



STUDENT SEATING ASSIGNMENT (TRN-P022)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the steps for assigning students to seats on a school bus.

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
- 2.2 Bus Driver

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS: None

5.0 PROCEDURE:

- 5.1 Students riding daily should be assigned seating using the criteria listed below:
 - 5.1.1 ELEMENTARY: Do not assign students of a different gender to the same seat.
 - 5.1.1.1 Always assign students using both sides of the bus beginning from the front.
 - 5.1.1.2 Kindergartners should be assigned seating in the front of the bus. Do not allow K students to sit with older students.
 - 5.1.1.3 Arrange seating assignments for remaining students in descending order. 1st, 2nd, 3rd, 4th, 5th.
 - 5.1.2 MIDDLE/HIGH: Do not assign students of a different gender to the same seat.
 - 5.1.2.1 Always assign students using both sides of the bus from the front.
 - 5.1.2.2 Assign students in the following order:
 - Middle School Boys
 - Middle School Girls
 - High School Girls
 - High School Boys
- 5.2 Exceptions may be made when dealing with a student discipline issue involving major infractions such as vandalism, fighting, violent behavior (verbal or physical), and bullying. Students may be moved to the front of the bus and as long as they are sitting with the same gender and age level. If it is not possible to seat the student in this manner, the student should be seated by themselves.



**STUDENT SEATING ASSIGNMENT
(TRN-P022)**

Clarksville-Montgomery County School System

5.3 Bus Drivers and Bus Aides, whenever possible, will leave the last two seats in the rear of the bus empty. In case the seats must be assigned to students, make an effort to clear the seats first on the ride home and fill them last when loading.

5.4 Driver must complete TRN-F024, Seating Chart, for each route. Information required is as listed:

School Name

Date

Bus Number

Driver's Name

Student Count

Seat #

Student's Name

Gender: M or F

Grade

5.5 Copies of Seating Charts must be provided to the Lead Driver to be turned in to the Routing Department and Building Principals. A copy must also remain on the bus. Assigned seating and seating charts must be in place before building administrators will address CMCSS Bus Conduct Reports (TRN-F004).

5.6 Seating charts must be completed and turned in twice a year, at minimum (September and January). Updates may be submitted as necessary.

6.0 ASSOCIATED DOCUMENTS:

6.1 TRN-F004 CMCSS Bus Conduct Reports

6.2 TRN-F024 Seating Chart

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
TRN-F024 Seating Chart	File, by Bus Number, in Transportation Department	Maintain Previous and Current School Year	Shredded	Secured Building



**STUDENT SEATING ASSIGNMENT
(TRN-P022)**

Clarksville-Montgomery County School System

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/24/13		Initial Release
11/13/15	A	5.5 Added that a copy must remain on the bus. New section, 5.6 seating chart must be turned in twice a year.

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