



## **STUDENT VANDALISM OF SCHOOL BUSES PROCEDURE (TRN-P036)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of documenting and communicating bus damages that may or may not need to be billed to the student.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Bus Driver
- 2.2 Lead Bus Driver
- 2.3 Mechanic
- 2.4 Vehicle Maintenance Administrative Assistant
- 2.5 School Administration
- 2.6 School Bookkeeper
- 2.7 District Accounting Personnel

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 None

### **5.0 PROCEDURE:**

- 5.1 Bus driver notes bus damages and completes a Driver's Report (TRN-F003).
  - 5.1.1 For seat damage, the bus driver contacts the Mechanic to find out if the seat cover has to be replaced.
  - 5.1.2 Bus Driver tells their lead driver about the damage.
- 5.2 Bus driver notes bus damages and by which student(s) on a conduct report (TRN-F004) and provides a copy of the report to the school administrator.
  - 5.2.1 The bus driver notes if the seat cover has to be replaced or not on the conduct report and indicates vandalism by the student.
- 5.3 The school administrator conducts an investigation to determine if the student is financially responsible for the damage.



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- 5.3.1 If the student is financially responsible, they are to tell the school bookkeeper and the driver the student is liable. According to the policy TRN-A008, the student is not allowed to ride the bus until payment is made.
- 5.3.2 If the student is not financially responsible, they are to tell the driver no charge will be assessed.
- 5.4 The school bookkeeper contacts the Vehicle Maintenance Administrative Assistant *by email* to ask the amount that is due from the student for that specific bus damage.
  - 5.4.1 The school bookkeeper must copy the Business Affairs accounting personnel on the email using email address [APIInvoices@cmcss.net](mailto:APIInvoices@cmcss.net).
  - 5.4.2 The school bookkeeper must include in the email the student's name, parent/guardian name, school name, home address, bus number, and description of the damage that was done to the bus.
- 5.5 The Vehicle Maintenance Administrative Assistant will reply to the email from the school bookkeeper (and copy the Business Affairs accounting personnel) with the amount the student owes.
- 5.6 The Business Affairs Department generates the invoice and sends it to the school bookkeeper and the Vehicle Maintenance Administrative Assistant.
  - 5.6.1 The school bookkeeper sends the invoice home with the student.
  - 5.6.2 See procedure ACC-P009 regarding billing the student and collecting payment.
- 5.7 Payment may be made to the school bookkeeper or the Business Affairs Department at Central Office.
  - 5.7.1 Payment should **not** be made to the bus driver or anyone in the Transportation Department.
  - 5.7.2 Once Payment is made, whomever took payment (the school bookkeeper or the district accounting office) contacts the Transportation Department by email that the payment was made and provides the student's information.
  - 5.7.3 When contacting the Transportation Department regarding payment, include the Transportation Manager, the Vehicle Maintenance Manager, the Vehicle Maintenance Assistant Manager, and the Vehicle Maintenance Administrative Assistant need to be on the email.
- 5.8 The Vehicle Maintenance Administrative Assistant will then let the Lead Driver know that the student paid for the damages.
- 5.9 The Lead Driver then lets the driver know the student is allowed to ride the bus again.

### **6.0 ASSOCIATED DOCUMENTS:**



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- 6.1 Student Vandalism of School Buses Policy ([TRN-A008](#))
- 6.2 Driver's Report (TRN-F003)
- 6.3 CMCSS Bus Conduct Report for Minor Infractions ([TRN-F004](#))
- 6.4 Billing for Destroyed School Bus Property ([ACC-P009](#))

### **7.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
7/10/19		Initial Release

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