



Transportation Student Management Support Procedure (TRN-P027)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 The procedure outlines the process to request additional Student Management Support 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 Assistant Transportation Manager
- 2.2 Building Principal
- 2.3 Assigned Teacher/Educational Assistant

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 ATM – Assistant Transportation Manager
- 4.2 STM – Student Transportation Manager

5.0 PROCEDURE:

- 5.1 Prior to implementing a Teacher/Educational Assistant Bus Monitor, the following steps must have been implemented:
 - 5.1.1 Bus Driver re-trained on Student Management.
 - 5.1.2 Lead Driver will board bus and talk to students regarding behavior and the results of causing a safety hazard.
 - 5.1.3 Transportation Bus Monitor assigned by Dispatch to assist the driver.
- 5.2 Request for additional Teacher/Educational Assistant Bus Monitor, not to exceed 10 days, identified by Student Transportation/School staff through bus referrals, video footage, or reported violations of the student code of conduct.
- 5.3 Principal will assign a pre-selected Teacher/Educational Assistant Bus Monitor and sends the Request For Teacher/Educational Assistant Bus Monitor (TRN-F055) to the ATM for approval.
- 5.4 Teacher/Educational Assistant Bus Monitor assigned will ride and monitor student behavior; making corrections, and ensuring students follow the implemented bus rules that are in the student code of conduct.
- 5.5 Teacher/Educational Assistant Bus Monitor assigned will document, using the appropriate referral (TRN-F004 or TRN-F054) for any offense that puts the safety of students on board the bus in jeopardy.



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- 5.6 Teacher/Educational Assistant Bus Monitor assigned must document and submit a Student Passenger Progress Report (TRN-F058) at the completion of the assignment to the building principal who will forward a copy to the ATM via email.
- 5.7 Upon completion of assignment, the Teacher/Educational Assistant Bus Monitor must submit a Teacher/Educational Assistant Bus Monitor Stipend Time Sheet (TRN-F056) to the building principal for payment of service. The building principal will forward the Teacher/Educational Assistant Bus Monitor Stipend Time Sheet (TRN-F056) to the ATM.
- 5.8 The ATM will collect information from stipend time sheet(s) to complete Teacher/Educational Assistant Bus Monitor Invoice (TRN-F057). Stipend time sheets will be filed in the Student Transportation Office. The ATM will then submit completed Teacher/Educational Assistant Bus Monitor Invoice (TRN-F057) to the STM for review/approval and assignment of proper account code. The STM will then submit completed and approved Teacher/Educational Assistant Bus Monitor Invoice to CMCSS Business Affairs/Payroll Department for processing.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Transportation Request for Teacher/Educational Assistant Bus Monitor (TRN-F055)
- 6.2 Transportation Teacher/Educational Assistant Bus Monitor Stipend Time Sheet (TRN-F056)
- 6.3 Transportation Teacher/Educational Assistant Bus Monitor Invoice (TRN-F057)
- 6.4 Bus Conduct Report (TRN-F004)
- 6.5 Bus Conduct Report – Required Suspension Offenses (TRN-F054)
- 6.6 Transportation Student Passenger Progress Report (TRN-F058)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
	File Cabinet in Transportation	Current and Previous school year	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
		Initial Release
2/28/19	A	2.1 – Changed “Senior Fleet Supervisor” to Assistant Transportation Manager; 2.3 - Changed “Teacher” to “Teacher/Educational Assistant” throughout procedure; 3.1 – Changed “Transportation Manager” to “Chief



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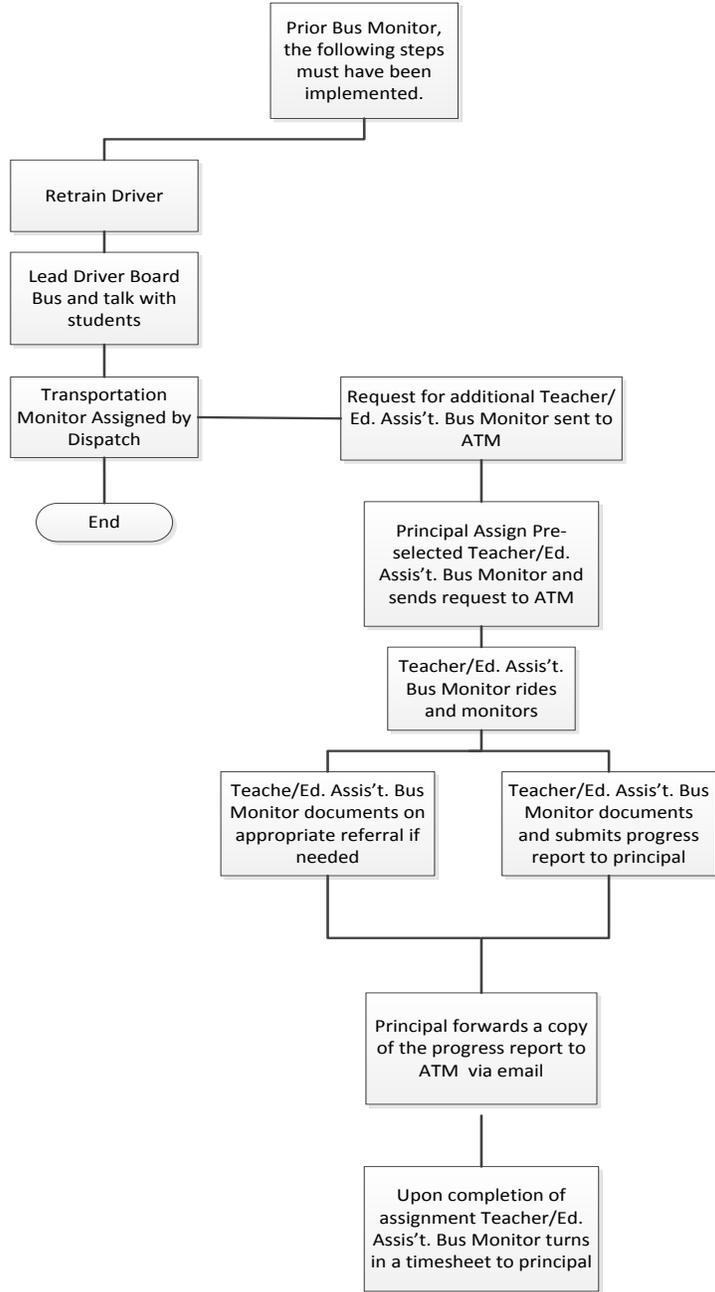
Operations Officer”; Deleted 3.2 and 3.3; Changed “SFS - Senior Fleet Supervisor” to “ATM - Assistant Transportation Manger” throughout procedure; 4.2 – Changed “Transportation Manager” to “Student Transportation Manager”; 9:0 Flowchart - Changed “Teacher” to “Teacher/Educational Assistant”, Changed “SFS” to “ATM”; Deleted “4.3 Assigned Teacher Bus Monitor”

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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