



SCHOOL BUS DRIVER TRAINING PROCEDURE (TRN-P024)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of the school bus driver training.

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

2.0 RESPONSIBILITY:

- 2.1 Driver Safety Manager
- 2.2 Administrative Assistant III – Driver Safety

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer
- 3.2 Transportation Manager

4.0 DEFINITIONS:

- 4.1 Driver Safety Manager – conducts interview and orientation process, reviews motor vehicle reports (MVR) and drug screening results. Conducts classroom training sessions and documents progress on [TRN-F029](#).
- 4.2 Transportation Manager or Designee – reviews motor vehicle report (MVR) to move forward with training.
- 4.3 Administrative Assistant III - Driver Safety – processes applicant file – contacts applicant to schedule appointments and documents all authorizations; verifies all training documents are processed.
- 4.4 Driver Trainer – provides hands on training and documents on New Driver Training Completion Form (TRN-F029) prepares trainee for Pre-trip (Daily Bus Inspection) safe driving skills and road test ready.
- 4.5 Trainee – Prospective School Bus Driver who has passed finger printing background check, MVR and Drug Screening. Begins hands on training procedures with School Bus Driver Trainer and attends 4 days of Classroom Instruction that will be conducted concurrent with hands on training.

5.0 PROCEDURE:

- 5.1 Administrative Assistant III or designee: reviews application, schedules applicants for interview session
- 5.2 Driver Safety Manager or designee: Conducts interview session; reviews job description, obtains authorization for finger printing and MVR; provides emergency phone numbers for transportation department
 - 5.2.1 Fingerprint authorizations are sent to Human Resource Departments Administrative Support (no Social Security Number (SS#) on front of form)



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- 5.2.2 Human Resource Department Administrative Support will contact Safety Department for SS#s and will schedule Fingerprint appointment.
- 5.2.3 Administrative Assistant III or designee will run MVR on each applicant that has a valid Tennessee driver's license. If license is out of state, applicant will be responsible for obtaining a three year driving record. MVR given to Transportation Manager for review and approval.
- 5.3 Administrative Assistant III or designee – Schedule applicants who pass background check and MVR for orientation
- 5.4 Driver Safety Manager or designee – Conducts orientation consisting of PowerPoint presentation; videos & lecture on Drug & Alcohol Policy; obtains authorization for Drug & Alcohol testing (same day if possible); Allocates Department of Transportation (DOT) authorization to prospective drivers along with training manuals.
 - 5.4.1 Administrative Assistant III or designee contacts “Any lab” giving authorization for Drug & Alcohol testing (same day) then contacts driver trainer with new trainee information.
 - 5.4.2 Administrative Assistant III or designee process all training documents and authorizations for driver candidates training file
- 5.5 Driver Trainer – Begins hands on training (self-paced) Items 1-8, 15-21, & 28-29 on training document [TRN-F029](#) can be trained before permit is obtained; Items 9-14 & 22-27 must have permit to complete. Form [TRN-F029](#) and Training Manual TRN-T001 used for above items.
 - 5.5.1 Driver Trainer coordinates with Safety Department to schedule trainee for third party Commercial Driver's License (CDL) testing when all requirements are met.
- 5.6 Driver Safety Manager or designee – conducts classroom training consecutive with hands on training.
 - 5.6.1 Day 1 – Classroom Training - “Who is Liable?” (video & lecture) Local & State laws, rules, regulations & requirements; policy on cell phones, dress code and 2-way radio procedures. Accident at fault; Accident/Incident reporting procedures ([TRN-F040](#)) and Accident with Student Injury ([SAF-F001](#)) Lecture on Emergency Stops and Appropriate actions to take.
 - 5.6.2 Day 2 –Classroom Training - “Student Management/Liability” (video & lecture); Unauthorized Passengers (video); Seating Charts ([TRN-F024](#)) & Stop Sheets ([TRN-F032](#)); picking up and discharging students at proper bus stops, running regular route, rain route and inclement weather routes.
 - 5.6.3 Day 3 –Classroom Training - Defensive and Distracted Driver Training (videos, Power Point & lecture) Discussion on possible scenario's and test at end of booklet
 - 5.6.4 Cardio Pulmonary Resuscitation (CPR) & First Aid – Classroom taught by a certified instructor– (video & lecture) training on adults, children, and infants; training dates logged in fleet runner. (Policy SAF-A012)



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5.7 Annual State In-Service Training – Includes hands on and S-endorsement recertification.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 New Driver Training Completion – [TRN-F029](#)
- 6.2 Training Documents Checklist – [TRN-F044](#)
- 6.3 Fingerprint Authorization – [HUM-F034](#)
- 6.4 Drug and Alcohol Authorization “Any lab”
- 6.5 Verification of Drug and Alcohol Training – [TRN-F028](#)
- 6.6 DOT Authorization
- 6.7 Bus Driver Training Requirements – [TRN-F045](#)
- 6.8 Verification of Employee Training for Student Accountability – [TRN-F047](#)
- 6.9 Accident/Incident Report – [TRN-F040](#)
- 6.10 Accident with Student Injury – [SAF-F001](#)
- 6.11 New Driver Training Manual – TRN-T001
 - 6.11.1 HUM-F042 – Job Description
 - 6.11.2 TRN-F014 – Memorandum for parking at home
 - 6.11.3 PAY-F005 – Two-week time sheet
 - 6.11.4 TRN-F008 – Field trip authorization form
 - 6.11.5 TRN-F019 – Driver evaluation of field trip
 - 6.11.6 TRN-F035 – Route change request form
 - 6.11.7 TRN-F007 – Daily bus inspection checklist
 - 6.11.8 TRN-F020 – Student misconduct accountability form
 - 6.11.9 TRN-F004 – CMCSS bus conduct report
 - 6.11.10 HUM-F037 – Report of investigation sexual harassment comp. by student
 - 6.11.11 HUM-F038 – Report of investigation sexual harassment
 - 6.11.12 TRN-F023 – Tree trimming request
 - 6.11.13 TRN-F024 – Seating chart
 - 6.11.14 TRN-F025a – Driver’s day care roster



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6.11.15	TRN-F025b – Day care provider roster
6.11.16	TRN-F032 – Stop Sheet
6.11.17	TRN-F027 – Rules and regulations for special transportation
6.11.18	TRN-F036 – Special needs stop sheet
6.11.19	HUM-A010 – DCS administrative policy
6.11.20	HUM-F050 – DCS referral

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Training Record with documents	Employee file in transportation department	Duration of employment	Moved to inactive file after released from employment	Secured Filing cabinet/ transportation office
DOT Medical Record	Medical File	5 yrs. past release of employment	Moved to inactive file after released from employment	Secured Filing cabinet/file room
Drug and Alcohol record	Drug and Alcohol file	5 yrs. past release of employment. Indefinitely if positive.	Shred	Secured Filing cabinet in Drivers Safety Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
02/01/16		Initial Release
5/5/16	A	5.6.1 changed Annual Employee Training to Decide Smart Arrive Safely.
10/11/17	B	5.6.1 deleted “Decide Smart Arrive Safely railroad crossings (Video & lecture)”; 5.6.2 change “Bullying (Power Point)” to “Unauthorized Passengers (video)”; 5.6.3 added “and Distracted” and added “Power Point”; 5.6.4 deleted “s” in the word “videos”. 9.1 Added “& Distracted” to Day 3 of classroom training in flowchart.
6/25/18	CB	5.6.1 deleted “Decide Smart Arrive Safely railroad crossings (Video & lecture)”; 5.6.2 change “Bullying (Power Point)” to “Unauthorized Passengers (video)”; 5.6.3 added “and Distracted” and added “Power



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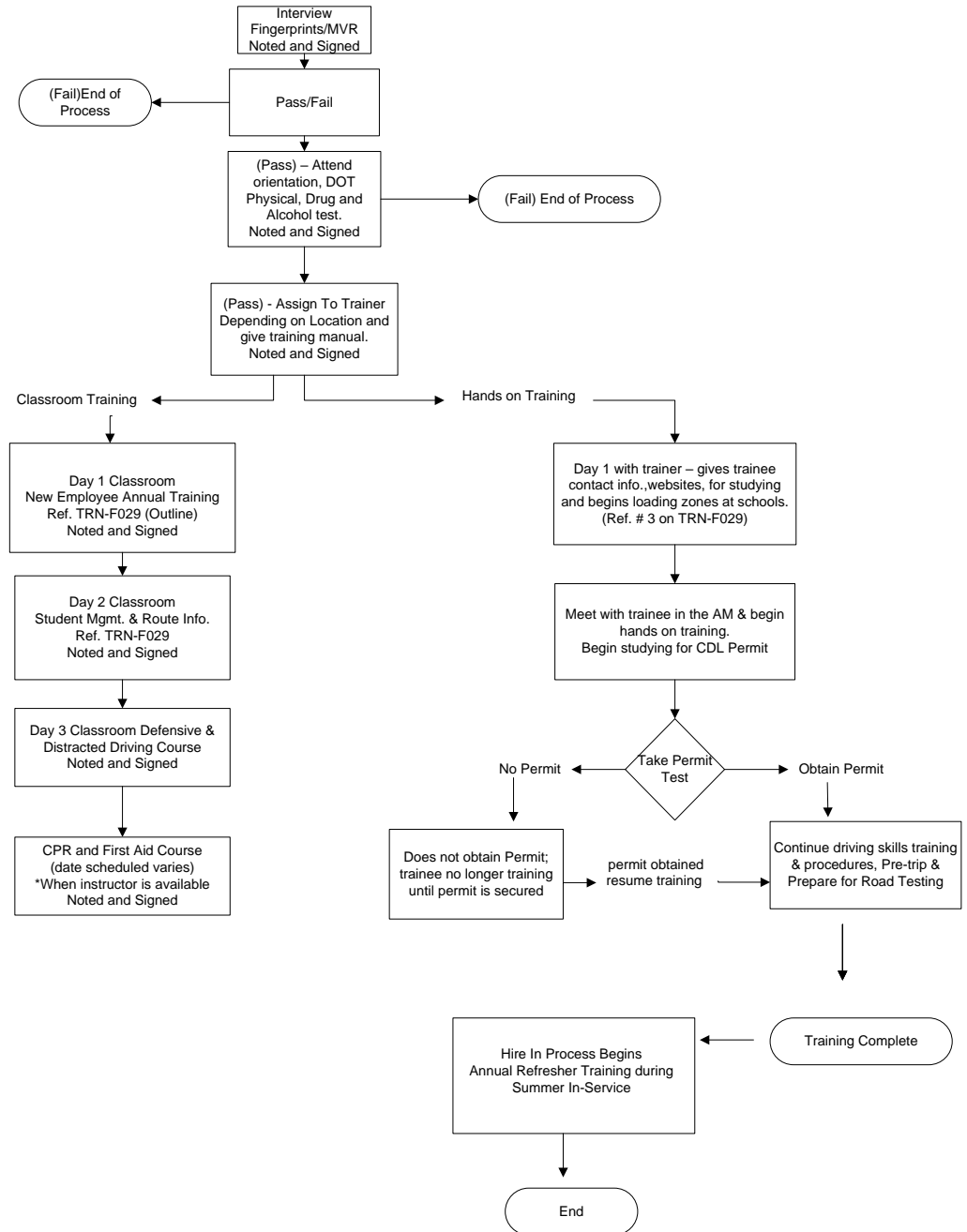
9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found on following page.



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*** End of Procedure ***