

CARROLL COUNTY (MARYLAND) PUBLIC SCHOOLS
TRANSPORTATION SERVICES DEPARTMENT

THE DRIVER'S SEAT

www.carrollk12.org

DIRECTOR'S CORNER

Fall 2015 Edition



410-751-3229

Director:

Michael Hardesty

Supervisor:

Keith Shorter:

Out-of-County
Special Needs &
South Carroll Area

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In-County Special
Needs

John O'Meally:

North Carroll &
FSK Areas

Scott Parsons:

Westminster Area

Driver Instructors:

Dena Hozik

Scheneeka Weeden

Angela Williams

Support Staff:

Pat Arnold

Kristin Ebert

Jill Fulton

Anita Stubenrauch

Pat Wall

Cindy Washick

Another school year began on Monday, August 31, 2015 and thanks to the hard work of many, I'm pleased to say that we had another very successful school opening. Over 24,000 CCPS students were delivered to school on a total of 194 regular education buses and 68 buses serving our special education student population. 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 and computer generated driving directions were provided to all drivers. Bus drivers and bus contractors are to be commended for their diligence in examining the bus routes and reporting any improvements to the routing directions. As always, the driver knows their route better than any computer program and we appreciate the feedback drivers and contractors provide to us. A great job by all!

We are also pleased that all schools have now been provided access to *Infofinder LE*, a routing module enabling schools to quickly obtain a student's bus route information (bus #, stop location and pick-up/ drop-off times) and the ability to view an entire bus route on a map. This feature has been well received by schools and has saved many phone calls into the TSD. We continue to make improvements with our technology capabilities with the overall goal of making transportation more efficient and information easier to access by our transportation customers.

Drivers are reminded to keep their eyes on the bus door as students enter and depart the bus. The issue of student "dragging" has become a national problem with students being caught in the bus doors. We have seen in our random review of bus camera footage where some drivers have taken their eyes from the bus door to look for the door closing switch which is now located on the left side of the driver in many newer model buses. Drivers please take heed in reminding yourself that your attention must be on every child that enters and departs the bus. Thank you for your attention to this most serious safety issue.

On a very sad note, it is with deep regret and sorrow that we have lost two stalwarts within our Carroll County community and the pupil transportation profession. Lavere Jones, a school bus contractor for over 35 years and Irene Johnson, a school bus contractor for over 30 years and past president of both the Carroll County and Maryland School Bus Contractors associations, both passed away since the conclusion of last school year. Their leadership and the respect they have earned throughout the pupil transportation community cannot be overstated. They will be greatly missed by all who knew them. (See article inside)

Finally, October 19-23, 2015 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, bus assistants, school bus contractors and driver instructors. Let's continue to lead the way!

DRIVER TRAINING DEPARTMENT

The Air Door Knob: If the placement of your air door knob is to your left, please force yourself to check for passengers before opening and closing the door prior to moving the bus.

Making Left Turns: The bus should be in the farthest right hand lane when making a left turn. This applies to all buses; special needs and regular buses.

Mirrors: Mirror grids are at all high schools. Please use these mirror grids to adjust your mirrors. You must have mirrors adjusted properly to drive a school bus safely. Always check your mirrors before you leave the bus lot.

CONTRACTOR- PROVIDED BUS CELL PHONES

CONTRACTOR PROVIDED BUS CELL PHONES play an important role in ensuring the safety of our students. They are used by drivers to communicate with the CCPS Transportation office, contractors, schools, and families (in the case of our special needs population.) Calls should **never** be taken or made while driving. If a call comes in, pull off the roadway before checking your phone and returning the call.

CONTRACTOR—PROVIDED

PRE-TRIP BUS CELL PHONE CHECKLIST



Voice Main Set Up



Phone Charged



Phone Turned On



Volume Adjusted for Your Hearing



Tell me and I forget. Teach me and I remember. Involve me and I learn.

Benjamin Franklin



SPECIAL NEEDS TRANSPORTATION

QUESTIONS AND ANSWERS:

As we start to settle into the new 2015-16 school year, routines and schedules begin to take shape for the drivers and assistants. Conversely, for the students and families of our special needs population, there may still be some “bumps in the road”. Mornings for many of our special needs families are filled with unique situations that many regular ed families do not face. Many of our parents are feeding, dressing and toileting their child along with other responsibilities for additional family members. Sometimes this may lead to a special needs student not quite ready for the bus. The important factor for our drivers is being timely and patient. If a student is consistently not ready, please contact the Transportation office and we will work with the school and the family. Most of our special needs families do an excellent job preparing their children to board the bus in a timely manner.

Q: What should the driver do when picking up a special needs student if the student is not at the bus stop:

A. The correct procedural maneuver is as follows:

- Activate amber lights,
- Activate reds,
- Look to see if there is any student coming to the stop, or possibly movement associated with the student from inside the home,
- If no one is seen at bus stop or if there is no movement viewed inside the home, record the time and proceed to next stop.
- Report the vacant stop to the school along with the stop time.

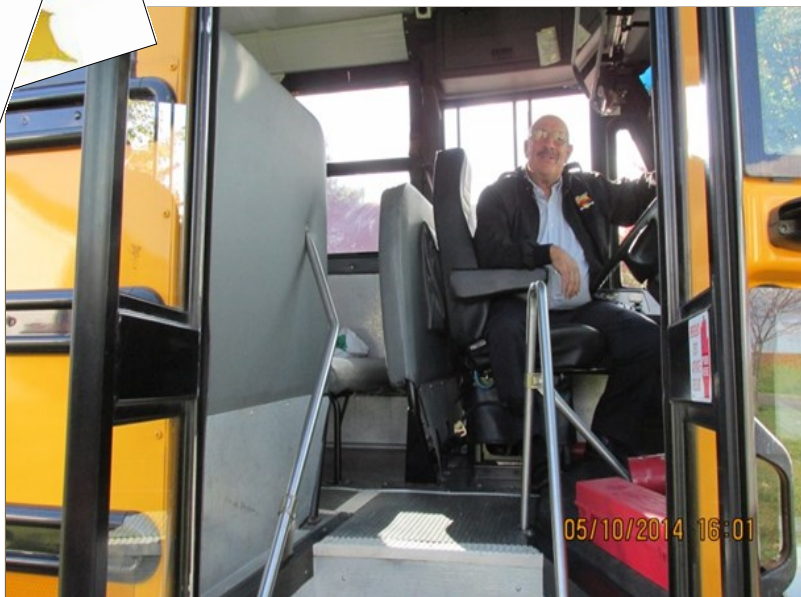
A friendly smile is always in style





In Sympathy

Everyone in the Transportation Services Department would like to express our deepest sympathies to the family and friends of Lavere Jones. Lavere started in the bus business in 1973 with one school bus and grew his fleet to seven at the time of his retirement in June of 2015. Lavere enjoyed the many friendships that he made through the years with other bus contractors and drivers. He was devoted to his employees, two of which were with him for over 20 years. Lavere retired after 42 years of service with plans of travel. He passed away a month later while on a river boat cruise in Missouri.





In Sympathy

Everyone in the Transportation Services Department would like to express our deepest sympathies to the family and friends of Irene B. Johnson. Irene has been either a driver or contractor for Carroll County Public Schools since 1965, a period of 50 years. In addition, Irene was a long-serving member of both the State Contractors and the Carroll County Contractors Associations. She served as a multiple-term president for both entities. Irene's support for the pupil transportation profession will be greatly missed.



CCPS Transportation Services Director, Mike Hardesty, presented Irene Johnson with a plaque in commemoration of her 75th birthday



NATIONAL SCHOOL BUS SAFETY WEEK

National School Bus Safety Week is an active and evolving public education program and an excellent way for parents, students, teachers, motorists, school bus operators, school administrators and other interested parties to join forces and address the importance of school bus safety. Designed to promote school bus safety, school districts throughout the country observe School Bus Safety Week—held during the third week in October each year. This year School Bus Safety Week will be held October 19—23. Please take some extra time during this week to discuss safety with your students. School bus drivers are held to high professional standards. Drivers have to be extremely knowledgeable, alert, mentally and physically healthy, high skilled managers, negotiators, disciplinarians, and an authority figure. On top of all these demands, to be a successful driver you must be friendly, firm, warm and open while representing themselves, other drivers, contractors, transportation and Carroll County Public Schools.



Special thanks to all of our bus contractors, drivers and assistants for their roles in supporting school bus safety!

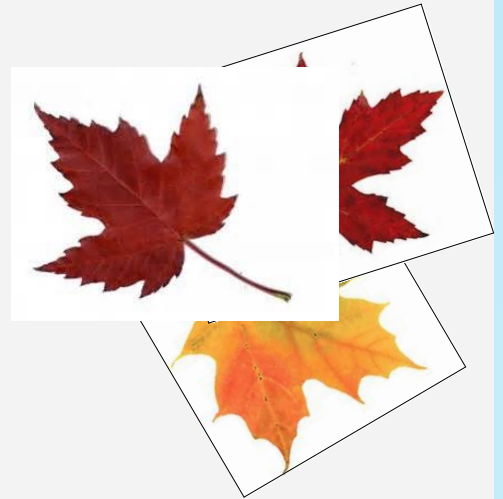
LATE BUSES

A school bus is considered late when the scheduled school bus stops are going to be 15 minutes later than normal. All buses that are running 15 minutes late are **required** to Call the Transportation Services Department at 410-751-3229 so notification can be sent out to schools and parents. If a bus breaks down and a spare bus is needed, the driver is **required** to call The Transportation Services Department with the estimated delay in the run and spare bus number. Make sure you include each school you may be late to because sometimes, due to a layover, a driver may be late to one school and not the their others. In the afternoon, on a first tier school, buses are expected to arrive 10 minutes before the end of the day. It is the expectation of this department that any bus on a first tier that cannot be in their lineup before the dismissal bell rings is considered late and this department must be notified. Please make sure when you call to give the reason you are late, the schools affected, and the number of minutes you are running late as well as any spare bus number.



WELCOME TO OUR STAFF

The Transportation Department welcomes Scheneeka Weeden as a driver instructor. Scheneeka comes to us from Baltimore County Public Schools where she was a bus attendant for one year, and a bus driver for eleven years. During her years as a bus driver she also served as a driver mentor for two years and a behind the wheel trainer for 4 months before coming to Carroll County Public Schools



The Transportation Department office welcomes Jill Fulton as part of the clerical support staff for special needs busing. Jill starting working for CCPS in January 2000. She worked in Special Education as a one-on-one or classroom assistant. For the past 5 years she worked as an assistant on a CCPS Special Needs Bus. In her free time Jill is an adoption event volunteer for "Reach Out Rescue and Resources," which rescues dogs and cats.





2015-2016 Transportation Calendar



October

- 5 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students
- 16 Schools Closed for Students and 10-Month Staff – Professional Meeting Day
- 26 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High
- 27 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High
- 28 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 29 Fall Bus Inspection (8:45 a.m. to 10:45 a.m.) Francis Scott Key High
- 30 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High - Special Education Route Manifests due in Transportation Services

November

- 6 Two Hours and Forty-Five Minutes Early Dismissal/System-Wide / Closed for Pre-K and Prep Students
- 25 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal System-wide Schools Closed for Pre-Kindergarten and Prep Students
- 26-27 Schools/Offices Closed – Thanksgiving Holiday
- 30 Schools/Offices Re-open

December

- 24-31 Schools/Offices Closed – Winter Holiday

January

- 1-3 Schools/Offices Closed – Winter Holiday
- 4 Schools/Offices Re-open
- 15 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services
- 18 Schools/Offices Closed – Martin Luther King, Jr. Holiday
- 22 Special Education Manifests due in Transportation Services
- 29 Schools Closed for Students

February

- 15 Schools/Offices Closed – Presidents' Day

March

- 8 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students
- 11 Regular Education Route Stop Sheets and Regular Education Route Manifests; Special Education Route Manifests due in Transportation Services
- 14 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 15 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High
- 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 10:45 a.m.) Francis Scott Key High
- 24-29 Schools/Offices Closed Spring Break
- 30 Schools/Offices Re-open

April

- 5 Schools/Offices Closed – Primary Election
- 12 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students

May

- 30 Schools/Offices Closed – Memorial Day

June

- 14 Last Day for Pre-Kindergarten Students
- 15 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide

