
ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

STUDENT TRANSPORTATION POLICY

Clarksville-Montgomery County School System operates a school bus fleet to offer a mass transportation option to the citizens of Montgomery County. The fleet has priorities for providing transportation services. They are:

Priority I: to and from school transportation,

Priority II: to and from extracurricular school activities transportation, and

Priority III: transportation support of the local community.

All Priority I transportation services must be complete before Priority II and Priority III transportation request will be approved. Student Athletic Trips are the exception. When athletic trip transportation is approved, elementary students that will be affected by the trip will be held in the school under the supervision of school administrators until a substitute bus can be assigned.

Pursuant to Tennessee Code Annotated (T.C.A.) §49-6-2101, CMCSS provides school bus transportation to students who live more than one and a half (1½) miles from the school they are zoned and enrolled to attend.

To this end:

1. In Montgomery County, school bus transportation may be made available to all students residing in Montgomery County who live more than:
 - a) One (1) mile from their zoned elementary school,
 - b) One and a half (1.5) miles from their zoned middle or high school, or
 - c) as required by a Special Needs IEP.
2. School bus stops will be established throughout the county to support this policy and the student transportation procedures ([TRN-P001](#) and [TRN-P002](#)). A student can have only one bus and one bus stop (i.e., a student cannot be picked up at one bus stop in the mornings, and dropped off at a different bus stop in the afternoons). If the bus stop is a day care center, the day care center must be located within the school zone.
3. Bus routes will be established annually using logistics software. The routes will be established to provide the most direct and safest route to school while also considering the capacity of the bus. In no instance will a child's time in transit on the bus (to or from school) exceed 90 minutes. It is mandatory for a stop to be door side on state highways of 50mph or more. Exceptions cannot be made without Transportation Manager approval.
4. Students shall not be allowed off their assigned bus until they reach their school or their assigned bus stop. Students requesting transportation to a bus stop other than their assigned bus stop must provide the bus driver with a note signed by the student's parent/guardian and by the school principal.

5. With the exception of families with students requiring special education transportation, no family shall be served by more than one elementary, one middle, and/or high bus.
6. Middle and high school students will not ride on a school bus with elementary students.
7. Regular education students will not ride on a special education bus. Special education students may ride on a regular education bus.
8. Hardship exceptions to items 2 & 4-7 above will be considered on a case by case basis. The following conditions do not qualify for Hardship Transportation Exceptions: Custody arrangements, financial difficulties/hardship, out of county, convenience, or single parent work/school hours. The following conditions will be considered for a Hardship Transportation Exception: Extreme medical/disability, McKinney-Vento Homeless Act, and military separation. Request for exception to policy should be submitted to the Administrative Assistant II/Receptionist via written correspondence. The request should include a letter of request for exception to policy and all information the requesting individual would have considered, such as medical statements, hardship documents, etc. Exceptions to this policy will be for a specific period of time not to exceed the end of the current school year.
9. The completed package will be submitted to the Transportation Manager for consideration. No transportation exceptions will be considered until after Labor Day to allow for student enrollment to stabilize, bus ridership to be established, kindergarten to begin, and routes to be adjusted accordingly. The recommendation of the Transportation Manager will be forwarded to the Chief Operations Officer for final disposition.

T.C.A. §49-6-2116 requires the following relative to the safe transport of students.

To this end:

1. A transportation manager has been appointed by CMCSS to be responsible for the monitoring and oversight of transportation services for the district.
2. The transportation manager shall complete a student transportation management training program jointly developed and approved by the State of Tennessee Department of Safety and Department of Education and, thereafter, shall complete a minimum of four (4) hours of annual training approved by those departments; provided, that the annual training shall not be required in the same year the management training program is completed.
3. CMCSS must send the name of the transportation manager to the Department of Education. Each year by August 15th, CMCSS must submit the name of the transportation manager to the Department of Education along with verification that the transportation manager has completed the training required by law. CMCSS must notify the Department of Education promptly of any change in transportation manager that occurs during the school year.
4. CMCSS has satisfied the following State requirements relative to the safe transport of students:

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- a. CMCSS has established and implemented a procedure for students, parents, teachers and staff, and the community to report school bus serious safety complaints.
 - b. CMCSS has established and implemented a procedure for the transportation manager to investigate any complaint of a serious safety violation or concern, such that,
 - i. The investigation is commenced within twenty-four (24) hours of receipt.
 - ii. Within forty-eight (48) hours receipt of a founded complaint, a preliminary electronic report is issued to the Director of Schools that includes time and date of receipt of the founded complaint, a copy or summary of the complaint, the school bus driver involved, and any prior complaints or disciplinary actions taken against the driver.
 - iii. Within sixty (60) school days of receipt of a founded complaint, a final electronic report is issued to the Director of Schools in writing that includes any findings of the investigation and any action taken by the transportation manager in response to the founded complaint.
 - c. Each CMCSS school bus is required to post the phone number for reporting serious safety concerns on the rear bumper.
 - d. CMCSS will provide annual notice to students and parents regarding the process for reporting school bus serious safety concerns and/or suspected safety violations.
 - e. CMCSS has established and implemented a procedure for the collection and maintenance of following records:
 - i. Bus maintenance and inspections,
 - ii. Bus driver credentials, including required background checks, health records, and performance reviews,
 - iii. Driver training records, and
 - iv. Complaints received and any records related to the investigation of those complaints.

Serious safety violations include, but are not limited to the following:

1. Speeding: Driving more than 5 miles per hour over the posted speed limit, traveling too fast for weather conditions/road conditions or for traffic flow.
2. Violating or neglecting to stop at a red traffic light or stop sign.
3. Using electronic device while operating a school bus.
4. Reckless driving: Following too close to other vehicles, passing on the shoulder of the road, passing in the median, traveling off of paved road.

- 5. Violating the 8-way light operation.
- 6. DUI, drug and/or alcohol use.
- 7. Property damage (over \$500.00).

Implementing Procedures: [TRN-P001](#) Student Transportation Procedure
[TRN-P002](#) Special Transportation Procedure
 TRN-P028 Transportation Bus Driver Safety Violation Complaint

Associated Documents: T.C.A. §49-6-2101
 T.C.A. §49-6-2116
 TRN-A022 School Bus Driver Records Collection and Maintenance
[TRN-A001](#) Student Transportation Safety Policy
 Forty-eight Hour Preliminary Founded Complaint Report
 Sixty Day Final Founded Complaint Report

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 11/28/05 | | Initial Release |
| 9/19/07 | A | Addition of priority statement in opening paragraph and Student Athletic Trips exception, add second sentence in Number 9 and expand Number 4. |
| 9/14/09 | B | Insertion of Tennessee Code Annotated requirement and changed wording in #1 (under "To this end") from <i>will</i> be made available to <i>may</i> be made available. |
| 10/04/10 | C | Change "Chief Operations Officer" to "Transportation Manager" in Number 8. Add emphasis to last sentence in Number 9. |
| 1/07/13 | D | Add "athletic trip transportation is approved". 2. Add "the day care center". Implementing Procedures: Name of TRN-P002 changed to Special Transportation Procedure. 9. Change Student Transportation Advisory Committee to Transportation Manager. |
| 4/13/15 | E | Correct changes not updated from previous revisions C & D. Updated logo. |
| 5/11/15 | F | Added students residing in Montgomery County to bus stop rules. Added statement about one bus and one bus stop to number 2. Changed wording in #5 to read middle or high school bus. |
| 6/8/15 | G | Removed "All decisions of the Transportation Manager are final" from #9. |
| 5/7/18 | H | Change "custody" to "hardship" in #8, Removed "through" in #8, Inserted "School Principal and" in #9, Removed "on the last Friday of each month as required", Change "the last Friday in September" to "Labor Day" in #9, Inserted "The recommendation of the Principal and the Transportation Manager will be forwarded to the Chief Operations Officer for final disposition" in #9. Added "and safest" and "It is mandatory for a stop to be |

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| | | <p>door side on state highways of 50 mph or more. Exceptions cannot be made without Transportation Manager approval.” to #3 of page 1.; added new requirements of T.C.A. §49-6-2116; added “Serious safety violations include, but are not limited to the following: (1.) Speeding: Driving more than 5 miles per hour over the posted speed limit, traveling too fast for weather conditions/road conditions or for traffic flow. (2.) Violating or neglecting to stop at a red traffic light or stop sign. (3.) Using electronic device while operating a school bus. (4.) Reckless driving: Following too close to other vehicles, passing on the shoulder of the road, passing in the median, traveling off of paved road. (5.) Violating the 8-way light operation. (6.) DUI, drug and/or alcohol use. (7.) Property Damage”; added “T.C.A. §49-6-2101”, “T.C.A. §49-6-2116”, “TRN-A022 School Bus and Driver Records Collection and Maintenance”, “TRN-A001 Student Transportation Safety Policy”, “Forty-eight Hour Preliminary Founded Complaint Report”, “Sixty Day Final Founded Complaint Report” to Associated Documents; added “TRN-P028 Transportation Bus Driver Safety Violation Complaint Procedure” to Implementing Procedures.</p> |
| 10/5/20 | I | <p>Paragraph #3: Added “Pursuant to”, added “, CMCSS provides”, deleted “be available”, deleted “all”, added “and enrolled”.</p> |
| 2/18/21 | | <p>Reviewed, no revisions</p> |
| 6/21/22 | J | <p>Page 1, Item 1: Section a) Changed “1/2” to “One (1)” and Section b) changed “1” to “One and a half (1.5)””; Section 4: Added “assigned” before bus; Page 2, Item 8: Added “The following conditions do not qualify for Hardship Transportation Exceptions: Custody arrangements, financial difficulties / hardship, out of county, convenience, or single parent work/school hours. The following conditions will be considered for a Hardship Transportation Exception: Extreme medical/disability, McKinny-Vento Homeless Act, and military separation.”; Changed “forwarded” to “submitted”; Changed “Transportation Manager” to “Administrative Assistant II/Receptionist via written correspondence.”; Added “a letter of request for exception to policy and”; Deleted “a letter of request for exception to policy”; Deleted “Submit completed package to the Transportation Manager, 2620 Madison St., Clarksville, TN 37043.”; Page 2, Item 9: Added “The completed package will be submitted to the Transportation Manager for consideration.”; Deleted “Exception to policy will be considered by the school principal and the Transportation Manager.”; Added “after”; Deleted “principal and the”; Page 2, Sections 1 through 4 and Page 3, Sections changed “supervisor” to “manager”; Page 4 Section 7 added “(over \$500.00).</p> |

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