

Memorandum

Date: April 26, 2007

To: All Student Transportation Department Employees

From: Jim Sumrell—Chief Operations Officer

Subject: Student Accountability Policy

We have had another incident of leaving a young student unattended on one of our school buses. I consider this offense to be negligence and the consequences of this negligence can be fatal.

Therefore; effective immediately, leaving a student unattended on any Clarksville-Montgomery County School System owned or operated vehicle will be treated as a “zero tolerance” offense and we will respond to future incidents accordingly. This zero tolerance standard applies to all employees whose negligence contributed to, or could have prevented, the incident.

It is my expectation that every vehicle we operate to transport students will be thoroughly checked for students every time the vehicle is parked and secured. There are no exceptions.

We have installed a Bus Scan Alert “Kid Checker” on every one of our buses. We must remember the purpose of the Bus Scan Alert and we can never allow ourselves to treat the device as a nuisance or allow our response to the alert to become a repetitious task that we simply go “turn off”. The Bus Scan Alert is an audio reminder that provides us with our last opportunity to thoroughly check the bus for students and to avoid a potentially catastrophic situation. Few of the numerous tasks that are expected of you, as professional school bus Drivers and Aides, are more important than this check for students.

This subject will be a topic at our next in-service training. If you have questions regarding this policy, or suggestions for improving it, please contact your Lead Driver, Ricky Lumpkin, or me immediately. We are all available to you and we appreciate your comments and suggestions.

I look forward to your strict adherence to this policy and I am confident that we can prevent a similar situation from ever happening again!

Verification of Employee Training for Student Accountability

Company Name: CMCSS-Transportation Department

Address: 2620 Madison Street
Clarksville, TN 37043

I hereby certify I have received, read, and understand the Student Accountability Policy and understand the message this policy conveys. I understand leaving a student unattended on any Clarksville-Montgomery County School System owned or operated vehicle will be treated as a “zero tolerance” offense and subject to disciplinary action.

Print Name

Date

Signature

Date