



Department: Operations
Policy Number: TRN-A022
Effective Date: 10/11/17

ADMINISTRATIVE POLICY

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

SCHOOL BUS AND DRIVER RECORDS COLLECTION AND MAINTENANCE

In accordance with TCA 49-6-2116, it is the policy of CMCSS to collect, maintain and store the following records and safety violation complaints as outlined below:

Bus maintenance and inspections: The CMCSS Vehicle Maintenance Department is responsible for collecting, maintaining, and storing all records pertaining to school buses, white fleet vehicles and EMS vehicles for the entire lifecycle of the bus or vehicle. These records consist of the following: Daily bus inspection, 4,000-mile inspection, 7,500-mile inspection, end-of-year final inspection, annual Tennessee Department of Safety and Homeland Security inspection, and EMS state inspection.

Bus driver credentials (including background checks, health records, and performance reviews): The CMCSS Drivers Safety Department is responsible for collecting, maintaining, and storing all records pertaining to the school bus driver’s CDL testing and licensing, DOT medical records, and drug and alcohol testing records. The CMCSS Human Resources Department is responsible for the collection and storage of all school bus driver background check documentation. HR will notify the Driver Safety Office that the applicant has cleared the background check and is ready to proceed.

Driver training records: The CMCSS Drivers Safety Department is responsible for collecting, maintaining, and storing of all bus driver state and local in-service training records. The CMCSS Transportation Department is responsible for collecting, maintaining, and storing all bus driver orientation training records.

Complaints received and any records related to the investigation of those complaints: The CMCSS Operations Department Customer Service Representative is responsible for collecting, maintaining, and storing of transportation complaints, safety violation complaints, and any records related to the investigation of those complaints in conjunction with the CMCSS Transportation Department. Complaints will be stored in both paper and electronic forms. All serious safety violations for every driver will be kept on file for five (5) years after their final employment date.

CMCSS Drivers Safety records and CMCSS Transportation Department records are stored in a secured filing cabinet and/or secured filing room until such documents have reached the maximum time allowed for retention according to TRN-P024.

Implementing Procedures:

Associated Documents: TRN-P024

REVISION HISTORY:

Date: Rev. Description of Revision:



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| 10/11/17 | | Initial Release |
| 1/2/18 | A | Added to paragraph 5 - "All serious safety violations for every driver will be kept on file for five (5) years after their final employment date." |
| 7/31/23 | B | Paragraph 3: Added "HR will notify the Driver Safety Office that the applicant has cleared the background check and is ready to proceed." |

***** End of Policy *****