



THE DRIVER'S SEAT



Winter 2018 Edition

410-751-3229

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Kim Gold

Anita Stubenrauch

Pat Wall

Cindy Washick

Happy winter everyone! As I write this on January 18, 2018, the official winter season is only about 1/3 complete and thus far, our school system has had two school closings, two early dismissals and three delayed openings. While this winter has not produced any major snow or ice event, there have been several smaller events with some very cold days and nights making for some challenging travel conditions. Four transportation supervisors are out monitoring roads any time winter weather is predicted. We do our best to use the latest weather forecasts, information from the county roads operations staff, and our on-road observations to make the best recommendation possible regarding school closings, delays and early dismissals. We encourage all drivers to review their winter driving training as there will be days, as we have already experienced this winter, where driving on snow-covered roads is unavoidable. We thank our drivers and bus contractors for understanding that the accuracy of weather forecasts and the timing of winter precipitation do not always work in our favor.

Each year, School Bus Fleet magazine publishes a fact book that gives some very interesting information about the school bus industry on a national level. For the 2015-2016 school year, a total of 36 out of 50 states participated in the SBF survey. A total of 474,194 school buses from those states reporting traveled a total of 3,278,848,413 miles at a cost of \$12,039,879,632. That's 3.279 billion miles and 12.040 billion dollars! For Maryland, a total of 7,161 school buses traveled a total of 123,610,560 miles at a total cost of \$266,246,924. For the same 36 states, a total of 23,590,455 students were transported representing 48% of total public school enrollments. For Maryland, 626,076 students were transported during SY 2015-16 which represented 71% of total school enrollment. Carroll County, during this same year transported a total of 23,932 eligible students, representing 93.6% of total enrollment on a total of 264 buses at a total cost of \$17,469,973.

Every year at the December School Board meeting we present a Transportation Benchmarking Report that tracks our vital statistics with comparisons to national and state performance goals as well as allowing us to see our performance results and trends over time. The number of students transported, capacity utilization, cost per student, cost per bus, cost per mile, number of preventable accidents and other key performance indicator (KPI) data over the ten years that this report has been made available is very valuable in helping us analyze our operations and assisting us in operating as efficiently and effectively as possible. Everyone is encouraged to view the Benchmarking Report that can be found on the CCPS website. As is always the case, statistics and data analysis are valuable tools in guiding us towards improved operations, but our training programs and driver performance on a daily basis provide the best assurance that we provide safe, timely, adequate and efficient service for our students and schools.

Thanks for the tremendous job you do for our school system each and every day!

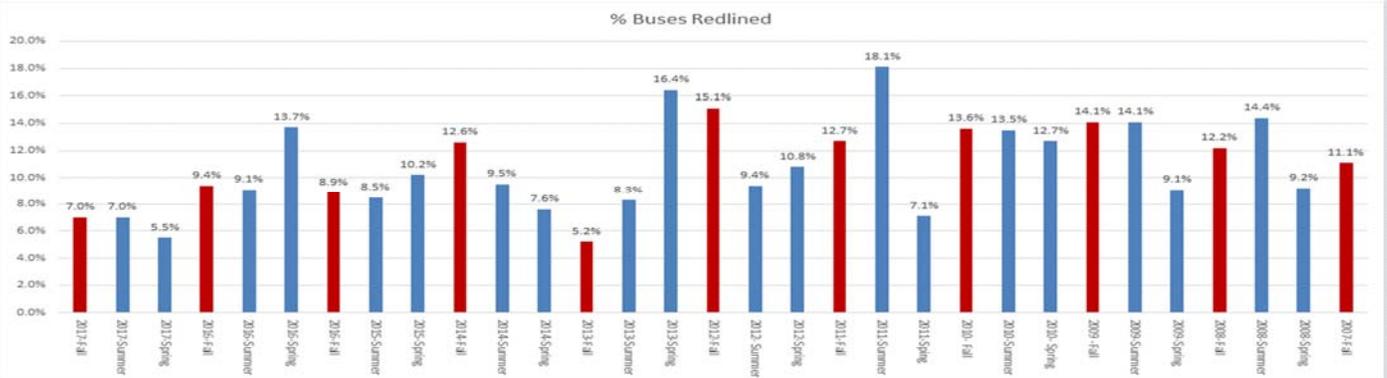
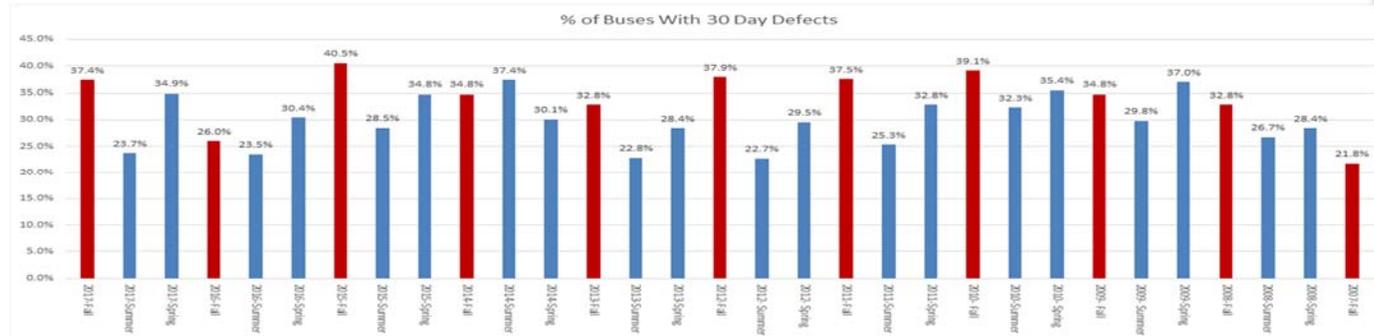
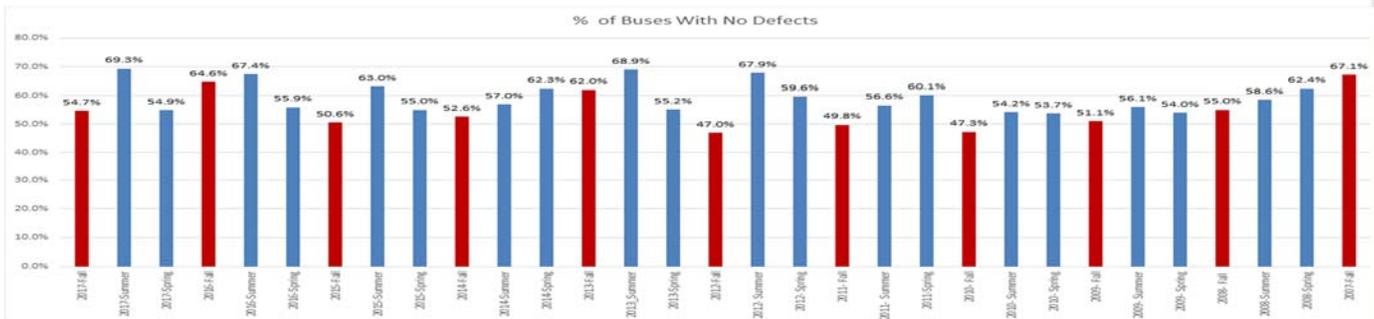

Thanks For All You Do!

THE DRIVER'S SEAT

BUS INSPECTION RESULTS

The Fall 2017 bus inspection took place from November 13th through the 17th. The results are highlighted below. The first chart shows the results by the date of the inspection. The second group of charts shows the results sorted by percentages of buses which passed, those with 30-day defects and those with redline defects over the past ten years:

Location-Date	Pass(#)	Pass(%)	30 Day (#)	30 Day(%)	Red Line	Red Line (%)	Total Inspected
MVHS 11-13-2017	33	51.6%	23	19.1%	8	12.5%	64
WMHS 11-14-2017	54	69.2%	21	26.9%	3	3.8%	78
FSK 11-15-2017	24	48.0%	22	44.0%	4	8.0%	50
WMHS 11-16-2017	36	55.4%	27	41.5%	2	3.1%	65
CHS 11-17-2017	33	45.8%	30	41.7%	9	12.5%	72
Total	180	54.7%	123	37.4%	26	7.0%	329



THE DRIVER'S SEAT**BUS INSPECTION— SPRING 2018**

Our next bus inspection takes place from March 19th through the 23rd, 2018. The schedule is posted below. Please prepare for the inspection thoroughly. Preventive maintenance should be performed as required and buses should be thoroughly checked.

March 2018 Spring Bus Inspection Schedule

- 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
- 21 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 22 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High
- 23 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High

We have also prepared the schedule for our 2018-2019 school year bus inspections. There are some minor changes to accommodate the schedules of our outstanding crew of mechanics from the Carroll County Maintenance Department. All inspections will occur over a four-day period instead of the usual five-day period. This schedule is posted below:

Carroll County Public Schools Transportation Services Department
2018-2019 Bus Inspection Schedule

August

- 20 Summer Bus Inspection (7:15 a.m. to 10:00 a.m.) Francis Scott Key High
- 21 Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Century High
- 22 Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Manchester Valley High
- 23 Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Winters Mills High

October

- 29 Fall Bus Inspection (8:45 a.m. to 12:30 p.m.) Century High
- 30 Fall Bus Inspection (8:45 a.m. to 12:30 p.m.) Manchester Valley High
- 31 Fall Bus Inspection (8:45 a.m. to 12:30 p.m.) Winters Mill High

November

- 1 Fall Bus Inspection (8:45 a.m. to 12:30 p.m.) Francis Scott Key High

March

- 26 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Manchester Valley High
- 27 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Winters Mill High
- 28 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Francis Scott Key High
- 29 Spring Bus Inspection (8:45 a.m. to 12:30 p.m.) Century High



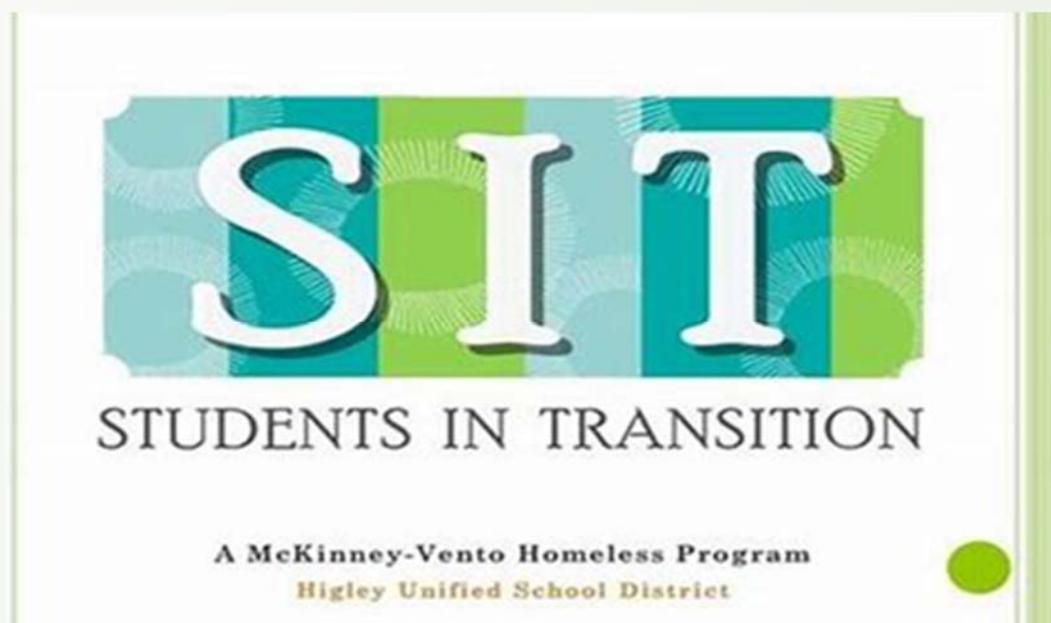
Q's and A's from Special Ed.

This time of year there seems to be many families in our community who are experiencing tough financial times. Many of these families may also have other difficulties within the home that may cause them to be divided and sometimes displaced or even homeless. This scenario is difficult for all: parents, guardians, small children, students and possibly others in the displaced household creating unique and challenging days, weeks, even months ahead of them.

Q: What protections do families and students have when facing a displacement, foster care or homeless situation?

A: The *McKinney-Vento Act*, which came into federal law in 1987, set up parameters for these families. The Act requires schools to enroll homeless children and youth immediately, even if they lack the normally required documents, such as immunization records or proof of residence. Some of these families have relocated in other surrounding counties and even other states. The Act ensures that homeless children are provided transportation to and from their school of origin if it is in the child's best interest. The school of origin may or may not be in the district that the student lives. Once the decision is made that the best interest of the student would be to attend his or her school of origin, transportation is set up to accommodate this situation. Some of the routing for this is simple, but some is not. Many of these students must endure extended ride times or numerous tiers before getting to school or home in the afternoon. Some students ride a regular ed. bus, but many may ride a special ed. bus to and from the schools because of the more diverse routes the special ed. buses have during the course of the day.

Thanks to the many drivers and assistants who support these students and their families!



How to Safely Back a School Bus

While pupil transporters have different views on the topic of backing a school bus, there is one point on which everyone agrees—backing should be avoided at all costs. Board of Education Policy requires a bus to travel one mile before turning around to approve an extension to a bus route. One hundred foot or greater cul-de-sacs can be an exception to the policy. Most counties, including Carroll, prohibit the backing of a school bus on school grounds. The number one preventability cause for all major accidents in the state of Maryland last year was due to backing. If minor accidents were included, it would push the total number up to approximately 1/3 of all accidents are from backing. Most if not all of these accidents are found to be preventable. The following will hopefully negate some of the accidents we have had during a backing procedure.

DON'T BACK!

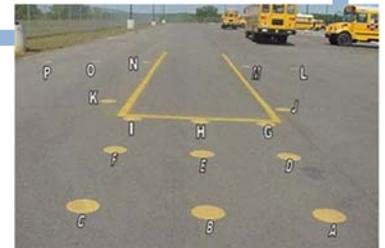
Can backing be eliminated altogether? Most people in the transportation field agree that it cannot. Backing should be avoided as much as possible—but there are still some situations where backing will be required, if for no other reason than to get into or out of the parking space at the bus lot. In urban areas, most bus routes can be routed around the block to avoid turnarounds. The extra distance traveled is worth it considering the danger posed by the alternative. Unfortunately, in rural areas, turnarounds are necessary to complete routes in a timely manner. Special needs buses, which mostly require same side pickup and drop off, often must back up to turn around multiple times during the route. Despite the multiple mirrors and windows, children, adults, cars and anything that you can imagine, can slip into the “danger zone” of a backing bus. Most of the backup accidents drivers have experienced have been on contractors lots, where a bus gets dented or a mirror gets swiped.

Use safety equipment: To protect against backing accidents, all buses are equipped with backup beepers and, with new bus specifications, backup cameras that are activated (to appear in the overhead mirror) when the bus is put in reverse.

Know how to back safely: With or without technological assistance like backup beepers or cameras, school bus drivers need to take certain precautions when backing to reduce the possibility of an accident. The following are eight key steps all drivers should take when backing a school bus. Guidelines were compiled from the *Safe Backing 101* publication, the Pupil Transportation Safety Institute's (PTSI)

- 1. Adjust your mirrors:** In a school bus blind spots can be up to 20 feet in front of and 200 feet in back of the vehicle. Keep in mind that your mirrors cannot give you the whole picture. In fact, if they are not properly adjusted, they can give you a very misleading picture of the situation. Mirrors on school buses can often be out of adjustment which can result in deceptive views and blind spots leading to an accident. Mirrors can go out of adjustment within a few days because of road conditions and vibrations. Mirror check grids are located at all high schools, so you are encouraged to take advantage of them on a regular basis.
- 2. Think in advance:** Don't put yourself into unnecessary backing situations. Every backing situation is new and different, even if you go to the same place several times a day. Watch for changes and new obstacles each time. Choose parking spaces that are easy to exit and don't crowd other vehicles. Expect and prepare for challenges along the road. Be prepared, as well, for unique situations that may require backing.
- 3. Back into, not out of:** Always back into the area with less traffic or fewer objects. For example, back into a parking lot so that you can later pull forward into the traffic rather than backing into a traffic-filled street. When possible, pull your bus ahead so you can back straight into a turnaround without needing to turn as you back. Back to the driver's side to maximize your view of hazards behind you.

4. **Scan the area:** Go to the rear door to look at the area in the back of your bus. You can also survey the area by looking out the passenger windows. Look for hazards such as children, fixed objects such as light poles, trees, terrain concerns such as soft or muddy areas, potholes or tire hazards and other motorists. Check for clearance-related obstructions such as low-hanging trees or wires.
5. **Use a spotter:** Get help backing whenever you can by finding an adult to guide you from outside your bus. If a transportation employee is not available, ask a parent at the bus stop or a bystander to spot for you. Make sure you and the spotter understand each other's signals. Rely on hand signals instead of verbal ones. Do not assume a spotter knows what to do without explaining it to them. Many times buses have backed into a fixed object even when a spotter was present due to a lack of proper communication.
6. **Quiet students, tap horn:** Direct passengers to be silent so that you can hear warnings before and as you back up. Turn the radio down as you prepare to back and open the window slightly so that you can hear any warnings from outside. Honk twice before you back up, as backup alarms sometimes may not be heard or understood. Pause three seconds after honking to allow someone behind you time to get out of the way.
7. **Use four-way flashers:** Activate your four-way flashers as you prepare to back and leave them on throughout the backing procedure. This will warn surrounding motorist and pedestrians to stay clear of the vehicle as you back.
8. **Practice backing:** No amount of forward driving experience can help you in backing your bus. Become familiar with your vehicle and how it backs. Back slowly and never faster than two to three miles per hour. Backing slowly gives someone behind you a chance to get out of the way. Use your flat driving mirrors to back in a straight line or make steering corrections as needed. Do not try to twist around in your seat to look behind you as you back; it's ineffective in a school bus. Use your overhead mirrors as you back only if you are backing up to something that is not visible in your driving mirrors such as a light pole behind the bus. Setting up an area on your contractor's lot with cones would allow drivers to practice and retain backing skills.

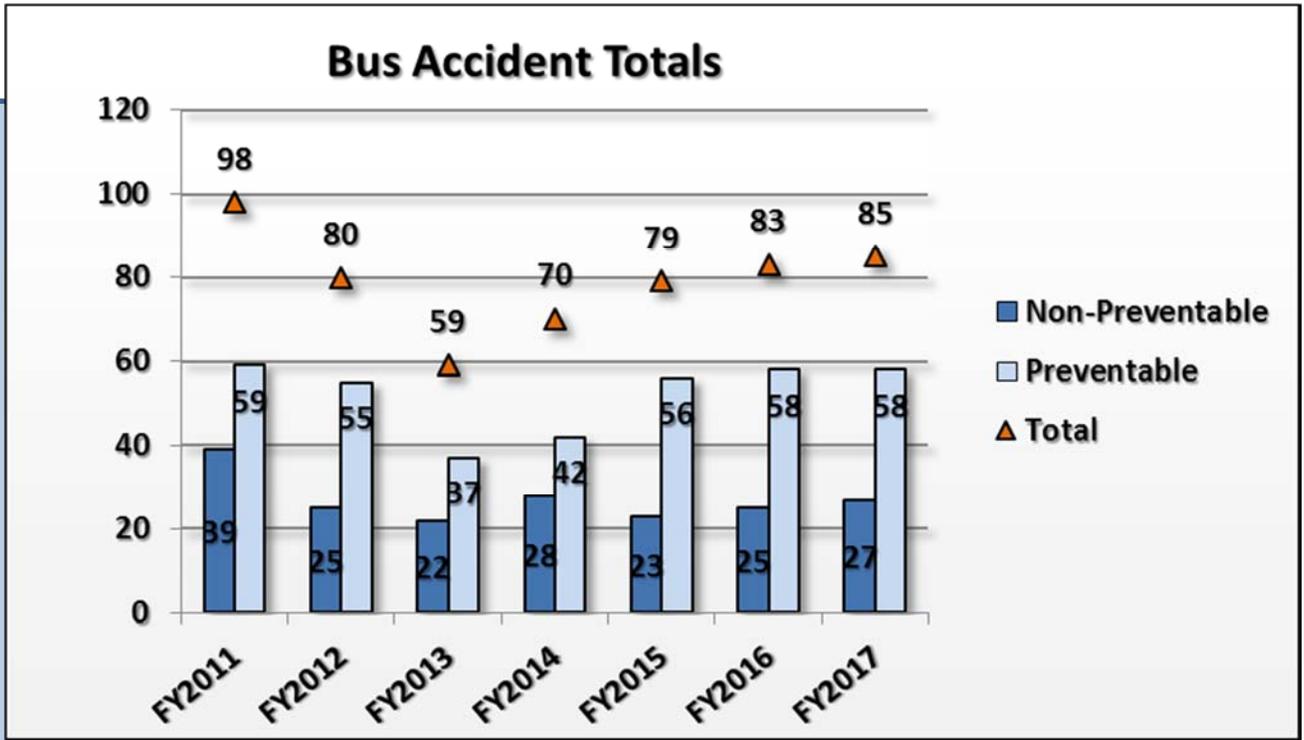


BUS SEATING CHARTS

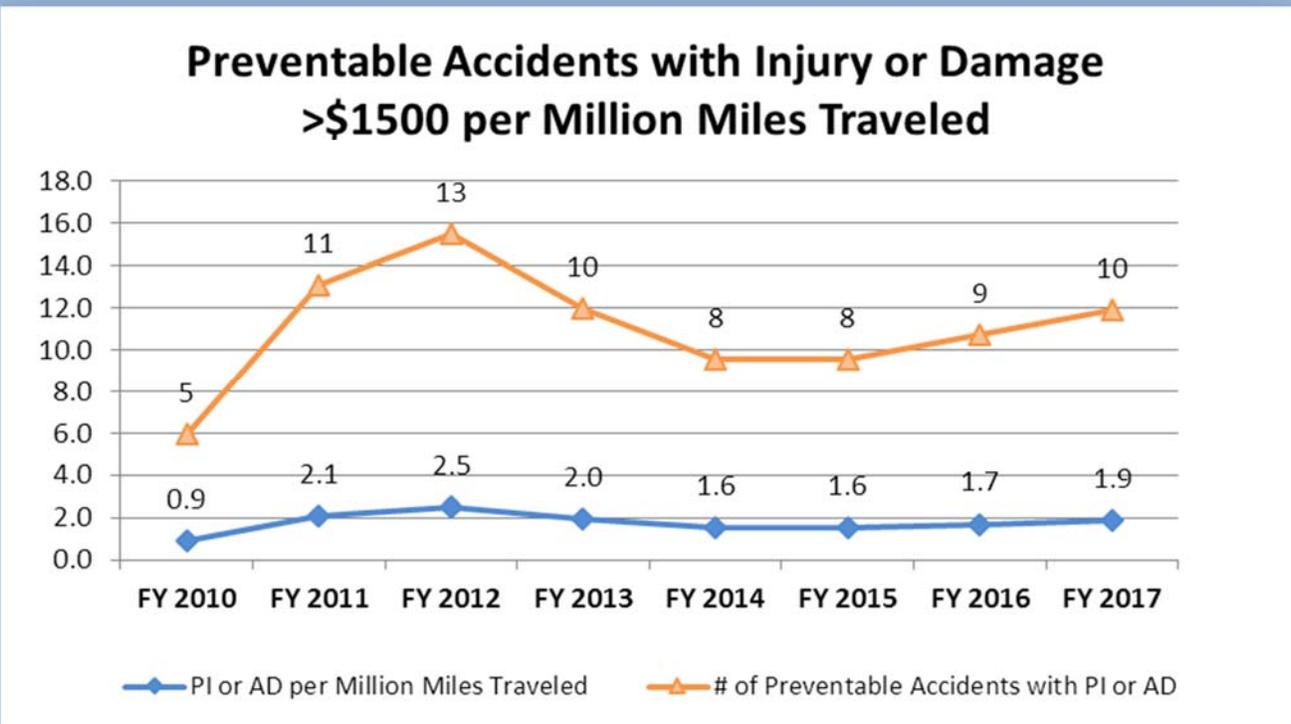
Seating charts were due in to your schools' administrators after the second week of school. ***As the driver, it is your responsibility*** to ensure that the seating charts are kept current, include first and last names and that the students are made to comply with their seat assignment. If you have added or removed students or moved students from one seat to another, changes must be made to your seating chart and forwarded to the school administration. These changes could happen almost weekly for some routes.

A few seating suggestions are below:

- ◆ Pre-k and kindergarten students should be sitting up front.
- ◆ Students who are distracting should be seated away from the driver but in the view of the bus cameras and rearview mirror.
- ◆ If after a student's seat has been changed for disciplinary reasons, and he or she then exhibits proper, good behavior, he or she should be allowed to reclaim their seat within a week.
- ◆ Study your seating chart. If you have been driving since the start of the school year, you should know the first and last names of all of your students and where each one sits.



CCPS SAFETY BENCHMARKS



2017 – 2018 Transportation Services Calendar

September

- 5 Schools Open – First Day for Students
- 8 Regular Education Stop Sheets, Special Education Route Manifests due in Transportation Services
- 21 Schools/Offices Closed Rosh Hashanah
- 22 Schools Closed for Students
- 29 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services

October

- 6 Two Hours and Forty-Five Minutes Early Dismissal/System-Wide / Closed for Pre-K and Prep Students
- 20 Schools Closed for Students and 10-Month Staff – Professional Meeting Day
- 27 Special Education Route Manifests due in Transportation Services

November

- 10 Two Hours and Forty-Five Minutes Early Dismissal/System-Wide / Closed for Pre-K and Prep Students
- 13 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High
- 14 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 15 Fall Bus Inspection (8:45a.m. to 10:45 a.m.) Francis Scott Key High
- 16 Fall Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 17 Fall Bus Inspection-(8:45 a.m. to 11:30 a.m.) Century High
- 22 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal System-wide Schools Closed for Pre-Kindergarten and Prep Students
- 23-24 Schools/Offices Closed – Thanksgiving Holiday
- 27 Schools/Offices Re-open

December

- 25-29 Schools/Offices Closed – Winter Holiday

January

- 1 Schools/Offices Closed – Winter Holiday
- 2 Schools/Offices Re-open
- 12 Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services
- 15 Schools/Offices Closed – Martin Luther King, Jr. Holiday
- 19 Special Education Manifests due in Transportation Services
- 29 Schools closed for students

February

- 19 Schools/Offices Closed – Presidents' Day

March

- 9 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students-Regular Education Route Stop Sheets and Regular Education Route Manifests; Special Education Route Manifests due in Transportation Services
- 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
- 21 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Winters Mill High
- 22 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Century High
- 23 Spring Bus Inspection (8:45 a.m. to 11:30 a.m.) Manchester Valley High
- 30 Schools/Offices Closed-Good Friday

April

- 2 Schools/Offices Closed – Easter Monday
- 3 Schools/Offices Reopen
- 10 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Schools Closed for Pre-Kindergarten and Prep Students

May

- 28 Schools/Offices Closed – Memorial Day

June

- 13 Last Day for Pre-Kindergarten Students
- 14 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide
- 26 Schools and offices closed for Primary Election Day

CARROLL COUNTY PUBLIC SCHOOLS
SCHOOL BUS DRIVERS' AND ASSISTANTS' CALENDAR 2017- 2018

This calendar represents the school work year for school bus drivers and assistants. Because there is some variation in program times, dates, and special transportation requirements, some individual calendar considerations may be necessary. These variances shall be arranged through the Director of Transportation Services.

NUMBER OF STUDENT DAYS IN CALENDAR

MONTH	DAYS
AUGUST	0
SEPTEMBER	17
OCTOBER	21
NOVEMBER	20
DECEMBER	16
JANUARY	20
FEBRUARY	19
MARCH	21
APRIL	20
MAY	22
JUNE	10
TOTAL	- 6* 180

***Emergency Closing Days**

If any of the six (6) emergency closing days are not used, the last day for student and staff are as listed below:

- One (1) day not used – Last Student Day – June 13th, Last Staff Day – June 14th.*
- Two (2) days not used – Last Student Day – June 12th, Last Staff Day – June 13th.*
- Three (3) days not used – Last Student Day – June 11th, Last Staff Day – June 12th.*
- Four (4) days not used – Last Student Day – June 8th, Last Staff Day – June 11th.*
- Five (5) days not used – Last Student Day – June 7th, Last Staff Day – June 8th.*
- Six (6) days not used – Last Student Day – June 6th, Last Staff Day – June 7th.*

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 following schedule will be implemented:

- One (1) day needed – The last student day will be June 15, 2018.*
- Two (2) days needed – The last student day will be June 18, 2018.*
- Three (3) days needed – The last student day will be June 19, 2018.*
- Four (4) days needed – The last student day will be June 20, 2018.*