



## **STUDENT TRANSPORTATION PROCEDURE (TRN-P001)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure covers the process for requesting and receiving bus transportation for students enrolled in the Clarksville-Montgomery County School System.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Transportation Manager
- 2.2 Route Analyst

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Home School Zone/Assigned School: CMCSS shall establish attendance zone boundaries. All school-age children residing in Montgomery County shall be assigned to a school within the area (zone) in which their parents or legal guardians have established their domicile. The domicile is the place where an individual has his/her permanent home. Every person has at all times one domicile, and no person has more than one domicile at a time. Residence is not equal to domicile since a person can have many transient residences where he/she may own or be found.

### **5.0 PROCEDURE:**

- 5.1 Student is enrolled in school and requests transportation be provided by CMCSS from their Home School Zone.
- 5.2 Student qualifies to receive transportation as follows:
  - 5.2.1 State law, TCA 49.6.2101 allows for students living 1½ miles beyond their assigned school be provided transportation.
  - 5.2.2 CMCSS qualifications are:
    - a) K-5 students qualify 1 mile beyond their assigned school
    - b) 6-12 students qualify 1 ½ mile beyond their assigned school
- 5.3 School notifies routing department of request for transportation as soon as possible.
- 5.4 Route Analyst verifies school and qualification for transportation.
- 5.5 If needed, a new bus stop is established meeting the following criteria:
  - 5.5.1 Bus stops should not be established more than ¼ mile apart. Bus stops should be assigned at corners since the majority of the subdivision streets are ¼ mile from corner to corner.



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Bus stops on major highways are an exception because of safety reasons. No bus stop is considered permanent.

5.5.2 Request for bus stops closer than ¼ mile apart must be checked and approved by Route Analyst and/or Transportation Manager.

5.5.3 Based on the student's home address, bus stops are established by logistics software and adjusted by Transportation Manager with assistance from bus driver if necessary.

5.5.4 Student safety or special need is always a consideration. Short and long-term illnesses may be considered, however a statement from students' physician could be required.

5.5.5 For students who live ½ mile or more in on a dead end road there must be a turn around for buses approved by Transportation Manager and/or Route Analyst. If not, parent is informed and is responsible to transport student to a stop assigned by Transportation Manager and/or Route Analyst.

5.5.6 Bus stops are not established at business locations due to safety concerns.

5.5.7 Driver is provided with updated computerized route vias with new stops and current run information.

5.6 Parent may access bus number, stop location, morning pickup and afternoon drop times from the CMCSS web site.

5.7 Transportation staff provides bus driver with student name and address.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 Registration Forms

6.2 TCA 49.6.2101

6.3 Zoning Chart/Map

6.4 Computerized Route Map with run information

6.5 Computerized Roster of Students

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Files on each bus	Transportation office	One school year	Discard as desired	Secured Building

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
3/10/03		Initial Release



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4/23/03	A	Add definition to 4.0, note state law in 5.2.1, clarify 5.2.1, 5.2.2 & 5.8, delete state qualifications and add state law to 6.0, revise flowchart
8/21/03	B	Add 6.5
11/03/03	C	Remove 5.7, renumber, revise flowchart
11/08/06	D	Reference logistics software in 5.5.3
1/19/07	E	Add 2.2 and new 5.5.6, renumber
3/5/13	F	Add Based on the student's home address to 5.5.3
10/24/13	G	Add 4.2. Change Route Specialist to Route Analyst throughout. 5.5.7 Change route map to route vias.
3/27/15	H	5.6 Add information concerning CMCSS web site. Update flowchart.
8/29/22	I	Updated mileage eligibility due to change in PRZ in 2022-2023 school year

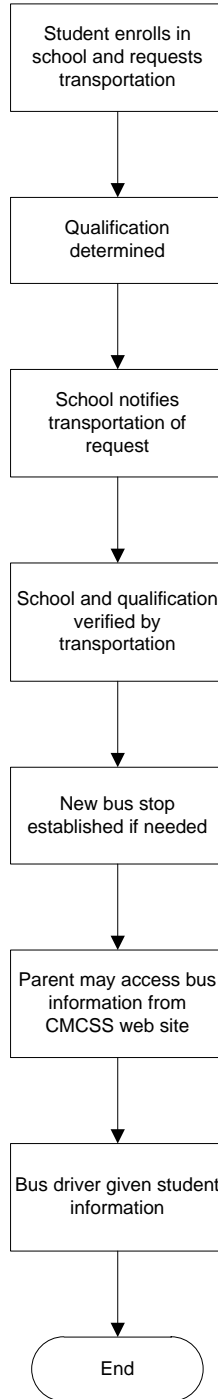
### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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\*\*\* End of procedure \*\*\*