

<b>Bartlett City Board of Education</b>		<b>3018</b>
Descriptor Term: <b>STUDENT TRANSPORTATION MANAGEMENT</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>03/22/2018;10/24/2019 06/27/2024</b>

1 Generally

2 School buses shall be maintained and operated in accordance with state law and in accordance  
3 with the specifications developed by the Department of Education and approved by the  
4 Department of Safety.<sup>1</sup> Transportation shall be provided for all Bartlett residents who live more  
5 than 1 ½ miles by the nearest accessible route from the school to which they are assigned.  
6 Students shall not be in transit to and from school more than one and one-half (1 1/2 ) hours each  
7 way. Transportation shall not be provided for resident students attending a non-assigned school  
8 or for non-resident students. All accidents, regardless of the damage involved, must be reported  
9 to the Transportation Supervisor, including incidents in which any part of the bus contacts any  
10 other object or vehicle. The Superintendent shall develop procedures to ensure compliance with  
11 the statutory and regulatory requirements for the District’s student transportation program.

12 Transportation Supervisor

13 The Superintendent shall appoint a Transportation Supervisor who shall be responsible for the  
14 monitoring and oversight of transportation services for the District. Upon being appointed, the  
15 Transportation Supervisor shall complete a student transportation management training program  
16 developed jointly by the Tennessee Department of Safety and Tennessee Department of  
17 Education. Each year thereafter, the Transportation Supervisor shall complete a minimum of four  
18 (4) hours of annual student transportation management training approved by those departments;  
19 provided, the annual training shall not be required in the same year the management training  
20 program is completed. The annual training and management training program must include  
21 procedures concerning persons improperly on school busses.<sup>2</sup> The Transportation Supervisor  
22 shall ensure that all transportation records are collected and maintained in accordance with state  
23 law and State Board rules and regulations.

24 Contracted Bus Service

25 The Superintendent shall contract for student transportation services annually or as otherwise  
26 authorized by the Board. School buses shall be operated in accordance with State and Federal  
27 law, and the Superintendent shall ensure that the following requirements are satisfied.<sup>3</sup>

- 28 a) Each school bus and all related equipment shall be maintained in condition to operate  
29 safely at all times during the school year and shall conform to specifications set forth by  
30 the State Board of Education and National Highway Traffic Safety Administration.

<sup>1</sup> T.C.A. §49-6-2108; T.C.A. §49-6-2109; TRR/MS 0520-01-05

<sup>2</sup> T.C.A. §49-6-2116(b); T.C.A. §49-6-2008

<sup>3</sup> T.C.A. §49-6-2109; TRR/MS 0520-1-5

- 1 b) Each school bus shall be equipped with the phone number for reporting safety complaints  
2 on its rear bumper. Buses shall also include notice in a conspicuous place that only  
3 authorized persons shall enter the bus. This notice shall include appropriate contact  
4 information in case of an issue on the bus.<sup>4</sup>
- 5 c) Each school bus driver shall obey all applicable state rules and regulations.
- 6 d) Each contractor shall have on file in the Superintendent's office a current statement of  
7 liability and property damage insurance coverage in the amounts prescribed by State  
8 Board rules.
- 9 e) Each school bus driver shall follow BCS policies regarding the transportation of students  
10 or the prohibition against transporting BCS students.
- 11 f) Annually, each school bus driver shall pass a physical and mental examination or shall be  
12 prohibited from transporting BCS students. The results of such annual physical and mental  
13 examination shall be submitted to the Superintendent or his/her designee. The Board shall  
14 revoke the certificate of any school bus driver found to be physically, mentally, or morally  
15 unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus  
16 driver is convicted of driving under the influence, vehicular assault, vehicular homicide,  
17 aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a  
18 controlled substance or analogue.<sup>5</sup>
- 19 g) Each school bus driver must possess the proper license with school bus and passenger  
20 endorsements in the appropriate vehicle class.
- 21 h) Each contractor shall participate fully in the complaint process and recordkeeping  
22 requirements as outlined below.
- 23 i) Each school bus driver shall receive a certificate from the Board prior to operating a school  
24 bus for the district. The issuance of a certificate to a school bus driver shall be based on  
25 the qualifications of school bus drivers as determined by the Superintendent.<sup>6</sup>

## 26 Transportation Related Complaints<sup>7</sup>

27 Students, parents, teachers, staff, and community members are encouraged to report school bus  
28 safety complaints on a form that is developed by the Transportation Supervisor. The complaint  
29 form shall be available in each school's main office, the Central Office, and on the District's  
30 website. Complaints may also be reported to the telephone number displayed on the bumper of  
31 each school bus serving the District. If a complaint is received via telephone, the person  
32 designated to receive calls shall complete the complaint form and submit it to the Transportation  
33 Supervisor. Each complaint form will be time and date stamped upon receipt by the District.

34 The Transportation Supervisor shall ensure that the investigation of all safety related complaints  
35 is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of  
36 a complaint, a preliminary report shall be issued to the Superintendent and shall include the  
37 following information:

- 38 a) The time and date of receipt of the complaint;  
39 b) A copy or summary of the complaint;  
40 c) The name of the bus driver of the bus on which the complaint arose;  
41 d) A list of all prior complaints or disciplinary actions, if any, taken against the driver.

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<sup>4</sup> T.C.A. §49-6-2008(e)

<sup>5</sup> T.C.A. §49-6-2107; T.C.A. §49-6-2108(b)

<sup>6</sup> T.C.A. §49-6-2107

<sup>7</sup> T.C.A. §49-6-2116(d)

1 Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall  
2 ensure that a final report is submitted to the Superintendent including any findings and any action  
3 taken in response to the complaint.

4 An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students  
5 in the BCS student handbook as well as on the transportation page of the BCS website.<sup>8</sup>

6 Recordkeeping<sup>9</sup>

7 The Transportation Supervisor shall ensure the following records are collected and maintained:

- 8 a) Bus maintenance and inspection forms;
- 9 b) Bus driver credentials, including required background checks, health records, and  
10 performance reviews;
- 11 c) Driver training records;
- 12 d) Accident reports; and
- 13 e) Complaints received and any records related to the investigation of those complaints.

14 The Transportation Supervisor shall be responsible for ensuring that this policy is included on the  
15 District's website and in each of BCS's student handbooks.

16 Use of Video Cameras and Related Video Footage

17 Video cameras may be used to monitor student behavior on vehicles transporting students to and  
18 from school or extracurricular activities.

19 The District shall keep all video recording of students, if any, confidential and shall at all times  
20 comply with T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C.  
21 §1232(g)), and other relevant state and federal privacy laws related to video recordings.

22 Parents or guardians who wish to view video footage collected from school buses, if any, shall  
23 contact the BCS Transportation Supervisor with the basis of such request. Video footage shall be  
24 viewed consistent with the terms of T.C.A. §49-6-2119 and under the supervision of the BCS  
25 Transportation Supervisor.

26 Video footage collected from school buses, if any, shall be maintained for ten (10) calendar days

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<sup>8</sup> T.C.A. §49-6-2116

<sup>9</sup> T.C.A. §49-6-2116(d)(5)