



Howard County Public Schools  
Student Transportation Office  
Important Information  
2023-2024 School Year



10910 Clarksville Pike Ellicott City, MD 21042  
410.313.6732 [www.hcpss.org](http://www.hcpss.org)



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## INSURANCE INFORMATION FOR SCHOOL BUSES

Below is the liability insurance policy information for Howard County school buses:

EFFECTIVE DATE: July 1 - July 1  
POLICY NUMBER: MVA Certificate of Self Insurance - Certificate #S0081  
INSURANCE COMPANY: MD Association of Boards of Education  
AGENT: MABE Claims Unit  
AGENT'S ADDRESS: 621 Ridgely Avenue, Suite 100  
Annapolis, MD 21401-1087  
CONTACT PERSON: Susan Yost, Claims Representative  
PHONE: 1-800-944-9082  
1-410-841-2493

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**IMPORTANT** - Whenever there is an accident, **no matter how minor**, the Student Transportation Office (STO) must be contacted at 410-313-6732. If the office is closed, call your area manager (cell or home), notify the police, and follow drug testing procedures. During operational hours the STO will contact the Howard County or Maryland State police if they have not already been contacted. An area manager will be dispatched to assist the bus driver and obtain the insurance information required to complete the accident report form. The bus, driver and students must remain at the scene until the area manager arrives.

With regard to contractors who receive requests for FR-19 forms from the Financial Responsibility Section of the MVA, contractors should email Sheila at [sheila\\_fike@hcpss.org](mailto:sheila_fike@hcpss.org) with a copy of the request. Sheila will submit the request to MABE, who will then process the FR-19 form and send it to the MVA. A copy will also be sent to the contractor for his/her records.

## **INSURANCE COVERAGE**

As stated in Policy 5220-PR, the self-insurance provided by the Maryland Association of Boards of Education pool will apply when buses under contract to the Howard County Public School System are:

1. On school system business or transporting students to and from school or when transporting pupils or other authorized passengers and/or Board employees on approved school-related activities, including the operation of the buses to and from the regular storage or garage location without any interim stops for any unapproved personal business or activity. Approval of insurance coverage outside of school business will be requested, and any approval will be from the Director of Student Transportation.
2. Operated for maintenance, testing purposes, or bus inspections.
3. Used for training of school bus drivers.
4. Used for route preview and/or review purposes.
5. Obtaining fuel and/or seeking repairs between trips and/or from garage location to and from first or last stop.
6. Operating from last stop to garage location and from garage location to first stop (a.m. and p.m.).
7. On approved field trips and approved athletic trips including when it is necessary to obtain meals, fuel, and repairs.
8. Operating during the time of the designated "route assignment" for meal/coffee or restroom breaks. "Route assignment" time is the time from when the bus leaves the garage location to pick up students at their bus stops to when the last group of students is dropped off at school and the time from when the bus leaves the garage to pick up students at school to when the last stop is completed to drop student off at their bus stops. These breaks should not be taken when students are on board the bus. No other personal business is allowed during these breaks.
9. Stored or parked at the regular storage location.
10. Used for any other purpose related to the contractor's performance of his/her contractual duties approved in advance by the Director of Student Transportation.
11. Any accident claim submitted by a contractor which is not addressed by the items noted above will be considered by the vehicle liability insurance administrator on an individual case basis.

## **SCHOOL BUS ACCIDENT PROCEDURES**

### In case of accident:

- Secure bus (engage parking brake, activate hazard lights, take key from ignition).
- Check students for injuries.
- Place fuses or reflectors appropriately.
- Call or have someone call:
  - 1) Police 911
  - 2) Student Transportation office 410-313-6732
  - 3) Your contractor
- Remain at the scene until authorized to leave by the Howard County Police or the Student Transportation Office.

### In case of breakdown:

- Move bus off the road as far as possible.
- Secure bus (engage parking brake, activate hazard lights, take key from ignition).
- Reassure students and evacuate if necessary.
- Place fuses or reflectors appropriately.
- Call or have someone call:
  - 1) Your contractor
  - 2) Student Transportation Office 410-313-6732



STUDENT TRANSPORTATION OFFICE  
School Bus Emergency Procedure Card

Bus # \_\_\_\_\_ Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Name of Bus Driver \_\_\_\_\_ Name of Bus Attendant \_\_\_\_\_

- 1) School \_\_\_\_\_ Phone \_\_\_\_\_
- 2) School \_\_\_\_\_ Phone \_\_\_\_\_
- 3) School \_\_\_\_\_ Phone \_\_\_\_\_
- 4) School \_\_\_\_\_ Phone \_\_\_\_\_

EMERGENCY PROCEDURES

In case of accident:

- Secure bus (engage parking brake, activate hazard lights, take key from ignition)
- Check students for injuries
- Place fusees or reflectors appropriately
- Call or have someone call:
  - 1) Police 911
  - 2) Student Transportation office 410-313-6732
  - 3) Your contractor
- Remain at the scene until authorized to leave by the Howard County Police or the Pupil Transportation Office
- Keep students on the bus until granted approval to leave by police department or school system representative

In case of breakdown:

- Move bus off the road as far as possible
- Secure bus (engage parking brake, activate hazard lights, take key from ignition)
- Reassure students and evacuate if necessary
- Place fusees or reflectors appropriately
- Call or have someone call:
  - 1) Your contractor
  - 2) Student Transportation Office 410-313-6732

# SCHOOL BUS SEATING CHART

School \_\_\_\_\_

Bus \_\_\_\_\_

DRIVER SIDE

			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			
			9			
			10			
			11			
			12			

## **SEATING CHART INSTRUCTIONS**

1. Use when needed: Seating Charts are highly recommended for all routes.
2. Have students provide the information (name and grade only) on an index card or on a sheet of paper. The information for special needs students is already provided on the route sheet.
3. Have the students choose a seat when they board the bus. If adjustments need to be made, reflect the change on the seating chart.
4. Check at least once a week (until driver knows the students) to make sure that students are in the correct seat.

## **BUS CONDUCT REPORT INSTRUCTIONS**

1. The "Bus Conduct Reports" are intended to enable the driver to report student behavior in detail. The bus conduct report should only be used to communicate the behavior of a single student and not a group or multiple students.
2. Keep at least three (3) blank reports in the bus. Additional reports are available from the Pupil Transportation Office.
3. Pressing firmly, fill out the form completely, neatly, and in detail. Drivers should focus on writing what behavior was inappropriate. Drivers should **not** express personal feelings and /or judgments.

Present the report to the school administrator and request that a school representative sign the report. The driver should then keep the gold copy.





**(Please Print)**

School Name \_\_\_\_\_ Bus Number \_\_\_\_\_

Bus Driver/Attendant Name \_\_\_\_\_ Date of Incident \_\_\_/\_\_\_/\_\_\_ Check one - AM PM Noon Trip

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

### Notice to Parent/Guardian

1. The purpose of this report is to inform you of an incident involving your child on the school bus.
2. Please review and discuss this report with your child.

### School Bus Expectations

1. Follow directions from the driver the first time they are given.
2. Stay in your seat at all times while the bus is in motion.
3. For your safety, all parts of your body must remain inside the bus.
4. Keep hands, feet, legs, arms, personal property, and your voice to yourself.
5. Eating, drinking, lighting combustible materials, or unacceptable language are not allowed at any time.

### Bus Driver's/Attendant's Report

Description of Incident/Student Behavior \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of Prior Action of Driver/Attendant \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of person accepting form at school \_\_\_\_\_ Date submitted \_\_\_/\_\_\_/\_\_\_ Bus Driver/Attendant's Signature \_\_\_\_\_

### Action Taken by School Administration (Check the Appropriate Box(es))

Conference with student date \_\_\_/\_\_\_/\_\_\_  Other \_\_\_\_\_

Telephoned parent date \_\_\_/\_\_\_/\_\_\_  Student denied bus privilege for \_\_\_\_\_ days

Incident Report Completed beginning \_\_\_/\_\_\_/\_\_\_ ending \_\_\_/\_\_\_/\_\_\_

Office Discipline Report Completed (note ODR/IR required for this action).

Administrator's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Distribution: White - Parent    Canary - Transportation    Pink - School    Goldenrod - Return to Driver after action taken

## HAZARDOUS INTERSECTIONS IN HOWARD COUNTY

The intersections below have been identified as being very dangerous, under certain circumstances, due to limited visibility. Please review these locations with your drivers. From an insurance perspective, the contractor and their drivers are responsible for knowing and complying with the information noted with each location. Intersections that are new to this list are marked in bold print. Thank you for your cooperation in this matter.

### BUSES MAY NOT TURN LEFT FROM:

Cedar Avenue

Clover Hill

Hardy Rd

Lincoln Drive

Roxmill Court

Thompson Drive

Thompson Drive

Trotter Rd

Washington Blvd/Rt. 1

Crossing Rt. 29 S Bnd

### ONTO:

Route 1

Route 144

Long Corner Rd

Route 1

Route 97

Guilford Rd

Route 144

Route 108

All non-signalized  
intersections

Old Columbia Rd

- MacAlpine Road & Frederick Road (Dunloggin neighborhood of Ellicott City)- Buses may not exit MacAlpine Rd onto Frederick Rd. Do not exit the northbound lane of MacAlpine Rd onto Frederick Rd. Turns at this intersection onto Frederick Rd. are prohibited.
- Route 99 (Old Frederick Road) & Sand Hill Road (West Friendship area)- Buses may not exit Sand Hill Rd., either east or westbound, onto Route 99 (Old Frederick Rd).
- West Bound Rt 40 to South Bound Rt 29- Buses may not cross to Montgomery Rd./St. John's Lane exit. Must use Rt. 108 left exit; or left on St. John's Lane from Rt. 40.

## FREQUENTLY FLOODED ROADS IN HOWARD COUNTY

- Avoca Avenue @ Red Hill Branch (between Knoll Glen Rd and Alice Ave.)
- Bethany Lane @ Little Patuxent River (Bridge near Rte. 40)
- Burnt Woods Rd. @ Tributary to Dorsey Branch (just east of Sharp Road)
- Bushy Park Rd. @ Cattail Creek (near intersection with Carrs Mill Rd.)
- Carrs Mill Rd. @ Cattail Creek (between intersections with Rte. 144 and Bushy Park Rd.)
- North Chatham Road @ Chatham Tributary (between US 40 and Frederick Rd.)
- Dorsey Run Road @ Dorsey Run Stream (between Patuxent Range Rd. and Rt.175)
- Folly Quarter Rd. @ Middle Patuxent River (between intersections with Carroll Mill Rd. and Homewood/Sharp Rds.)
- Furnace Ave. @ Deep Run (at Anne Arundel Co. Line)
- Gaither Road @ South Branch Patapsco River (Carroll County Line)
- Guilford Rd. @ Tributary to Middle Patuxent River (between Rte. 108 and Great Star Drive)
- Haviland Mill Rd. @ Patuxent River (At Montgomery County Line) \*When Brighten Dam releases water
- Hipsley Mill Rd. @ Cabin Branch (just north of intersection with Annapolis Rock Rd.)
- Hipsley Mill Rd. @ Patuxent River (at Montgomery County Line)
- Howard Chapel Rd. @ Patuxent River (at Montgomery County Line)
- Levering Avenue @ Thomas Viaduct (over-flow from Patapsco River floods the road)
- Marriottsville Rd. @ South Branch of Patapsco River (Carroll County Line)
- McKendree Road @ Middle Patuxent River (just north of intersection with Rover Mill Rd.)
- Mink Hollow Rd. @ Patuxent River (at Montgomery County Line) \*When Brighten Dam releases water
- Newport Road @ South Branch of Patapsco River (just west of Rte.94 Woodbine Road)
- Old Columbia Rd. off Rte.29 @ Middle Patuxent River(near Preston Country Club for Pets)
- Owen Brown Road @ Beaver Run Branch (between Cardinal Lane and Audubon Drive)
- Park Drive @ Sucker Branch (off Church Road)
- Rte. 1 @ Overhead Railroad Crossing (just south of Levering Ave. intersection)
- Rte. 1 @ Tributary to Deep Run (just south of Old Washington Blvd. Intersection)
- Rte. 94(Woodbine Rd.) @ Patuxent River (Montgomery County Line)
- Rte. 97 (Roxbury Mills Rd.) @ Patuxent River (Montgomery County Line)

- Rte. 103 Meadowridge Road @ Roosevelt Blvd. (just west of US Rte.1)
- Rte. 851 (West Friendship Rd.) @ South Branch Patapsco River (Carroll County Line)
- Race Road @ Deep Run (near 6264-Mayer's Brothers)
- River Road @ South Branch Patapsco River (east of Route 32 and Sykesville)
- Rover Mill Rd. @ Middle Patuxent River (between McKendree Rd. and Old Rover Rd./Tall Ships Drive intersection)
- Roxbury Rd. @ Dorsey Branch (just west of the intersection with Dorsey Mill Road)
- Shaffersville Rd. @ Cabin Branch (between Florence Rd. & Shaffers Mill Rd.)
- Sheppard Lane @ Tributaries of Middle Patuxent River (near Hayes Airfield)
- South Entrance Rd. @ Little Patuxent River (Adjacent to Route 29)
- Stephen's Road @ Hammonds Branch (between Gorman Rd & Whiskey Bottom Rd.)
- Triadelphia Rd. @ Middle Patuxent River & Horse Run (just north of Carroll Mill Rd.)
- Trotter Road @ Tributary to Middle Patuxent River (near Rte. 108)
- Woodbine Morgan Road @ Tributary to South Branch of Patapsco River(Just east of Rte.94 at Woodbine Inn)
- Woodland Road@ Little Patuxent (between Rte. 108 and Old Annapolis Rd.)

## **SNOW TIRES REQUIREMENT**

This is a reminder of our requirement that all buses, including spares, **must** have mud & snow tires on the rear wheels between November 1 and April 1.

With regard to radial tires, there are regular radial tires and radial snow tires. For the purpose of our regulations, **snow tires** are required. Radial tires with a regular tread design do not meet this requirement. Radial tires must have an M&S (mud and snow) or snow designation on the sidewall to be acceptable.

## **NO SMOKING POLICY**

Please remind your drivers and assistants that smoking is not permitted on the school bus anytime it is operating under the liability insurance coverage provided by the Board of Education. This includes to and from school trips, field trips, sports trips, and any other school sponsored trips that utilize the Board's insurance coverage. Smoking is also not permitted anywhere on school grounds.

## **NO CHILD LEFT BEHIND**

The 'No-Child-Left-Behind' program for school buses serving Howard County Public Schools will continue.

This program requires the drivers and/or assistants of all school buses to post the 'Check for Students' card in the back of their bus when the bus is not carrying students. The cards can be attached to the window via a suction cup or velcro dots. Contractors needing more cards or velcro dots should contact the Student Transportation Office to request these items.

Officials from the MVA have been notified of this program. During formal scheduled school bus inspections, these cards are to be removed from the window and placed on the dash or glove box. Disciplinary action may result for drivers who do not follow these procedures.

## **POST TRIP STUDENT CHECK PROCEDURE**

This procedure is **REQUIRED** at the completion of each trip, **AM** at the school and **PM** after the last student drop.

**AM and midday pick up:**

1. The 'Check for Students' card should be in the back window of the bus when the bus leaves the lot.
2. Just prior to the first stop of the first school, pull over and remove the 'Check for Students' card from the back window and place in a visible spot on the dashboard.
3. After all the students exit the bus at the first school, check the bus and place the 'Check for Students' card in the back window.
4. Repeat steps 2 and 3 for all subsequent schools.
5. The 'Check for Students' card should be in the back window of the bus on the deadhead back to the lot.

**PM and midday drop off:**

1. The 'Check for Students' card should be in the back window of the bus when the bus leaves the lot.
2. At the first school, remove the 'Check for Students' card from the back window and place in a visible spot on the dashboard.
3. After the last drop off of the first school, check the bus and place the 'Check for Students' card in the back window of the bus.
4. Repeat steps 2 and 3 for all subsequent schools.
5. The 'Check for Students' card should be in the back window of the bus on the deadhead back to the lot.

## **SCHOOL BUS OPERATIONS SEVERE THUNDERSTORM / TORNADO WARNING PROCEDURES**

Severe weather is a dangerous threat to students and staff while conducting school bus operations. The following procedures are to be followed when the National Weather Service issues Watches and/or Warnings for Severe Thunderstorms and/or Tornadoes.

### **Severe Thunderstorm Watch**

A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

Severe thunderstorms are defined as follows:

1) Winds of 58 mph or higher

AND/OR

2) Hail 1 inch in diameter or larger.

When a Severe Thunderstorm Watch is issued pay attention to the changing forecast and weather conditions. Be prepared to take action should a Severe Thunderstorm Warning be issued.

### **Severe Thunderstorm Warning**

A Severe Thunderstorm Warning is issued when severe thunderstorms are occurring or imminent in the warning area.

Severe thunderstorms are defined as follows:

1) Winds of 58 mph or higher

AND/OR

2) Hail 1 inch in diameter or larger.

When a Severe Thunderstorm Warning has been issued be prepared to react to immediate changes in weather conditions and avoid hazardous situations such as flooded roadways and downed trees. Winds, hail, flash floods, and lightning are the biggest threats. It may be necessary for the driver to stop driving and cease discharging students while the storm passes.

### **Tornado Watch**

A Tornado Watch is issued when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

Severe thunderstorms are defined as follows:

1) Winds of 58 mph or higher

AND/OR

2) Hail 1 inch in diameter or larger.

When a Tornado Watch is issued pay attention to the changing forecast and weather conditions. Tornadoes are always associated with a Severe Thunderstorm and may be produced without a Watch or Warning being issued. Be prepared to take immediate action should a Tornado Warning be issued.

## **Tornado Warning**

A Tornado Warning is issued when a tornado is imminent. When a tornado warning is issued, seek safe shelter immediately.

In the event the National Weather Service issues a Tornado Warning for Howard County, school bus operations will follow the procedures listed below:

-Morning pick-up procedures:

1. The bus driver will cease picking up students and immediately seek appropriate shelter for all passengers. Appropriate shelter is sturdy buildings such as schools, fire stations, and office buildings. It is therefore very important for each driver to identify these locations on their bus route.
2. Once the warning has been lifted, all operations will continue pick up without change to pick-up sequence.

-Afternoon drop-off procedures:

1. If the bus has not departed the school, students should be kept in the school and the driver should seek shelter in the school.
2. If the bus is on route, the driver will cease discharging students and immediately seek appropriate shelter for all passengers. Appropriate shelter is sturdy buildings such as schools, fire stations, and office buildings. It is therefore very important for each driver to identify these locations on their bus route.
3. Upon resumption of services, all operations will continue pick up without change to pick-up sequence.

## **General information**

1. Area Managers will monitor the NWS for severe weather alerts when such weather is forecasted as a possibility and will communicate any Watches and Warnings as they are issued.
2. Underpasses do not provide protection and should be avoided.
3. Passengers should never remain on a school bus in a tornado. Vehicles (even one as safe as a school bus) are NOT the place to be during a tornado!
4. Always communicate the actions you are taking with area managers



## **TRANSIT STYLE BUSES**

Many contractors are opting to purchase transit style school buses. This includes both front and rear engine models. As you know, there are significant differences in driving a bus of this type. Some of those differences are related to the driver's seating position. For example, the front wheels are behind the driver's seating position and the seating position is much closer to the left side of the bus. The foot control locations (accelerator pedal/brake pedal) are also different, as they are closer together. These differences affect steering, lane positioning, and reaction time in starting and stopping the vehicle.

Because of these differences, a driver assigned to one of these vehicles will need some time to adjust their driving techniques. In the past, contractors have supplied the necessary training and we do not want to change that procedure. It is, however, from a liability standpoint, imperative that all drivers assigned to a transit style bus be "checked-out" by one of our driver instructors before they transport students on the bus.

We have designated a specific code on our computerized driver file that identifies those drivers who are approved to drive a transit style bus. This allows us to keep track of who is, or is not, approved to drive this type of vehicle. Please make sure that any driver, including substitutes, who is assigned to drive a transit style bus has completed a "check out" ride with our driver trainers prior to transporting students.

## **AFTER HOURS DRUG AND ALCOHOL TESTING PROCEDURE**

If a school bus accident occurs when the Student Transportation Office is closed, it is the responsibility of the contractor to determine whether the driver is required to undergo a drug and alcohol test. The information below should prove helpful in determining if a test is required:

### **U.S. D.O.T. Requirements:**

1. Fatality
2. Bus driver issued a citation
4. Either vehicle towed from the scene or personal injury.

In addition to these U.S. D.O.T. requirements, the driver must also have a drug and alcohol test if the following should occur:

### **CITATION:**

The attending police officer, for whatever reasons, elects not to issue the school bus driver a citation but indicates that the school bus driver was at fault.

### **VEHICLE NOT DRIVEABLE:**

Any vehicle that cannot be driven from the scene as a result of the damage sustained in the accident. An example would be the front bumper of the bus is pushed into the tire. The bumper is pulled out and the bus driven away. The driver is required to take a drug and alcohol test because the initial damage disabled the bus.

### **PERSONAL INJURY:**

Any individual(s) transported by ambulance, refusal to be transported but receives on-site medical attention, or individual(s) indicating they do not require medical treatment but will go to their own doctor.

## **UNAUTHOIZED PASSENGERS ON SCHOOL BUSES PROCEDURE**

COMAR, Title 11, Department of Transportation, Subtitle 19, Motor Vehicle Administration • School Vehicles, Chapter 05, School Vehicle Drivers (.02) Authorized Passengers, states:

"A school vehicle driver may not permit any person on any school vehicle unless the person is authorized by the Board of Education or the parochial or private school."

The intent of this regulation is to ensure that persons who are not enrolled in a Howard County Public School or a school served by the Howard County Student Transportation system **are not** transported on Howard County school buses while under contract to the Howard County Board of Education and covered by our insurance.

There are two reasons for this regulation:

1. The Board of Education cannot be liable for injury to adults not employed within the school system or children who are not attending a school within the school system.
2. School bus drivers are expected to provide regular and emergency care for the students they transport. There may be a conflict in meeting this responsibility if they are transporting and caring for others, usually preschool children, while driving the school bus.

The issue of unauthorized passengers on school buses is also addressed in item VII. of the Board of Education of Howard County School Bus Contractors, Bus Operators, and Assistants Policy 5220-PR.

## **CELL PHONES AND HANDS FREE DEVICE USAGE PROCEDURES**

### **Cell Phones and Other Two-Way Communication:**

- Talking on cell phones, to include hands-free devices, is prohibited while driving the school bus with or without passengers.
- If it is necessary to talk on the phone, the bus must be stopped at a safe location.
- If a driver receives a call while driving, the phone should not be answered. Since all cell phones display incoming numbers, the driver can return the call once the bus has been safely pulled off the road.
- For our special needs routes, drivers may consider having their bus assistant handle business calls.
- Only use the cell phone for school bus operations while on your route.

### **Hands-Free Communication Devices**

**The procedures for the use of any hands-free devices are the same as conventional cellular phones.**

These procedures are as follows:

- Only call and speak with the hands-free device when the bus is off the roadway and not in motion.
- Only the use the hands-free device for school bus operations, not for private or personal calls.

## **SCHOOL BUS EVACUATION DRILLS**

The Howard County Public School System will continue conducting school bus evacuation drills in accordance with the recommendations of the Maryland State Department of Education. **Schools will schedule and conduct the drills according to the following procedures. DO NOT CONDUCT DRILLS AT ANY OTHER TIME OR LOCATION OTHER THAN THAT DESIGNATED BY EACH SCHOOL.**

The driver will pull the bus into a designated area, turn the bus off, remove the key from the ignition, and stand to address the students.

The driver will then inform the students that they are to participate in a bus evacuation drill. It is imperative that drivers emphasize the importance of the drill and that all students give their complete attention to the directions. The driver should explain that there are three (3) types of evacuation drills. They are front door, rear door and front/rear door.

- Front-door evacuation: Students should evacuate from the rear of the bus toward the front while alternating rows.
  
- Rear-door evacuation: Students should evacuate from the front of the bus toward the rear while alternating rows. Advise students to duck their heads while exiting and under no circumstances are they to jump.
  
- Front/rear-door evacuation: Students should evacuate from the center of the bus toward either the front or rear door depending upon initial seat location. As with the front and rear door evacuations, they are to alternate rows.

Conducting the Drill: Students should be informed as to what type of drill will be conducted. If students have not already been designated as drill assistants, then the driver should appoint them at this time. The assistants should be older students who are both able-bodied and responsible. The driver should instruct the assistants that they should offer his/her hand to each student who exits the bus. The assistants should be reminded that they are performing an important task and that they should pay attention throughout the drill. When the drill begins, the assistants are to exit the bus first and then place themselves at each side of the door to assist others.

The driver should review with the students where the emergency exits are located and how to operate each of them. All buses have a front service door and rear emergency door. In addition, many buses are equipped with roof hatches, side pop out windows and side emergency doors.

At this time the driver should review the emergency procedures. The students are required to:

- a. Remain orderly and listen to directions from the driver.
- b. Leave all loose belongings such as books, backpacks, etc. on the bus.
- c. Exit through the emergency door as designated by the driver.
- d. Students should take the hand of each assistant and step down to the pavement.

Students may sit on the floor at the rear exit and scoot out the door if they prefer.

- e. Form an orderly group or line away from the bus and wait for directions. In case of an actual emergency the students should go about 10 feet up-wind from the bus (the distance between two telephone poles). Furthermore, should the driver become injured or preoccupied with the bus, he/she should not hesitate to appoint bystanders to supervise students.

The driver should initiate the actual drill by saying, "EVACUATE BY THE REAR DOOR". It should be noted that the driver should remain on the bus until the last student has exited. However during these drills, if school administrators and/or instructional staff are not available to supervise the bus evacuation drill, then the driver should position him/herself outside or inside the bus, as circumstances require.