor for support.

No one has the right to make your job any more difficult than it already is.



Q & A's on Special Needs

With autumn now upon us, the foliage is not the only color changing the landscape. The big and little yellow buses are once again rolling across the roads of Carroll County. The school year has opened with positive results. Thanks in large part to the superb job done by the drivers, assistants and contractors. There are always bumpy parts on the road when school first starts, but by working together with the schools and families, the success has been very high. We are confident that this positive trend will continue throughout the year. Thanks for all that you do for our students. Have a great 2014-2015 school year.

Q: What are some of the policies and procedures associated with the daily pick up and drop off of our special needs students?

A:

1. Attendance should be taken every day for the a.m., midday and p.m. runs. This information is needed for the state audits.
2. If a student has not been riding for 5 consecutive days, please notify your contractor and the Transportation office.
3. All changes to a student's schedule, pick up and drop off locations, needed equipment or other vital changes **MUST** go through the school and then the Transportation Department for approval. (Advise the parent to contact the school if they ask you to change anything.)
4. If the information on the student's profile sheet is incorrect, i.e., phone number, contacts or equipment, call Transportation for support.



“Even if you're on the right track, you'll get run over if you just sit there.”

-Will Rogers



BUS INSPECTION

Summer bus inspection has come and gone and the results are posted in the following charts. During the summer bus inspection it is the expectation of this office that buses should come through with fewer deficiencies than at other inspections. During the summer many of the buses are not running and the contractor should have the opportunity to ensure that their buses come through in top shape. Improvements are expected in the upcoming October and March bus inspections. As a group we continue to be proud of the excellent condition of our fleet. The schedule for upcoming inspections is included below and also in our Transportation Services Calendar:

October 2014

Monday, October 27	Winters Mill High	8:45 a.m. - 11:30 a.m.
Tuesday, October 28	Manchester Valley High	8:45 a.m. - 11:30 a.m.
Wednesday, October 29	Francis Scott Key High	8:45 a.m. - 10:45 a.m.
Thursday, October 30	Century High	8:45 a.m. - 11:30 a.m.
Friday, October 31	Winters Mill High	8:45 a.m. - 11:30 a.m.

March 2015

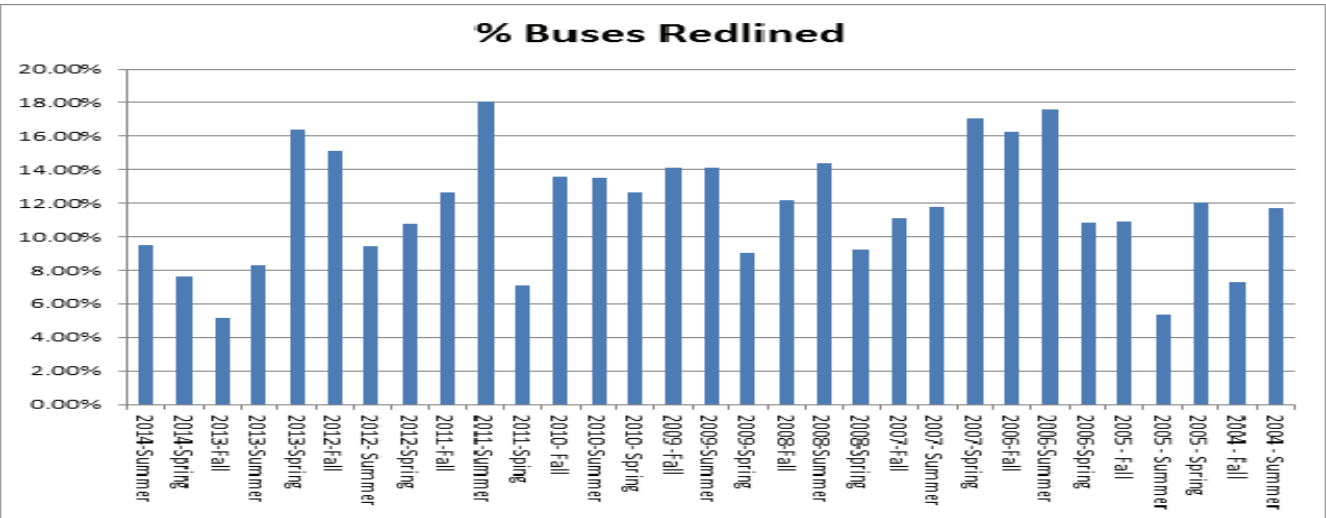
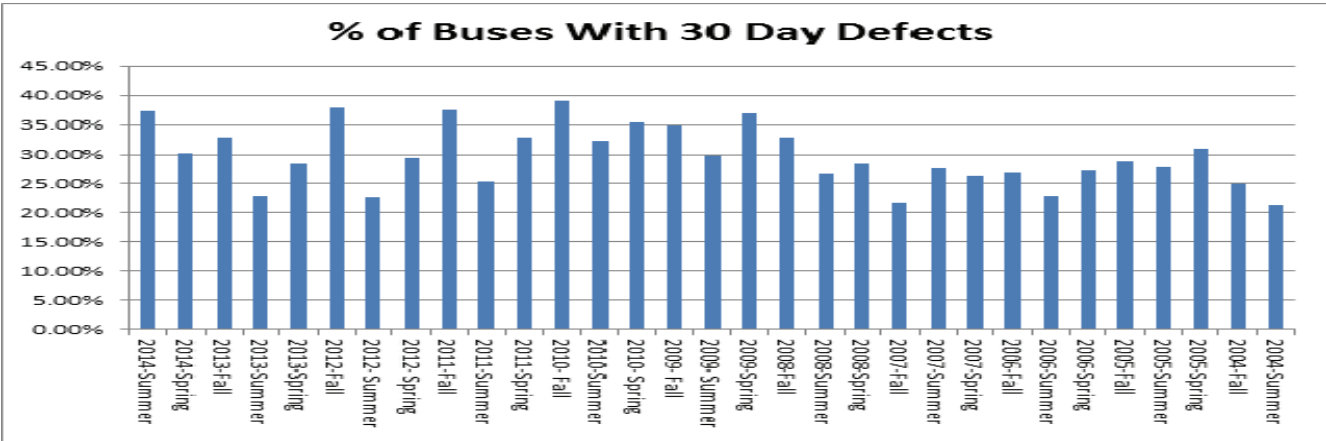
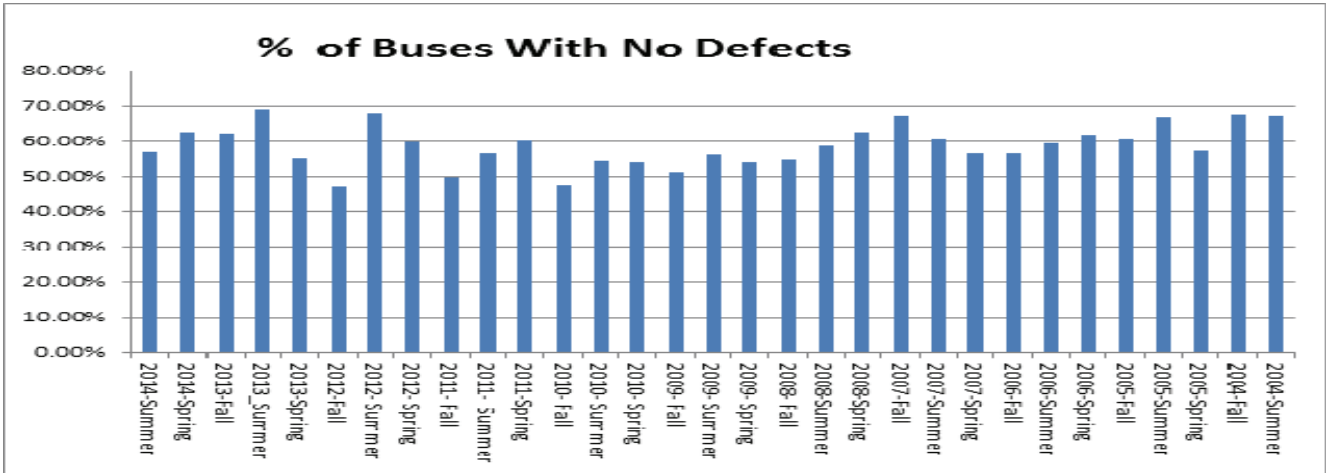
Monday, March 16	Winters Mill High	8:45 a.m. - 11:30 a.m.
Tuesday, March 17	Century High	8:45 a.m. - 11:30 a.m.
Wednesday, March 18	Manchester Valley High	8:45 a.m. - 11:30 a.m.
Thursday, March 19	Winters Mill High	8:45 a.m. - 11:30 a.m.
Friday, March 20	Francis Scott Key High	8:45 a.m. - 10:45 a.m.



"I have never in my life learned anything from any man who agreed with me."

Dudley Field Malone

SUMMER BUS INSPECTION RESULTS



2014 - 2015 Transportation Services Calendar

October

- 17 Schools Closed for Students and 10-Month Staff - Professional Meeting Day
 27 **Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High**
 28 **Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High**
 29 **Fall Bus Inspection (8:45a.m. to 10:45 a.m.) Francis Scott Key High**
 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten and Prep Student
 30 **Fall Bus Inspection (8:30 a.m. to 11:30 a.m.) Century High**
 31 **Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High, Special Education Route Manifests due in Transportation Services**

November

- 4 Schools/Offices Closed - General Election
 26 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for instructional Staff; Schools Closed for Pre-Kindergarten and Prep Students
 27-28 Schools/Offices Closed - Thanksgiving Holiday

December

- 1 Schools/Offices Reopen
 24-31 Schools/Offices Closed - Winter Holiday

January

- 1-2 Schools/Offices Closed - Winter Holiday
 5 Schools/Offices Reopen
 16 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services
 19 Schools/Offices Closed - Martin Luther King, Jr. Holiday
 20 Schools Closed for Students - Professional Day for Teachers; Non-Work Day for Instructional Assistants
 23 Special Education Manifests due in Transportation

February

- 16 Schools/Offices Closed - Presidents' Day

March

- 9 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten and Prep Students
 13 Regular Education Route Stop Sheets and Regular Education Route Manifests; Special Education Route Manifests due in Transportation Services
 16 **Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High**
 17 **Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High**
 18 **Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High**
 19 **Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High**
 20 **Spring Bus Inspection (8:45 a.m. to 10:45 a.m.) Francis Scott Key High**
 27 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten and Prep Students
 30-31 Schools/Offices Closed - Spring Break

April

- 1-6 Schools/Offices Closed - Spring Holiday
 7 Schools /Offices Reopen

May

- 25 Schools/Offices Closed - Memorial Day

June

- 10 Last Day for Pre-Kindergarten Students
 11 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide - Professional Time for Teacher

Emergency Closing Days

If any of the four (4) emergency closing days are not used, schools will be closed for students in the following manner:

One (1) day not used - June 11th

Two (2) days not used - June 10th

Three (3) days not used - June 9th

Four (4) days not used - June 8th

In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal. The one day immediately following the last student day will serve as a professional day for teachers. If further emergency days are required, the Board may shorten spring break, extend the school year, and /or a waiver from the State board of Education would be requested.

