I. Policy 441

II. Procedures

A. Bus Routes
   Bus routes are measured from the point where the residential driveway egresses to public roadway. When a child resides ½ mile or more from an existing stop, a closer stop shall be established if it can be done without backing the bus to turn around. A clear, paved area not subject to blockage by other vehicles and at least 100 feet in diameter shall be considered sufficient to turn a bus without backing.

B. Bus Capacities
   The manufacturer’s rated capacity for conventional, standard sized school buses is 64 passengers. The Transportation Department recognizes that temporary conditions may require that more than 64 passengers are loaded onto a bus. If extenuating circumstances create an overload, i.e., unanticipated ridership at the beginning of the school year or an emergency, a corrective plan will be immediately identified and remedied as soon as possible but no later than five (5) student days after notification of the overload condition.

Recognizing that passengers vary in size, the following loading guidelines shall be used in route planning for new or additional routes:

<table>
<thead>
<tr>
<th>Target Average</th>
<th>Max Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary loads</td>
<td>≤ 60</td>
</tr>
<tr>
<td>Middle school only loads</td>
<td>≤ 53</td>
</tr>
<tr>
<td>Middle/High combination loads</td>
<td>≤ 50</td>
</tr>
</tbody>
</table>

C. Bus Capacities for Field Trips

1. Certain conditions must be taken into consideration when deciding the number of students to be placed on a field trip bus. The actual load size shall be determined by the adult staff member in charge of the individual trip but in no case shall it exceed the bus manufacturer’s rated capacity.

2. Elementary Field Trips

The Transportation Department suggests that for comfort considerations, 55 be the maximum number of students on an elementary bus, with adults counting as two (2) for planning purposes. Each standard bus is outfitted with 11 rows of seats on each side of the center aisle. The rear most seat is shortened to allow access to the emergency door handle. Trip planners desiring two (2) passengers per seat will achieve a busload of 44 passengers.
3. Secondary Field Trips
   The ideal maximum for a secondary school group is 44 students. If equipment or
   coolers take up seat space, two (2) places must be subtracted for every seat filled with
   equipment. It is imperative that nothing block the aisle, stairwell, or exit door and that
   nothing be stacked above the top of the seat back.

4. Athletic Trips
   The number of riders on athletic trips shall be determined by the requesting school but
   shall not exceed the rated capacity of the bus nor require passengers to stand. Length
   of trip, volume of equipment and the size of the students transported shall be
   considered when initiating the trip request.

D. Students with Special Needs

1. Students who require accommodations or assistance through an Individualized
   Education Plan (IEP) or a 504 Plan may receive special transportation, as per the
   Special Transportation Approval Form TDD 89-401.

2. When a student with special needs is absent from a special bus for five (5)
   consecutive days, the Transportation Department, in consultation with the school, may
   temporarily discontinue the bus service. The parent will be notified in writing by a school
   administrator. Bus service will be re-activated within 24 hours of parent notification to
   the school that the student is able to resume transportation.

3. With approval of the Transportation Department, regular education students may ride
   special buses on a space available basis. Special education students and their siblings
   may be transported to the same school on a special bus. However, special education
   students will always have first priority.

4. When students attend specialized programs outside of their normal attendance area,
   but within Frederick County, the Transportation Department will endeavor to limit the
   length of the bus ride to no more than 1 ¼ hours one way. (This does not apply to
   special needs students who attend a nonpublic placement.)

Approved:

Original signed by

________________
Linda D. Burgee
Superintendent