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## **BUS ROUTE STUDENT ACCOUNTABILITY PROCEDURE (TRN-P004)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for accounting for students waiting for pick-up at their appropriate bus stops during a school closure that occurs while school buses are running their respective bus routes. It is possible that conditions may not allow this procedure to be fully implemented.

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

### **2.0 RESPONSIBILITY:**

- 2.1 School Administrators/Transportation Staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 Exposed Students: Students waiting for their respective bus or who are not able to gain entry to their respective homes.

### **5.0 PROCEDURE:**

- 5.1 Director of Schools determines that conditions exist which merit immediate school closure. Transportation staff notifies bus drivers through their radio system. Director of Communications notifies media.
- 5.2 Every possible means will be exhausted to attempt to ensure accountability for every exposed student.
- 5.3 If a bus driver deems that the route will be safe to continue, driver proceeds with route to alert waiting students of closure.
  - 5.3.1 If any waiting students have no appropriate place to go they must be taken to school by bus.
- 5.4 All students already on the bus when a closure announcement is made are taken to their respective pick-up locations for drop off.
  - 5.4.1 If students have no appropriate place to go they must be taken to school by bus.
- 5.5 If at any point during this procedure conditions exist that are deemed by the bus driver to prohibit the bus from continuing with the route, the bus is returned to its respective school.
- 5.6 The bus driver is responsible for taking to the respective school principal a list of all student's names and addresses on any portion of their route for which conditions did not allow them to travel.
- 5.7 The principal establishes a means for attempting to notify emergency contacts of all students who live on any previously unchecked bus routes.



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- 5.8 The principal notifies the Chief Operations Officer of any remaining unchecked bus routes.
- 5.9 The Chief Operations Officer assigns appropriate staff to check remaining unchecked bus routes. If this is not possible due to conditions, emergency agencies may be asked for assistance.
- 5.10 Staff for all schools are dismissed only after clearance by the Director of Schools, Chief Academic Officer or designee.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Student Emergency Cards (TRN-F037)

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/25/03		Initial Release
4/23/03	A	Clarify 1.1, 2.1, 5.1, 5.7, 5.8, 5.9, delete "if possible" throughout procedure, delete last sentence of 5.2, delete 5.8 and renumber, change 5.8.1 to 5.10, revise flowchart
11/13/06	B	Add form number to 6.1

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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

Bus Route Student Accountability Flowchart

