



## **RADIO USE PROCEDURE (TRN-P019)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of radio transmissions between buses and schools and buses and transportation department.

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

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer or designee

### **4.0 DEFINITIONS:**

- 4.1 None

### **5.0 PROCEDURE:**

- 5.1 Radio communication with schools: Principals are required to monitor their radios 30 minutes prior to the arrival of buses and 45 minutes after departure of buses from their schools. Principals are available to transportation by cell phone after the 45 minutes mentioned above and until all students are home.
  - 5.1.1 If another driver is in conversation with a school wait until the conversation is complete and driver has signed off before beginning a radio conversation.
  - 5.1.2 Contact school using the school name allowing time for an answer from school.
- 5.2 Emergency communication with transportation department:
  - 5.2.1 State firmly to please clear the radio.
  - 5.2.2 State clearly and slowly your emergency situation, location and assistance you need.
  - 5.2.3 If there are injuries, carefully report nature of injuries and location of injured parties: inside or outside of the bus.
  - 5.2.4 Remain inside of your bus with your students, near the radio, if possible.
  - 5.2.5 Do not release students until instructed by Fleet Supervisor or Transportation representative.
- 5.3 Mechanical problems communication with Vehicle Maintenance (Base II):
  - 5.3.1 Contact transportation Fleet Supervisor to give a report on problem and approximate time of delay in your route. School is contacted and School Messenger is used to communicate information to parents if there is a route delay of 10 minutes or more.
  - 5.3.2 If it is not an immediate need and route time will not be affected, use the telephone or come to the transportation department after finishing your route.



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5.3.3 Remain inside of your bus with your students, near the radio, if possible.

5.3.4 Do not release students until told to do so by the proper authority or until relief bus arrives.

5.4 General Communication:

5.4.1 All conversations should relate to school business ONLY.

5.4.2 Personal feelings/attacks, personal announcements, and/or inappropriate conversations/comments are not to be aired over the radio.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Radio Use Work Instructions (TRN-W002)

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

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Audio CD	Transportation Department	20 years	Destroy	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/19/07		Initial Release
11/13/15	A	Change Dispatcher to Fleet Supervisor throughout. Change 5.3 to Vehicle Maintenance (Base II). Add 5.3.1 and School Messenger is used to communicate information to parents if there is a route delay of 10 minutes or more. Updated associated documents and logo.

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