

MEMORANDUM

TO: Bus Drivers

FROM: Student Transportation Manager

SUBJECT: Request for Bus Parking at Home Address (Reference TRN-P015)



PLEASE PRINT THE FOLLOWING INFORMATION

Driver's Name _____ Bus # _____
 Parking Address _____

Approval is based on the following understanding:

Authorized Drivers, Sub-Drivers, Driver Supervisors, Fleet Supervisors, Managers, Directors, and Executives of the Clarksville-Montgomery County School System, when acting as an agent of the organization, are authorized to enter my property without my permission for the express purpose of retrieving the bus, repairing the bus, inspecting the bus, re-fueling the bus, recovering School System property from the bus, or accomplishing other District business.

The bus is authorized to be inspected, started, cleaned, maintained, and operated by the assigned driver or Clarksville-Montgomery County School System employees with a commercial license when instructed to do so by Dispatch. Driver agrees to connect the bus to an electrical outlet when outside temperatures are predicted to drop below 25 degrees, and to unplug and start the bus 20 minutes before run start time. If the bus does not start, contact Vehicle Maintenance immediately for assistance.

This bus is to be used exclusively for school business. You are expected to follow the most direct route to and from your work assignment. You are to use your bus only when you are under the direction of your dispatcher.

Some examples of proper use of your school bus "under dispatch" include: when you are providing student transportation along your assigned route, providing transportation to or from an assigned field trip or athletic trip, driving your bus to and from a fuel or maintenance facility, or driving your bus to and from your home address.

Some examples of improper use of your school bus "not under dispatch" include: stopping at a store to shop for personal items, stopping to purchase or consume a meal, driving the bus to Central Office to complete paperwork, driving the bus to Operations or one of the complexes to meet with a staff member, and driving the bus for your personal benefit. The list of unauthorized uses of the bus is not limited to these listed examples. When in doubt, ask your dispatcher for permission before you move the bus.

Requesting non-emergency time off; Park at home will be required to take their bus to the nearest complex. The bus must be full of fuel, clean (interior), with an updated seating chart and route map available for the substitute driver.

Additionally, you are required to secure the bus at all times by removing the keys from the ignition and securing them in the vehicle lock box.

Failure to comply with the security and usage requirements established in this document may result in revocation of this authorization and possible disciplinary action.

I, _____, understand the security and usage requirements associated with parking my assigned school bus at my home address.

_____ Driver's Signature	_____ Date	FOR OFFICE USE ONLY
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
Vehicle Maintenance Manger _____	_____ (Signature)	DATE _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
Student Transportation Manager _____	_____ (Signature)	DATE _____
If disapproved, location for parking: _____	<input type="checkbox"/>	Mileage check to park at home verified