

# **DIVISION OF TRANSPORTATION SERVICES** **WEST FARM LOWER DEPOT**

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August 15, 2025

Dear Elementary School Parent:

Bus route information will be available through ParentVUE for the 2025-2026 school year. This information is also available on the MCPS website. Please note the appropriate time, location, and route number for your child. Many routes are designed so that students do not need to cross a major roadway to use the bus. This is indicated on route descriptions by "RSO" (right side only) next to the bus stop notation. Parents should not allow their children to circumvent this safety measure by crossing the road to use a different bus stop if there is one on their side of the street. Parents should contact their depot manager if no bus stops on their side of the street. Route numbers are displayed on each bus on the side window. Questions about transportation should be directed to your transportation depot. Your school or the MCPS website can provide you with contact information for your transportation cluster manager.

School bus transportation is provided for elementary school children who live more than 1 mile from their home school. If you live within 1 mile of the school and you do not see a stop on the list that is in your neighborhood, your child is not eligible for transportation. Bus stops previously scheduled may have been eliminated or relocated to provide operational efficiencies. Every effort is made to minimize inconvenience to students and parents while providing a reasonable level of service. Saving support budget dollars allows more resources to be available for classrooms.

Appropriate student behavior is essential to the safety and comfort of everyone. Parents are encouraged to discuss behavior with their children regularly to reinforce this message. All students must follow the rules stated in the "*Ride by the Rules*" campaign. For more information on this, please visit: <https://www.montgomeryschoolsmd.org/departments/transportation/rules/>. Students must also adhere to the MCPS Student Code of Conduct at all times.

Please remember that parents are responsible for their children on the way to the bus stop, at the bus stop, and on the way home from the bus stop. Children should arrive at the stop at least five minutes before the established pick-up time. Parents are responsible for children as soon as they get off the bus at the afternoon bus stop and should plan to meet the bus or arrange for a caretaker or other responsible adult to accompany the children safely home or to the child care provider. Parents should instruct their children where to get off the bus and familiarize them with unique aspects of the bus stop or landmarks so that, before the first day they will ride the bus, the children will know the stop where they should get off the bus. Please note: bus operators do not know all the possible caretakers for each child who might be picking up a student on a particular day, and are unable to match each child to a specific adult.

When students get off the bus, they are entirely in the care of the parent or caregiver, or are on their

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[www.MontgomerySchoolsMD.org/departments/transportation/](https://www.MontgomerySchoolsMD.org/departments/transportation/)  
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own to walk home if no parent or caregiver is present. Please provide the tools for your child to become an independent rider by making sure they know exactly where to get off the bus, as well as the need to immediately alert the bus operator, before getting off the bus, if possible, if they do not see a parent or other person who typically meets them at the bus stop. Once alerted, the bus operator will return the student to the school, or take other steps to ensure the child's safety. Buses are scheduled to arrive at the dismissal bell time for your school, however, patience and flexibility should be given due to various factors including traffic congestion, construction projects, weather and other variables outside of our control.

If you usually meet your child at the bus stop, and cannot make it on a given day, call the school well before dismissal time and ask that your child be kept at the school to be picked up rather than placed on the bus. This is an emergency backup plan that should only be used in those rare circumstances when you are unexpectedly and unavoidably delayed in making it to the bus stop. Keep the school phone number in your cell phone or other convenient place so you will be ready should an emergency arise. Establishing a buddy plan for your child with an older sibling or classmate is advised in case your child ends up at the afternoon bus stop without you or another caregiver. Bus schedules are approximate and may vary due to traffic, weather conditions, and student changes, so be at the bus stop ahead of the standard drop-off time.

Following safety rules when boarding, riding, and getting off the bus is very important. Reviewing safety rules with your child will help to ensure bus safety.

### KEY POINTS:

If you want your child to be supervised by an adult while walking home from the afternoon bus stop, you must make sure that happens. Once the student gets off the bus, only you can ensure your child is appropriately supervised. We recommend the following when students need supervision after getting off the school bus:

- Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time, as the bus could come early on any given day.
- Plan in advance for another adult who is usually at the bus stop to care for your child if you are not there one day.
- Call the school, well before dismissal time, if you have an emergency and cannot make it to the bus stop. This will ensure your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.
- Arrange for an older student "buddy" who will walk home with your child, or allow your child to stay at their house until you pick up your child. Be sure to work with the other

student's parent when arranging this plan.

- Be sure your child knows to tell the bus driver, before getting off the bus, if something is "not right." This could include, among other things, a parent or caregiver who is usually at the stop, not present; missing their stop; or realizing they've boarded the wrong bus and not recognizing any stop.
- Students should not bring animals, alcohol, tobacco, weapons (including toy or "look-alike" weapons), glass containers, or explosives on the bus.

When bus stops are scheduled at intersections, students should stand safely away from traffic, within 150 feet of the stop. *Parents are responsible for maintaining discipline and safety at bus stops.* Students waiting for buses may choose to stand in carports and garages for protection from the elements. This is acceptable only if: (1) it does not alter the route; (2) it does not increase the number of stops; (3) it is acceptable to all parties involved; and (4) it is reasonably close to the regular stop (so that a substitute bus operator, not familiar with special arrangements, may easily locate the students). Please note: bus operators are only authorized to stop at designated stops; do not request unauthorized stops. MCPS realizes substantial fuel and other operational savings by limiting the number of bus stops.

Students who wish to ride home on a friend's bus, or get off their own bus at a friend's stop, must bring a note from their parent. Once approved and signed by the principal, the student should give this note to the operator of the bus they will be riding. This practice will typically be approved where space permits.

Inclement weather creates many hardships for all. It is not possible to provide additional transportation during the winter months or on rainy days, and for this reason, students should dress accordingly. In case buses are not able to reach designated stops due to snow and ice accumulation, parents are encouraged to make advance arrangements with bus operators so that students who live in these areas can board at alternate locations when necessary.

Student transportation can only operate effectively if we all do our part to make things work. Parental assistance and cooperation are needed to provide a safe transportation system for student riders. The transportation team values our partnership and appreciates your trust and support.

Sincerely,



Kimberly Brown  
Depot Manager

KB:grc