



Department: Operations  
Policy Number: TRN-A024  
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ADMINISTRATIVE POLICY

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

**Safe Loading and Unloading on Campus**

It is the policy of the Clarksville Montgomery County School System Transportation Department to provide safe and efficient loading and unloading of students at all elementary, middle, and high schools as well as all extra-curricular school activities.

Students must be supervised and required to move out of the buses' danger zone (10 feet around bus) as quickly as possible!

Each school is required to provide adequate staff to meet and monitor buses while loading and unloading students. School staff must give an unmistakable hand signal that all students are clear from the danger zone around the buses and buses are clear to leave the campus.

As buses arrive on campus, they will proceed to their parking spot, stop the engine, and set the parking brake. Students are not authorized to load or unload the bus unless the engine is off and the parking brake is set.

Bus Drivers must ensure the danger zones, including sidewalks, are clear before they are released by school staff.

Buses should not arrive on the school campus more than five (5) minutes prior to their scheduled unloading time during the am route.

Bus Drivers must be in the driver's seat, ready to accept students five (5) minutes prior to release time for their pm route.

Buses that arrive on campus late will stop thirty (30) feet behind loading and unloading buses. The late buses will remain there until all buses have departed and all students are out of the danger zone. Once the danger zone is clear, late buses will drive to the crosswalk/front entrance and load or unload their passengers.

Buses will not move if students are on the sidewalk.

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/2/18		Initial Release

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