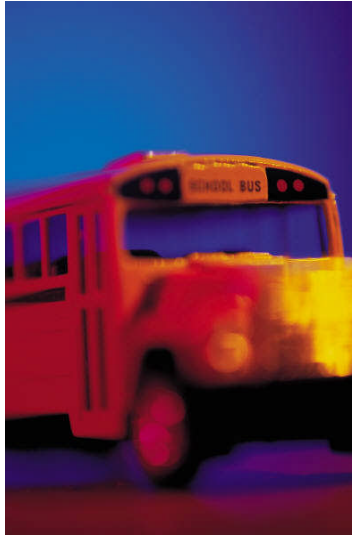




The SEED School of Maryland



Transportation Plan 2008-2009

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Statement of Purpose

The following transportation plan has been developed as required in our contract under:

Article 4 - Start -Up Benchmarks, 4.2 Develop a transportation plan which provides for the safe operation of student transportation and conforms to the regulations promulgated by the State Board of Education (COMAR 13A.06.07) and the procedures and guidelines established by the MSDE.

The SEED School of Maryland (SEED) will provide safe and efficient transportation for all students for the 2008-09 school-year. The transportation plan will include pick-up/drop-off every Sunday and Friday afternoon in compliance with COMAR and the US Department of Transportation. SEED will provide a transportation option to all students for the 2008-2009 school-year for pick up/drop every Sunday and Friday afternoon. Five routes/ transit hubs have been developed to assist parents/guardians (parent) with transportation. SEED will outsource the transportation of students during the 2008-2009 school-year.

Transportation Plan

SEED will provide transportation service to all students. Partnering sites have been identified as pick-up and drop-off locations. Selection was based on resident's county, city and parent preference. SEED will pay the fee to register each student at the partnering site. Students who are scheduled to be picked-up/dropped-off by their parent will still be registered at a partnering site.

Pick-up/Drop-off

Students will be given a route number and will be escorted to the bus and loaded off the bus by the bus aides. There route numbers are:

City/County	Route	Route number
Baltimore City	North Baltimore	City -1

	East Baltimore	City -1
	West Baltimore	City -1
	South Baltimore	City -1
Baltimore County	Cockeysville	North - 2
	Randallstown	North - 2
	Catonsville	West - 5
Calvert	Lusby	South - 4
Harford	Cockeysville	North - 2
Howard	Columbia	West - 5
Montgomery	Columbia	West - 5
Prince George's	Suitland	South - 4
St. Mary's	Lusby	South - 4
Somerset	Easton	East - 3
Washington	Frederick	West - 5
Wicomico	Easton	East - 3

Partnering Sites

SEED has developed partnerships with local Boys & Girls Clubs, recreation centers, and YMCA's as pick-up and drop-off points. These partnering sites were selected based on recommendations and input from parents on the most convenient location for them to pick-up and drop-off their child. SEED has selected partnering sites with hours appropriate for the pick-up and drop-off time frames ([Attachment A](#)). SEED does not plan to pose any undue hardship for any parent/guardian to pick-up or drop-off their child. We have identified the mileage from each parents home to the hub location ([Attachment B](#)). Although parents may be picking up their child from work on Fridays we based the convenience of the plan on the drop-off points on Sundays. Although the parents have been active in identifying the sites they prefer we have taken the extra step of confirming that the site is not an inconvenience ([Attachment C](#)). Any parent that has checked that the partnering site location creates an inconvenience will be contacted and a more convenient location will be identified with the parent on a case by case basis.

The bus aides will register the students at the partner site. The partner site will assume responsibility and provide supervision of the students until they are picked up by a parent/guardian. The partner site will assume full responsibility for each student once registered on their premise and SEED and parents understand that the policy and procedures of the partner sites will be enforced once the students are onsite. The partner sites and SEED will agree to the following responsibilities:

- Parents/ guardians can choose to pick-up and drop-off their child during designated hours;
- The student cannot be released for pick-up by anyone besides those designated on the parent authorization list.

Route Selection

SEED will determine the route selection to and from partnering sites to ensure minimal cost and most effective service for our students. The contract with the selected vendor is based on price per gallon x miles and SEED has the right to determine the most cost effective route. SEED will plan bus routes to minimize the student's riding distance and travel time.

SEED Responsibility

SEED has created a memorandum of understanding for each partnering site ([Attachment D](#)). The agreement identifies the following SEED and Partnering Site responsibilities:

- Provide transportation for students to the partnering sites every Friday;
- Pick up students from partnering sites on Sunday within specified timeframe;
- Provide a bus aide who will escort students to the center and check them in;
- Promptly pay the service registration fee for each student;
- Provide partnering sites with the emergency contact information for each student and key SEED School staff.

Partnering Sites Responsibility

- Provide check in for all SEED students identified at site;
- Provide customer friendly interactions to SEED students, parents/guardians and staff;
- Report any incidents at the center to parents/guardians as well as SEED bus attendant;
- Ensure students are checked out only to parent/guardian or other pre-authorized adult;
- Ensure that all staff working with the students have proper background checks and training;

Transportation of Students with IEPs

SEED will provide suitable transportation services for students with IEPs and will follow IDEA 2004 guidelines which states that transportation needs are decided by the specific requirements of the IEP and decided on a case-by-case basis.

Transportation may be considered a related service if it is specified in the child's IEP.

The determination as to whether transportation is included as a related service is made by the student's IEP team after careful consideration of the student's needs.

When not identified as a related service, transportation will be provided in the same way it is for general education students. Those special education students whose handicapping conditions permits, and for whom it is appropriate, may be required to use and follow the same transportation plan implemented for general education students.

The determination as to whether transportation is door-to-door or curb to curb transportation will be made available only if the IEP dictates transportation as a

related service. Bluth notes "Neither IDEA nor Section 504 of the Rehabilitation Act specifically addresses whether transportation should be from a designated bus stop or the curbside in front of a child's home. The decision is left to the IEP team and must be based upon the individual needs of the child...Each decision is made on an individual basis, taking into consideration the child's cognitive level, emotional stability and chronological age" (Transporting Children With Disabilities, 2006). Note that in some cases, this service is not possible due to the location of the home, where there would be excessive traffic congestion which blocks a curb, dead-end streets, courts, and other instances that would create a safety hazard for the student and others, will affect the ability to provide curbside service.

SEED will adopt the following recommendations of IDEA 2004:

- The IEP team and the parent or guardian will review the student's individual transportation needs and determine if the student's disability requires the need for the related service of transportation. These include:
 - Significant behavior problems (especially in the possibility of harming other students);
 - Special equipment needs;
 - Medical attention requirements (frailty, technology-dependent, or infectious disease);
- Each student will have an IEP showing the need for service before an appropriate transportation strategy is initiated;
- The IEP will be specific only to the individual student and will be reviewed at least once a year;
- Parents will be given the opportunity to discuss any concerns about the transportation service to the IEP team. The parent will be given the contact information to elevate concerns if not satisfied with the team's decision.

Elevation includes: Principal, Head of School and finally an MSDE representative.

- The IEP team will determine the measurable and transition goals in using the transportation service.
- The IEP team with the parent or guardian will determine the location of the pick-up/drop-off and duration of services.

Summary information related to FAPE

SEED will follow all Free And Appropriate Public Education per Federal and State law (FAPE) requirements. Parents will be notified annually of the right to be reimbursed for mileage for transportation. **Transportation** as a related service is included in an eligible student's IEP if the IEP team determines that such a service is needed.

Transportation includes:

- travel to and from school and between schools;
- travel in and around school buildings; and
- specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability [Section 300.24(b)(15)].

Public school districts must provide transportation to students with disabilities in two situations. These are:

- if a district provides transportation to and from school for the general student population, then it must provide transportation for a student with a disability; and
- if a school district does not provide transportation for the general student population, then the issue of transportation for students with disabilities must be decided on a case-by-case basis if the IEP team has determined that transportation is needed by the child and has included it on his or her IEP (Office of Special Education Programs, 1995).

If the IEP team determines that a student with a disability needs transportation to benefit from special education, it must be included in the student's IEP and provided

as a related service at no cost to the student and his or her parents (Office of Special Education Programs, 1995).

Not all students with disabilities are eligible to receive transportation as a related service. As Attachment 1 of the Federal regulations for IDEA '97 points out:

It is assumed that most children with disabilities will receive the same transportation provided to nondisabled children, unless the IEP team determines otherwise.

However, for some children with disabilities, integrated transportation may not be achieved unless needed accommodations are provided to address each child's unique needs. If the IEP team determines that a disabled child requires transportation as a related service in order to receive FAPE, or requires accommodations or modifications to participate in integrated transportation with nondisabled children, the child must receive the necessary transportation or accommodations at no cost to the parents. This is so, even if no transportation is provided to nondisabled children. (U.S. Department of Education, 1999a, p. 12551)

IEP must determine a student's need for transportation as a related service and the type of transportation to be provided. Whether transportation goals and objectives are required in the IEP depends on the purpose of the transportation. If transportation is being provided solely to and from school, in and around school, and between schools, no goals or objectives are needed. If instruction is provided to a student to increase his or her independence or improve his or her behavior during transportation, then goals and objectives must be included in the student's IEP (Office of Special Education Programs, 1995).

Wait time

The driver will wait five (5) minutes on Sunday at each partnering location to pick-up students. After the 5 minute grace period the parent will be responsible for getting

his/her child to the school. In conditions such as inclement weather or heavy traffic due to accident or unexpected delays, the driver will wait ten (10) minutes.

Inclement Weather

The SEED boarding environment gives us the unique advantage of continuing school during inclement weather. The inclement weather policy is in effect when transporting students to their partnering site on Friday afternoon and from their partnering site on Sunday afternoon may endanger their safety and well being.

Transportation in inclement weather

In inclement weather our first priority is the safety of the students. We will not release buses for pick-up or drop-off during severe weather storms. If a student is on campus during severe weather conditions, the SEED staff will keep the student(s) on campus until the conditions are safe for transporting the student(s).

Communication to Parents

The SEED School will announce information about transportation operations as soon as possible to parents/guardians through the following:

- Updated information on the parent information hotline
- Post updated information on SEED website
- Provide updates to local county radio and television stations
- Send email blast to all parents who have email address in SEED's student information database

Decision making process

Since SEED is a statewide public boarding school the decision to delay or cancel transportation services will be based on data gathered from many sources including the National Weather Service, Accuweather, the news media, and the decisions made by each local school system. Weather conditions or continuing impact from severe weather or other events such as widespread power outages, may cause a

cancellation of transportation services. The decision to cancel transportation is made to protect the safety and well-being of students and staff.

The following will also be considered in determining the cancellation of transportation services:

1. School district has closed schools based on inclement weather
2. Partnering site closed because of weather conditions
3. Transportation service provider has decided it is not safe to operate bus service
4. Neighboring school district has closed schools based on inclement weather and the buses will have to cross that district to transport students

Decisions about transportation on Sunday will be made based on early cancellation notice by local school districts, partnering sites, or transportation service provider decision.

Procedure

The data received relative to the cancellation of transportation services or the closing of the campus will be collected by the SEED School Managing Director. The Managing Director will consult with the Director of Student Life and the Principal who, collaboratively, will review the data and then make a recommendation to the Head of School. The Head of School will make the final decision on the cancellation of transportation services or the closing of the SEED campus. Once the decision has been made, the Managing Director will then initiate procedures to inform the community through multiple methods as listed above. The Managing Director will assume the decision-making responsibility in the absence of the Head of School.

Transportation of Homeless Students

The transportation of homeless students will be implemented based on the provisions and requirements of the McKinney-Vento Act. SEED will work with the parent or guardian to ensure flexible transportation is provided at agreed upon locations.

Emergency Preparedness

The safety of the students and staff are our priority. SEED has developed evacuation and accident procedures to create a safe environment in case of an incident.

Evacuation Procedures

SEED will conduct two school bus evacuation practice drills ([Attachment E](#)) in

September and February at the school location each school-year as recommended by

COMAR 13A.06.07.11. The evaluation plan conducted by SEED will take into account all students needs and limitations. All children will participate in the emergency evaluation practice drills. Upon completion, the Emergency Evaluation Practice Drill form (see attached) will be completed and filed. The following will be practiced during the drills:

- Listening and following directions of the bus driver and bus attendee
- Identifying emergency exits and options in an emergency
- Opening the emergency door and opening the front door
- Exiting the bus through appropriate exits
- Learning about instruments and equipment in case of an emergency
- Determining how to help other students
- Assessing the environment for safety gathering places

The drills will be timed as a continued effort to ensure the fastest and safest time for evaluation. The drills will also be used to insure that proper accommodations and

assistance are in place and utilized for any student with special needs in the case of an emergency.

Accident Procedures

In an event of a bus accident, the following procedures should be followed:

1. Child's safety always comes first
2. Evacuate bus if that is the safest thing to do
3. Call for assistance using the emergency calling tree provided in the SEED School of Maryland Emergency Management Plan
4. Check to make sure each child is safe and have no injuries
5. Call SEED main office 410-662-4543 (minimal threat); security desk; (medium threat); Managing Director (major threat)
6. Parents/guardians will be notified immediately by SEED
7. If the accident occurred on the way to school, make sure each student on the bus visits and get clearance from the school nurse before going to bed
8. If a student is taken to the hospital, a school representative will join the family
9. Always take precautions and stop and make sure each student is safe no matter how minor the accident
10. Log every incident even an incident regardless of the level of damage or seriousness ([Attachment F](#))

Transportation Policy

The transportation policy is based on requirements outlined in COMAR. The policy addresses the roles and responsibilities of all parties involved in transporting students to and from the SEED School of Maryland, including vendor, driver, school, parent, and student.

Local Supervisor of Transportation

In accordance with **COMAR 13A.06.07.04**, SEED has designated the Managing Director to serve as the local supervisor of transportation to provide oversight and administration of the transportation plan. The Admissions and Parent Relations Manager shares this responsibility with the Managing Director in ensuring effective implementation of the transportation plan. As the SEED school expands, the responsibility will eventually require a full-time Transportation Manager.

Bus Driver/Vendor Responsibilities

SEED holds the driver and vendor to the highest standards while providing for the safety and well being of SEED students. SEED has identified the following effective best practices for the driver and/or vendor.

Qualifications

SEED requires the transportation provider to ensure each bus driver meets the following qualifications:

- Attend LEA training as required by COMAR 13A.06.07.09
- Maintain a current commercial driver's license (CDL);
- Submit to criminal and fingerprint background checks ;
- Present evidence/results of recent physical examination;
- Maintain an accurate daily bus log of mileage, pick-up drop/off times and number of students served ([Attachment G](#));
- Maintain seating chart to ensure all students stay on bus;
- Complete bus referral form and other reports as necessary ([Attachment H](#));
- Attend additional training conducted by SEED (behavior management, Student Code of Conduct, understanding SEED protocols, transporting IEP students, etc.);

- Submit to drug test if/when SEED makes a request to the company providing the transportation services;
- Have no more than 2 (two) current points on drivers license;
- Model SEED's character values;
- Attend first aid training especially for drivers providing transportation service to students with IEPs;
- Wear seat belt whenever driving;
- Refrain from using a cell phone while driving;
- Understand the emergency evaluation procedures and plan
- Ensure bus is clean and maintained;
- Never leave children on bus unattended.
- Obey all traffic rules, signs, and procedures

Exiting Students

- The driver will make sure students exit at the safest location possible to enter to the partnering site.
- The driver will not pull off or move the bus until the student is a safe distance away.
- The driver will utilize the safety flashing lights during the exiting of students.

Environmental Awareness

- The driver will minimize idling time (maximum of 10 minutes) while waiting for the students to unload or load.
- The driver will ensure proper temperature (air and heat) are adjusted for the comfort of students.
- The driver will obey all speed limits and will not drive aggressively.

School Bus Aide Responsibilities

SEED will provide a bus aide on each bus route to assist with the registration of children at each partner site. The aides will be part-time employees and will have a

full understanding of their responsibilities ([Attachment I](#)). The aide will have to meet the same qualifications as the school vehicle attendant listed in **COMAR**

13A.06.07.09 which is as follows:

- Healthy, mature and can perform all requirements of the job;
- Ability to use sound judgment and respond appropriately to emergency situations;
- Cleared criminal background and fingerprinting checks;
- Have never been disqualified from a local school system
- Submit to an alcohol and controlled substance testing as required by **COMAR**

13A.06.07.10;

- Attend first aid training especially if transporting students with IEP;
- Restrain from using cell phones, smart phones or blackberries while transporting students;
- Ability to maintain order with respect;
- Attend LEA training as required by COMAR 13A.06.07.08
- Obey all traffic laws and ensure that student safety is always a priority
- Model SEED character values

Parent/Guardian Responsibilities

Parents/guardians are important partners in working closely with the SEED School staff to ensure the safety of students using transportation services. SEED expects that parents/guardians take responsibility for the following:

- Making sure the student is at the pick-up locations at the scheduled time;
- Picking up the student from the partnering site at the pre-determined pick-up/drop-off times;
- Providing written notification of any special care the student needs on the bus;

- Contacting the partnering site and SEED if there is a delay in meeting the designated pick-up and/or drop off time.

Bus Conditions

SEED requires each transportation provider to ensure the buses are clean and safe.

Each vendor should ensure that the bus meets the following conditions:

- Type I or Type II school vehicle as defined by **COMAR 13A.06.07.11.**
- Meet federal, COMAR and motor vehicle administration requirements
- Each bus undergoes a regular maintenance program that includes daily checks by the bus operator, monthly safety inspections, and three state-required annual inspections
- Clean buses
- No older than 12 years

Student Behavior

The school bus is considered part of the SEED School. Therefore, students must follow the SEED School Code of Conduct at all times. To ensure safety, students are required to adhere to the following guidelines:

- Form a line to enter the bus
- Ride only the bus you are assigned and seat
- Absolutely no food, drink, alcohol or drugs on the bus at anytime
- Minimize sound level of voice and electronic equipment
- Stay in seats and do not move around while bus is in motion
- No standing on the bus at any time
- No use of profanity, insults, or threats (not even in a joking manner)
- Follow directions of the bus driver

- Keep hands, feet, arms, bags, and any other object inside the bus (not hanging out the window)
- Exit the bus only after it comes to a full stop
- Wait for the bus aide to check you into the partnering site
- Exit bus in a line

If student violates these rules, a Bus Behavior Report ([Attachment J](#)) will be sent to the parent and included in the student file and will be subject to the policies and procedure outlined in the SEED School Code of Student Conduct.

Staff transporting students

Under no circumstances can staff transport students to their pick-up and drop-off points. If a student misses the bus, the Managing Director or the Admissions and Parent Relations Manager will be contacted to establish an alternate solution.

Authorized passengers

Authorized passengers are the only riders allowed on the bus. Authorized passengers include: children who are assigned to that route, SEED staff, approved operators, bus aide, and volunteers. Parents are not allowed to ride on the school bus unless they fall into one of the aforementioned categories.

Reporting

SEED requires the bus driver to monitor and log all incidents including those involving injury, damage to vehicle or behavior incidents. Accident reports should be in compliance with **COMAR 13A.06.07.15** which includes the reporting of any accidents that resulted in personal injury or appreciable damage. Any damage over \$1,500 will be reported to MSDE Department of Transportation. These accident reports will be available for MSDE review upon request. SEED requires drivers to

keep a daily log (see appendix) of all students transported. The bus driver will also track the transportation of students with IEPs.

Confidentiality and Privacy

All information kept on the students is considered confidential and will follow Family Educational Rights and Privacy Act (FERPA) guidelines. Bus drivers and aides will only have access to student information needed to perform their job. Confidential information on the child will only be shared in an emergency situation. All drivers and aides will be instructed on FERPA to ensure the proper care of confidential information.

Violations to SEED Code of Conduct

If a student violates the SEED Code of Conduct while on the bus, the parent/guardian will be notified by SEED staff in writing of the infraction. A SEED School staff member may choose to contact the parent/guardian for a conference unless required under the provisions of the SEED Code of Student Conduct. The student is subjected to the disciplinary actions as listed in the SEED School Code of Conduct.

Medical Exclusions

If a student has a medical condition that is infectious and would compromise the safety of others, he/she will not be permitted to ride the bus. The parent/guardian will be contacted and arrangements will be made to ensure his/her safe transportation to or from school.

Equipment for Buses

Buses are required to have the following equipment according to **COMAR**

11.19.02.25:

- 5-pound capacity pressurized, dry chemical fire extinguisher (2A 10 BC rating or greater) complete with hose.
- Weatherproof first aid kit
- Seat belt cutters for emergency evaluation procedures
- Red triangular emergency reflectors (minimum of three) ;
- 30-minute stand-up flares (located near the driver's areas);
- Route list and directions
- Body fluid clean-up kit including the following: 2 pairs of latex gloves, mask; absorbent powder; antiseptic disinfectant, which may be incorporated in the absorbent powder; antiseptic hand cleaner; scraper; paper towels; two material bags with ties; and directions for use.

Inspection of Buses

SEED requires inspection of buses in two ways -visual and certification.

Visual Inspection

Drivers must have pre and post operation visual bus inspections. Any issues or concerns should be noted in the log. The visual inspection should include the following:

- Inspection of tires
- Ensure there are no loose bolts or lugs on wheels
- Review gas gauge to make sure there is enough to transport students
- Check windshield wiper and horn
- Make sure lights are in working condition
- Check emergency exits
- Verify there is no debris on steps or isles
- Check equipment list against material in bus

- After the last drop-off or pick-up the driver should walkthrough to make sure that no student property is left behind

Certification of Inspection

SEED will require proof from each vendor that each bus has passed a Type A inspection in accordance with **COMAR 11.19.04.03**. The transportation vendor must provide a certification to SEED that an annual inspection requirement has been completed for the buses in use.

Vendor Selection

SEED distributed an RFP to secure transportation service for the 2008-2009 school-year. We had follow-up conversations with eight vendors. The vendor selected was Lonergan's Charter Service, Inc. (Lonergan) who has 52 full-size school buses and has been operating since 1959. Lonergan was selected based on the following criteria:

- Operation has been primarily in the State of Maryland and is the primary bus provider for Anne Arundel County Public School System
- Approved contractor for Baltimore County Public Schools (BCPS Office of Transportation list)
- Cost of services
- Meet COMAR requirements on training for drivers and bus aides
- Completes four inspections a year (MVA, Anne Arundel County Board of Education, Maryland State Inspection, Public Service inspection). All inspections are up to date.
- Requirement for all drivers to take pre-employment and drug and alcohol test
- Requirement for all drivers to take an annual physical
- Requirement for all drivers to attend mandatory annual safety training (going beyond COMAR requirements)



The SEED School of Maryland

Attachment A: Partner Sites

Partner Site	Hours of Operation
Barclay Recreation Center 300 E. 29th Street Baltimore, MD 21218	M – F 2:30 pm – 9:00 pm
YMCA at Stadium Place 900 E. 33rd Street Baltimore, MD 21218	M- F 5:30 am – 10:00 pm Sat 7:00 am – 7:00 pm Sun 9:00 am – 7:00 pm
Liberty Recreation Center 3901 Maine Avenue Baltimore, MD 21207	Mon, Th, Fri 3:00 pm – 8:45 pm Tue 3:00 pm – 6:00 pm Wed 3:00 pm – 8:00 pm
South Baltimore Recreation Center 106 E. Cross Street Baltimore, MD 21230	Mon 2:30 pm – 9:30 pm Tue 2:30 pm – 6:00 pm Wed, Th 2:30 pm – 8:45 pm Fri 2:30 pm – 9:00 pm
Catonsville YMCA 850 S. Rolling Rd. Catonsville, MD 21228	M- F 5:30 am – 10:00 pm Sat 7:00 am – 7:00 pm Sun 9:00 am – 7:00 pm
Hernwood Recreation Center 9919 Marriottsville Rd. Randallstown, MD 21133	Updated Fall schedule not available at this date
PAL Center of Baltimore County 9835 Greenside Dr. Cockeysville, MD 21230	Mon – Fri 3:00 pm -8:00 pm
BGCAA Bates Center 121 South Villa Avenue Annapolis, MD 21401	Mon – Fri 2:00 pm – 7:00 pm
Mid-Shore Family YMCA 715 S. Schumaker Drive Salisbury, MD21804	Mon – Th 5:30 am – 10:00 pm Fri 5:30 am – 8:00 pm Sat 7:00 am – 7:00 pm Sun 12:00 pm – 5:00 pm
BGC of Southern Maryland 12865 H.G. Trueman Road Lusby, MD 20657	Mon – Fri 3:00 pm – 7:00 pm
Suitland Community Center 5600 Regency Lane Forestville, MD 20747	Mon – Wed 6:00 am – 10:00 pm Tue – Th 6:00 am – 9:00 pm Fri 6:00 am – 7:00 pm Sat 9:00 am – 3:00 pm Sun 12:00 pm – 4:00 pm
Ellicot City Family Center 4331 Montgomery Road Ellicot City, MD 21043	M- F 5:30 am – 10:00 pm Sat 7:00 am – 7:00 pm Sun 9:00 am – 7:00 pm
YMCA of Frederick County Maryland 1000 N. Market Street Frederick, MD 21701	M – F 6:00 am – 10:00 pm Sat 8:00 am – 8:00 pm Sun 11:00 am – 5:00 pm



The SEED School of Maryland

Attachment B: Mileage Distance

The following chart shows the home addresses, city, and route # for SEED School of Maryland students with a mapping to corresponding route options.

SEED will finalize options with parents once surveys are received and those who requested an alternate site are contacted.

Some sites are not open on Sunday but parents have requested to drop-off their child at the school because of Sunday family commitment and activities. If they cannot make their commitment to drop off their child at the school on Sunday they can use one of the other drop-off locations open on Sunday.

City-1 Route

<i>Student</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Route</i>	<i>Mileage to Hub Option #1, Barclay Recreation Center</i>	<i>Minutes to Hub #1</i>	<i>Mileage to Hub Option #2, YMCA at Stadium Place</i>	<i>Minutes to Hub #2</i>	<i>Mileage to Hub Option #3, Liberty Recreation Center</i>	<i>Minutes to Hub #3</i>	<i>Mileage to Hub Option #4, S. Baltimore Recreation Center</i>	<i>Minutes to Hub #4</i>
Hub 1 -# 1	5819 Glenkirk Court	Baltimore	21239	City/1	4.28 miles	12	2.93 miles	7	7.66 miles	18	11 miles	21
Hub 1 -# 2	4757 Melbourne Road	Baltimore	21229	City/1	6.99 miles	22	10.58 miles	26	5.54 miles	16	6.99 miles	15
Hub 1 -# 3	2102 N. Pulaski Street	Baltimore	21217	City/1	1.99 miles	6	3.33 miles	11	2.42 miles	7	4.02 miles	13
Hub 1 -# 4	2102 N. Pulaski Street	Baltimore	21217	City/1	1.99 miles	6	3.33 miles	11	2.42 miles	7	4.02 miles	13
Hub 1 -# 5	611 Wyeth Street	Baltimore	21230	City/1	3.21 miles	9	4.45 miles	13	5.18 miles	16	1.47 miles	5
Hub 1 -# 6	911 Ellicott Driveway	Baltimore	21216	City/1	4.09 miles	13	5.43 miles	18	2.30 miles	7	4.58 miles	13
Hub 1 -# 7	3221 Lake Avenue	Baltimore	21213	City/1	3.54 miles	12	2.17 miles	7	7.23 miles	22	5.07 miles	17
Hub 1 -# 8	3221 Lake Avenue	Baltimore	21213	City/1	3.54 miles	12	2.17 miles	7	7.23 miles	22	5.07 miles	17
Hub 1 -# 9	203 Furrow Street	Baltimore	21223	City/1	3.96 miles	13	5.33 miles	16	4.27 miles	13	2.71 miles	10
Hub 1 -# 10	2119 Crimea Road, Apt B7	Baltimore	21207	City/1	4.96 miles	15	6.30 miles	19	2.17 miles	6	7.52 miles	20
Hub 1 -# 11	1013 Abbott Court	Baltimore	21202	City/1	2.86 miles	7	2.61 miles	9	5.60 miles	14	1.98 miles	7
Hub 1 -# 12	18 N. Bernice Avenue	Baltimore	21229	City/1	4.75 miles	15	6.09 miles	19	3.29 miles	9	3.92 miles	13
Hub 1 -# 13	728 Edgewood Street	Baltimore	21229	City/1	4.81 miles	14	6.17 miles	18	2.98 miles	8	4.61 miles	13
Hub 1 -# 14	5401 Seward Avenue	Baltimore	21206	City/1	6.04 miles	19	4.67 miles	14	9.14 miles	27	9.69 miles	18
Hub 1 -# 15	5401 Seward Avenue	Baltimore	21206	City/1	6.04 miles	19	4.67 miles	14	9.14 miles	27	9.69 miles	18
Hub 1 -# 16	3114 E. Federal Street	Baltimore	21213	City/1	3.30 miles	12	2.81 miles	9	6.80 miles	20	4.15 miles	14
Hub 1 -# 17	640 S. Newkirk Stret	Baltimore	21224	City/1	6.01 miles	16	5.95 miles	15	8.74 miles	23	5.34 miles	10
Hub 1 -# 18	3608 Hillsdale Rd	Baltimore	21207	City/1	4.46 miles	12	5.80 miles	17	0.74 miles	2	6.64 miles	19
Hub 1 -# 19	607 S. Pulaski Street	Baltimore	21223	City/1	4.07 miles	13	5.38 miles	17	4.79 miles	15	2.75 miles	8

Hub 1 -# 20	412 Popular Grove Street	Baltimore	21223	City/1	4.25 miles	11	5.48 miles	16	3.58 miles	10	3.92 miles	11
Hub 1 -# 21	414 N. Loudon	Baltimore	21229	City/1	5.22 miles	16	6.58 miles	19	3.39 miles	10	5.02 miles	14
Hub 1 -# 22	3013 Hanlon Avenue	Baltimore	21216	City/1	3.18 miles	10	4.52 miles	15	1.50 miles	5	5.35 miles	17
Hub 1 -# 23	620 Mt. Holly Street	Baltimore	21229	City/1	4.94 miles	15	6.31 miles	19	3.11 miles	9	4.75 miles	14
Hub 1 -# 24	30 Mardrew Road	Baltimore	21229	City/1	7.04 miles	22	8.41 miles	25	4.55 miles	14	10.21 miles	18
Hub 1 -# 25	5910 Frankin Avenue, #2C	Baltimore	21207	City/1	6.14 miles	19	7.49 miles	24	2.87 miles	9	13.21 miles	19
Hub 1 -# 26	1904 Perlman Place	Baltimore	21213	City/1	2.63 miles	9	2.56 miles	9	6.12 miles	18	3.98 miles	14
Hub 1 -# 27	512 Savage Street	Baltimore	21224	City/1	6.16 miles	17	5.83 miles	15	8.89 miles	24	5.59 miles	11
Hub 1 -# 28	808 George Street	Baltimore	21201	City/1	2.39 miles	8	3.62 miles	12	3.92 miles	12	2.60 miles	8
Hub 1 -# 29	2207 Callow Avenue, Apt 1	Baltimore	21217	City/1	1.13 miles	3	2.47 miles	8	3.40 miles	9	3.83 miles	9
Hub 1 -# 30	2731 Gwynns Falls Pkwy	Baltimore	21216	City/1	2.65 miles	8	3.99miles	13	1.75 miles	6	4.82 miles	15
Hub 1 -# 31	3420 Belair Road	Baltimore	21213	City/1	3.32 miles	11	1.96 miles	6	6.96 miles	20	4.41 miles	15
Hub 1 -# 32	3420 Belair Road	Baltimore	21213	City/1	3.32 miles	11	1.96 miles	6	6.96 miles	20	4.41 miles	15
Hub 1 -# 33	5303 Kenilworth Avenue	Baltimore	21212	City/1	3.12 miles	10	2.16 miles	7	6.02 miles	18	5.94 miles	20
Hub 1 -# 34	4202 Sheldon Avenue	Baltimore	21206	City/1	3.90 miles	13	2.53 miles	8	7.53 miles	22	4.98 miles	17
Hub 1 -# 35	2906 Carver Road	Baltimore	21223	City/1	6.54 miles	16	7.78 miles	21	9.28 miles	22	2.68 miles	8
Hub 1 -# 36	259 S. Herring Court	Baltimore	21231	City/1	4.02 miles	9	10.50 miles	25	6.76 miles	16	1.94 miles	7
Hub 1 -# 37	554 Lucia Ave.	Baltimore	21229	City/1	7.12 miles	22	10.64 miles	26	5.29 miles	15	7.05 miles	16
Hub 1 -# 38	1422 E. Baltimore Str, #200	Baltimore	21231	City/1	3.48 miles	8	3.35 miles	12	6.22 miles	15	1.77 miles	6

North - 2 Route

<i>Student</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Route</i>	<i>Mileage to Hub Option #1, Catonsville YMCA</i>	<i>Minutes to Hub #1</i>	<i>Mileage to Hub Option #2, Hernwood Recreation Center</i>	<i>Minutes to Hub #2</i>	<i>Mileage to Hub Option #4, S. Baltimore Recreation Center</i>	<i>Minutes to Hub #3</i>
Hub 2 -# 1	8117 Streamwood Drive	Pikesville	21208	North/2	9.43 miles	18	5.39 miles	13	11.66 miles	17
Hub 2 -# 2	4102 Hunters Hill Circle	Foxridge	21133	North/2	11.49 miles	24	3.32 miles	10	13.68 miles	23
Hub 2 -# 3	2901 Lakebrook Circle, Apt. T01	Baltimore	21227	North/2	6.44 miles	11	16.63 miles	29	23.24 miles	31
Hub 2 -# 4	P.O. Box 67804	Baltimore	21215	North/2	N/A	N/A	N/A	N/A	N/A	N/A
Hub 2 -# 5	8206 Courtland Manor Road	Baltimore	21208	North/2	9.15 miles	17	4.81 miles	11	12.51 miles	20
Hub 2 -# 6	8206 Courtland Manor Road	Baltimore	21208	North/2	9.15 miles	17	4.81 miles	11	12.51 miles	20
Hub 2 -# 7	1057 Bayner Rd	Baltimore	21221	North/2	22.16 miles	30	29.35 miles	43	18.98 miles	25
Hub 2 -# 8	28 Twin Circle Way	Baltimore	21227	North/2	7.14 miles	13	17.33 miles	31	23.94 miles	33
Hub 2 -# 9	3525 Meadowdale Drive	Windsor Mill	21244	North/2	8.79 miles	16	4.14 miles	9	13.99 miles	20
Hub 2 -# 10	5916 Johnson Street	Baltimore	21228	North/2	3.50 miles	9	10.79 miles	21	17.40 miles	23
Hub 2 -# 11	3929 Princely Way	Pikesville	21208	North/2	9.20 miles	17	4.86 miles	12	12.44 miles	20
Hub 2 -# 12	1925 S. Ridge Road	Edgewood	21040	North/2	35.16 miles	42	40.33 miles	53	29.95 miles	36

East – 3 Route

<i>Student</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Route</i>	<i>Mileage to Hub Option #1, BGCAA Bates Center</i>	<i>Minutes to Hub #1</i>	<i>Mileage to Hub Option #2, Mid-Shore Family YMCA</i>	<i>Minutes to Hub #2</i>
East 3- #1	914 Central Street	Annapolis	21401	East/3	0.35 miles	1		
East 3- #2	3386 Riva Road	Davidsonville	21035	East/3	7.7 miles	16		
East 3- #3	27423 Deal Island Road	Princess Anne	21853	East/3			20.34 miles	26
East 3- #4	611 Truitt Street	Salisbury	21804	East/3			2.7 miles	7

South – 4 Route

<i>Student</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Route</i>	<i>Mileage to Hub Option #1, BGC of Southern Maryland</i>	<i>Minutes to Hub #1</i>	<i>Mileage to Hub Option #2, Suitland Community Center</i>	<i>Minutes to Hub #2</i>
South 4 - # 1	8435 Cedar Lane	Lusby	20657	South/4	6.85 miles	10		
South 4 - # 2	13625 Dowell Road	Dowell	20629	South/4	1.50 miles	3		
South 4 - # 3	45376 Stark Drive	Piney Point	20674	South/4	22.85 miles	37		
South 4 - # 4	P.O. Box 179	Great Mills	20634	South/4	9.13 miles	14		
South 4 - # 5	7500 Graylynn	Lanham	20706	South/4			14.59 miles	24
South 4 - # 6	4208 Monroe Street	Brentwood	20722	South/4			11.76 miles	23
South 4 - # 7	9566 Muirkirk Road, Apt 202	Laurel	20708	South/4			20.95 miles	28
South 4 - # 8	1781 Village Green Drive	Hyattsville	20785	South/4			10.47 miles	16
South 4 - # 9	9109 Springhill Lane, #104	Greenbelt	20770	South/4			16.41 miles	24
South 4 - # 10	4207 Plummers Promise Drive	Bowie	20720	South/4			16.75 miles	28
South 4 - # 11	829 Marcy Avenue, #201	Oxon Hill	20745	South/4			7.49 miles	18
South 4 - # 12	2301 Tuemmler Avenue	Landover	20785	South/4			10.30 miles	16
South 4 - # 13	2301 Tuemmler Avenue	Landover	20785	South/4			10.30 miles	16
South 4 - # 14	11429 Cherry Hill	Beltsville	20705	South/4			22.10 miles	29
South 4 - # 15	6406 Fairbanks Street	New Carrollton	20785	South/4			14.15 miles	23
South 4 - # 16	2256 Brightseat Road	Landover	20785	South/4			9.32 miles	14
South 4 - # 17	10508 Keepsake Court	Upper Marlboro	20772	South/4			9.42 miles	17

West 5 – Route

<i>Student</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>	<i>Route</i>	<i>Mileage to Hub Option #1, Ellicot City Family Center</i>	<i>Minutes to Hub #1</i>	<i>Mileage to Hub Option #2, YMCA of Frederick County</i>	<i>Minutes to Hub #2</i>
West 5 # 1	8755 Hayshed Lane	Columbia	21045	West/5	3.45 miles	7		
West 5 # 2	3608 Mount Ida Drive	Ellicot City	21043	West/5	2.39 miles	6		
West 5 # 3	4208 Prudence Street	Columbia	21044	West/5	6.84 miles	10		
West 5 # 4	8760 Tamar Drive	Columbia	21045	West/5	4.73 miles	8		
West 5 # 5	8995 Queen Maria Court	Columbia	21045	West/5	3.39 miles	8		
West 5 # 6	6027 Turnabout Lane	Columbia	21044	West/5	7.33 miles	11		
West 5 # 7	4812 Circling Hunter Drive	Columbia	21045	West/5	1.60 miles	3		
West 5 # 8	10528 Westlake Dr Apt 103	Bethesda	20817	West/5	34.55 miles	41		
West 5 # 9	665 Hayes Avenue	Hagerstown	21740	West/5			26.60 miles	34



The SEED School of Maryland

Attachment C: Parent/Student Transportation Memorandum of Understanding

**Student(s)
Name(s)** _____

**Parent/Guardian
Name(s):** _____

The SEED School of Maryland is pleased to offer transportation assistance for students on Sunday check-in and Friday check-out. We have partnered with several organizations around the states to serve as regional hubs in your area for pick-up on Sunday afternoons and Friday evenings. We value the safety of our students and therefore have chosen locations which are child and family friendly, have accessible hours and provide adult supervision. All of the locations for the School are YMCA's, Boys & Girls Club, PAL Centers, or community recreation centers.

Transportation will not be provided on August 24, 2008 (student move-in date) and June 9 2009 (student move-out date). Below is the PROPOSED site that we have arranged as your child's designated transportation hub. Final confirmation of the site will be provided prior to the beginning of school.

**Ellicot City Family Center
4331 Montgomery Road
Ellicot City, MD 21043**

Transportation for the students will begin on Friday, August 29, 2008
at 4pm.

Please initial each that applies to you regarding the transportation of your child.

I understand that the above location is the designated pick-up and drop-off point for my child and I understand that my child must abide by the guidelines, rules and regulations set forth at this club. In addition, this site/location does not pose an inconvenience for me.

I authorize my child to be registered at the partnering site and will make arrangements to pick-up my child at the site. I understand it is my

_____ responsibility to contact the site if I am delayed for any reason.

_____ This location is inconvenient for my child. I need assistance identifying an alternate location that meets the schools expectation of being a safe, family friendly, adult supervised organization.

_____ I will be making arrangements for my child to be picked-up and dropped-off at The SEED School of Maryland located at 200 Font Hill Ave. Baltimore, Maryland 21223.

_____ I understand that I am to notify the School 24 hours prior to Friday departure and 48 hrs prior to Sunday pick-up if I will not be/or will be using the bus system for my child.

The following individuals are authorized to pick up my child. I take full responsibility for identifying these individuals and know that I must contact The SEED School of Maryland at 410-662-4646 if anyone should be removed from the list.

Name

Relationship to student

Name

Relationship to student

Name

Relationship to student

Signature of parent/guardian

Date



The SEED School of Maryland

Attachment D: Memorandum of Understanding

The SEED School of Maryland is a new statewide, public, college preparatory boarding located at 200 Font Hill Avenue, Baltimore, MD 21223. Students will be arriving on campus on August 24, 2008. SEED will provide a transportation option to all students for the 2008-09 school year for pick up/drop off service on Sunday and Friday afternoons. The 2008-09 SY will consist of 6th grade students. We are looking for Boys & Girls Clubs to partner with us in this effort.

SEED Responsibility

- Provide transportation for students to the Boys & Girls Club on Friday's.
- Pick up students from Boys & Girls Clubs on Sunday within specified time frame.
- Provide an assistant who will escort the student to the center and check in the student on Friday's.
- Promptly pay the service registration fee for each student.
- Provide Boys & Girls Club with contact information for student's guardian and SEED contact.

Boys & Girls Club Responsibility

- Provide check in for all SEED students identified at site.
- Provide customer friendly interactions to SEED students, parents and staff.
- Report any incidents at center to parents as well as SEED contact.
- Ensure students are checked out only to guardian.
- Ensure all children workers have proper background check and training.

The club will assume full responsibility for each kid once registered on their premise and SEED understands that the policy and procedures of the club will be enforced once the kids are onsite.

SEED Representative

Date

Partner Site Representative

Date



The SEED School of Maryland

Attachment E: Emergency Evacuation Practice Drill

Evacuation practice drill date:

Place of drill:

Time start: _____ Time finished: _____

Students participated: _____

Bus driver in attendance: _____

Practice activities (opening emergency exits, exit back doors, etc.):

SEED staff: _____

Principal: _____



The SEED School of Maryland

Attachment F: School Bus Accident Report

Accident _____ Incident _____
 Date of incident/accident _____
 Time of incident/accident _____
 # Students on bus _____
 # injured _____
 Address/intersection _____ Bus Route _____
 Destination _____ Bus Type (A/B) _____
 Driver name _____

Contributing Factor	Weather	Road Conditions
Weather	Clear	Dry
Driver error	Cloudy	Wet
Equipment failure	Rainy	Snow/Ice
Road conditions	Snow/ice	Mud/Dirt
Other Vehicle error	Fog	Construction
Unknown	Dusty/Windy	Debris
Other (please specify):	Other (please specify):	Other (please specify):

Type of accident (front, rear, lateral, roll-over, fender-bender, non-crash event): _____

On scene: _____ Fire _____ Police _____ Ambulance _____

Signature of Driver

Date

Description of accident (please use back of form if additional space is needed):



The SEED School of Maryland

Attachment G: Bus Manifest – Drop Off

Driver			Route	Date	
Site name	Arrive	Leave	Mileage	# students	Comments

Arrival time _____ Total # students _____

Total time _____ Total mileage _____

Signature of Driver Date

Signature of Aide Date



The SEED School of Maryland

Attachment H: School Bus Behavior Referral Form

School Bus Behavior Referral Form

Student Name: _____

Grade: _____ Date: _____

School Bus Driver: _____

Intake School Staff

Member: _____

DESCRIPTION OF THE CONCERN: (Specific and observable behavior)

- | | |
|---|---|
| <input type="checkbox"/> Damaging vehicle or equipment on bus | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Using inappropriate language | <input type="checkbox"/> Causing disturbance |
| <input type="checkbox"/> Disobeying or ignoring driver | <input type="checkbox"/> Smoking or drinking on bus |
| <input type="checkbox"/> Other _____ | |

Signature of Driver _____

Date _____



The SEED School of Maryland

Attachment I: Bus Aide Agreement

I understand that I must perform the following duties as a Bus Aide for The SEED School of Maryland:

Initial

Duty

_____ Escort the student(s) into their designated transportation location and ensure the student(s) have been adequately signed into/out of the center.

_____ Report any incidents and referrals to school personnel.

_____ Enforce the seating assignments on the bus.

Print Name

Date

Signature



The SEED School of Maryland

Attachment J: School Bus Behavior Report

Date:

To the parent or guardian of:

We have a very important job, getting our boys and girls to and from school. Each bus carries very special cargo! One of the most challenging tasks faced by school bus drivers and attendants is maintaining appropriate student behavior.

Attached you will find a copy of the School Bus Behavior Referral Form. Your child's bus driver submitted this form for one of the following behaviors:

- | | |
|--|---|
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Foul Language |
| <input type="checkbox"/> Not in Seat | <input type="checkbox"/> Excessive Noise |
| <input type="checkbox"/> Objects thrown out window | <input type="checkbox"/> Disrespect to driver |
| Other _____ | |

Every student has the right to a safe bus ride to and from school. This is a serious obligation for everyone. Safety is our top priority. Further inappropriate actions will result in bus suspension and possible removal from the bus if needed. Please speak to your child about the proper behavior on the school bus.

Please sign and return the bottom portion of this letter. Thank you for your prompt attention to this matter.

Sincerely,

School / Student Life Administrator
The SEED School of Maryland

I have spoken with _____ about the responsibility of riding the school bus. I understand that a continuation of inappropriate behaviors could lead to suspension from the school bus.

Parent Signature

Student Signature