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## **HOME/COMPLEX PARKING PROCEDURE (TRN-P015)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of authorizing a bus driver to park his/her assigned bus at home or complex away from the Operations Complex.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Vehicle Maintenance Manager
- 2.2 Routing Analyst
- 2.3 Fleet Supervisor
- 2.4 Student Transportation Manager

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **4.0 DEFINITIONS:**

- 4.1 None.

### **5.0 PROCEDURE:**

- 5.1 Bus Driver completes Request for Bus Parking at Home Address (TRN-F014).
- 5.2 Form is forwarded to Fleet Supervisor for processing, to Vehicle Maintenance Manager for inspection and to Routing Analyst for verification.
- 5.3 Vehicle Maintenance Manager inspects requested parking location for following requirements for parking bus at home:
  - 5.3.1 Adequate space to park a school bus that is concrete or gravel.
  - 5.3.2 Verification of ownership of property. If the driver does not own the property, written authorization must be obtained from the property owner.
  - 5.3.3 No safety concerns or hazardous conditions regarding access to public road.
  - 5.3.4 Parking location must be within a reasonable distance (100 feet) of an electric outlet.
  - 5.3.5 Vehicle Maintenance Manager signs, and approves or disapproves request.
  - 5.3.6 Request is forwarded to Routing Analyst.
- 5.4 Routing Analyst verifies cost effectiveness of employee parking at home or approved parking location and documents mileage.



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5.5 Information is forwarded to Student Transportation Manager to review, sign, and approve or disapprove. Student Transportation Manager informs Fleet Supervisor of his decision.

5.6 Fleet Supervisor notifies bus driver and Routing Analyst of decision.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Request for Bus Parking at Home Address (TRN-F014)

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

<b>Identification</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Bus Parking Request	Vehicle Maintenance Manager's Office	Current Year	Discard as Desired	Secured Office/Building

### **8.0 REVISION HISTORY:**

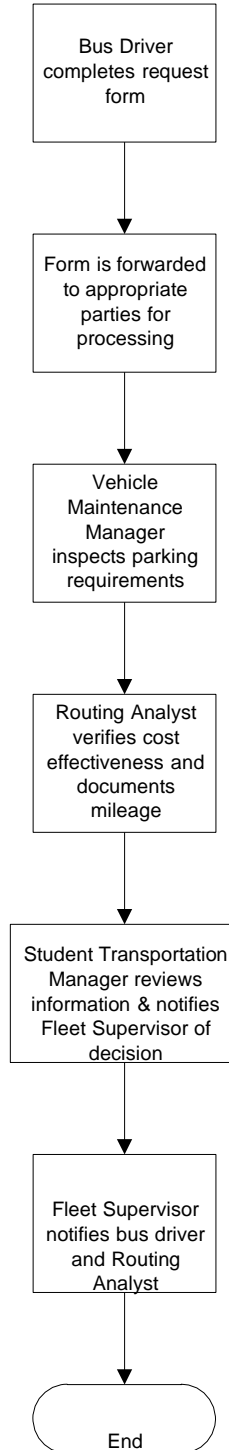
<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
6/07/04		Initial Release
11/13/06	A	Change "employee" to "requested parking location" in 5.3
2/29/05	B	Add 5.3.4
3/25/15	C	Change Route Supervisor to Route Analyst in 2.0 and throughout. Change Chief Dispatcher to Fleet Supervisor throughout. Add Vehicle Maintenance Supervisor to 2.0 and throughout. 5.1 and 6.1 Change name to Request for Bus Parking at Home Address. 5.3.2 Add If the driver does not own the property, written authorization must be obtained from the property owner. Add 5.3.5 and 5.3.6. 5.4 Change Liberty to approved parking location and documents mileage. 5.5 Add sign, and approve or disapprove. Update storage location and retention. Update flowchart.
6/11/20	D	Changed Vehicle Maintenance "Supervisor" to Vehicle Maintenance "Manager" in 2.1 and throughout procedure; 2.4 Added "Student" before Transportation Manager. Revised 9.1 Flowchart to reflect changes.

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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