

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-13
Subject: TRANSPORTATION OF STUDENTS – DESIGNATION OF BUS ROUTES/BUS CAPACITIES	Date of Issue: 5/16/83
Preparing Office: Office of the Superintendent	Amended: 11/5/08

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:

	Target Average	Max Capacity
Elementary loads	≤ 60	64
Middle school only loads	≤ 53	64
Middle/High combination loads	≤ 50	60

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