



## **NEW BUS ASSIGNMENT PROCEDURE (TRN-P014)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of assigning newly acquired buses.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Transportation Manager TM
- 2.2 Vehicle Maintenance Manager VMM

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 Regular Use Bus: (Years 1 – 15) School buses upon completion of 8 years of service will require approval from Transportation Manager prior to being assigned to out of state trips, out of county athletic/field trips and overnight trips. Buses servicing the district between 8 and 15 years of service are approved to transport students on field trips between the hours of 6:00am and 5:00 pm. This approval extends transportation to surrounding and neighboring counties within 150 miles one way.
- 4.2 Extended Use Bus: (Years 16, 17, 18) Extended buses beyond 16 years of service are prohibited from transporting students outside of Montgomery County unless approved by Transportation Manager. Extended buses are prohibited from being routed on Interstate 24 without approval from Transportation Manager.

### **5.0 PROCEDURE:**

- 5.1 VMM/designee compiles mileage on all.
  - 5.1.1 High mileage buses are identified for warranty purposes.
  - 5.1.2 Route mileage and number of students transported is documented.
  - 5.1.3 Trip buses are identified using Athletic Trip and Field Trip Verification Form (TRN-F008).
    - 5.1.3.1 This form is completed if bus drivers want to be assigned for field trips.
- 5.2 Driver's work ethic and job performance is evaluated.
- 5.3 Seniority (by school) is confirmed from personnel roster.
- 5.4 New bus is assigned and posted on Regular Ed Bus Assignment Form (TRN-F011A) or Special Needs Bus Assignment Form (TRN-F011B).
- 5.5 Newly assigned buses will remain with the assigned bus drivers for a minimum of 10 years, unless determined otherwise by Transportation Manager.



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### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Regular Ed Bus Assignment Form (TRN-F011A)
- 6.2 Special Needs Bus Assignment Form (TRN-F011B)
- 6.3 Manufacturer's Warranty
- 6.4 Athletic and Field Trip Verification Form (TRN-F008)
- 6.5 School Bus End of Year-Final Inspection (TRN-F010)
- 6.6 Personnel Roster (by school)

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

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Regular Ed Bus Assignment (TRN-F011A)	Transportation Office	Current School Year	Discard as desired	Secured Building
Special Needs Bus Assignment (TRN-F011B)	Transportation Office	Current School Year	Discard as desired	Secured Building

### **8.0 REVISION HISTORY:**

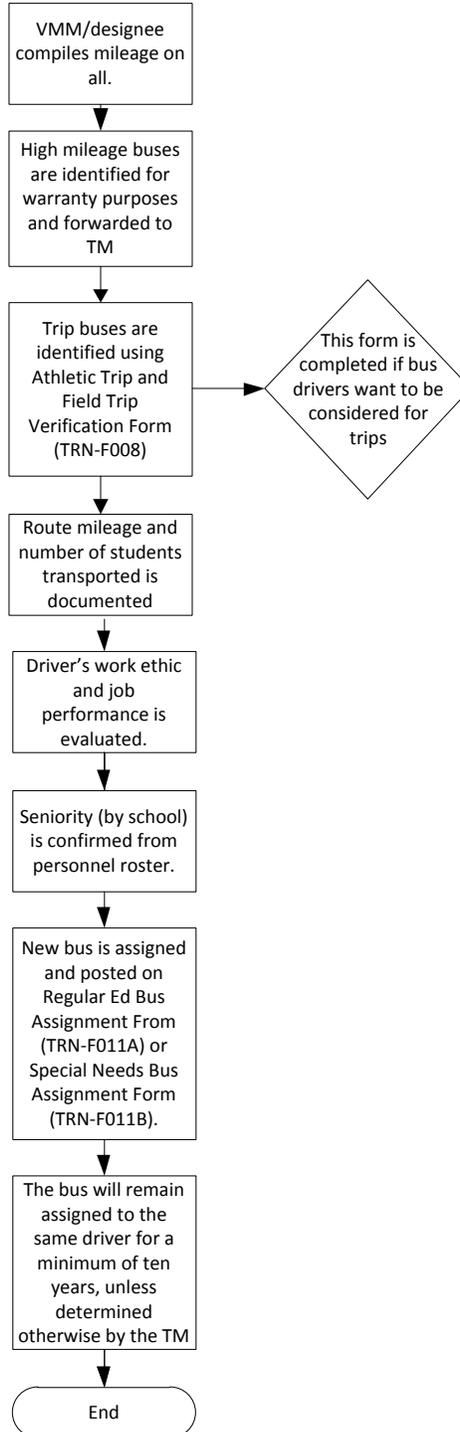
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/19/12		Initial Release
6/2/14	A	Change assigned bus to 10 years; add prohibited transporting requirements 5.6 and 5.7
3/25/15	B	Update storage location to Transportation Office. Update flowchart.

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found below.

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**\*\*\* End of Procedure \*\*\***