



## **TRANSPORTATION SCHOOL BUS DRIVER PLACARD & MEDALLION PROCEDURE (TRN-P038)**

Clarksville-Montgomery County School System

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

### **1.0 SCOPE**

- 1.1 This procedure outlines the process for awarding name placards and medallions on a bus driver's school bus.

### **2.0 RESPONSIBILITY**

- 2.1 Driver Supervisor
- 2.2 Driver Programs Manager
- 2.3 Fleet Supervisor
- 2.4 Assistant Student Transportation Manager
- 2.5 Student Transportation Manager
- 2.6 Vehicle Maintenance Manager
- 2.7 Chief Operations Officer

### **3.0 APPROVAL AUTHORITY**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS**

- 4.1 Letter of Reprimand (L.O.R.)
- 4.2 Letter of Warning (L.O.W.)

### **5.0 PROCEDURE**

- 5.1 **Placards:** Driver Supervisors will determine years of service and recommend the following designated titles on bus placards for qualified school bus drivers by completing the TRN-F068 Driver & Aide Award Recognition Program Form during the annual driver evaluation in accordance with the following guidelines:

- 5.1.1 Bus Driver Designation: Six months to five years of service as a school bus driver: "Operated By: Bus Driver" title and the employee name will be displayed on the placard.



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- 5.1.1.1 The school bus driver qualifies for this designation after completion of their six-month probation period beginning on their hire date with CMCSS.
- 5.1.2 Senior Driver Designation: Six years to ten years of service as a school bus driver: “Operated By: Senior Driver” and the employee name will be displayed on the placard. This title requires the following:
  - 5.1.2.1 The school bus driver must have zero (0) accidents and no more than two (2) incidents within the past twenty-four months.
  - 5.1.2.2 The school bus driver’s last two annual evaluations must have all satisfactory ratings or better.
  - 5.1.2.3 The school bus driver must have no (L.O.R.) or (L.O.W.) within the past twenty-four months.
- 5.1.3 Master Driver Designation: Eleven or more years of service as a school bus driver: “Operated By: Master Driver” and the employee name will be displayed on the placard. This title requires the following:
  - 5.1.3.1 Qualified school bus drivers must have three (3) satisfactory or better ratings on their annual evaluations in the previous three (3) consecutive years of employment.
  - 5.1.3.2 The school bus driver must be skilled in driving transit, conventional, and special needs school buses.
  - 5.1.3.3 The school bus driver must have zero (0) accidents and no more than one (1) incident within the past thirty-six months.
  - 5.1.3.4 The school bus driver must have no (L.O.R.) or (L.O.W.) within the past thirty-six months.
- 5.1.4 Driver Trainer Designation: “Operated By: Driver Trainer” and the employee name will be displayed on the placard.
- 5.1.5 Driver Supervisor Designation: “Operated By: Driver Supervisor” and the employee name will be displayed on the placard.
- 5.1.6 Passenger Management Specialist Designation: “Operated By: Passenger Management Specialist” and the employee name will be displayed on the placard.



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- 5.2 **Medallion Awards:** Driver Supervisors will determine and recommend the awarding of bus medallions for qualified school bus drivers by completing the TRN-F068 Driver & Aide Award Recognition Program Form during the annual driver evaluation in accordance with the following guidelines:
- 5.2.1 Safe Driving Award: After completing a full calendar school year, driver may receive the Safe Driving Medallion Award based on an average of 12,000 miles driven. This driver must have zero (0) accidents and no more than one (1) incident within a twenty-four month period.
  - 5.2.2 Attendance Award: Employees that have missed no more than two days in the calendar school year.
  - 5.2.3 Perfect Attendance: Employees that have missed zero (0) days in a full calendar school year. (Perfect route attendance is mandatory for this medallion.)
  - 5.2.4 Proudly Serving Since: Employees may receive this award after completing their first full year of service from hired date. If rehired, the employee's new rehired date is used unless the driver resigns and returns before the new school year begins.
  - 5.2.5 First Aid Certified: Employees that are certified and maintain their certification may receive this award.
  - 5.2.6 Accident Free Award: Drivers that have no accidents within the previous twenty-four months may receive this award.
  - 5.2.7 Annual Safety Award: This award is earned by the drivers located at the school that has the least number of total accidents at the end of each school year.
- 5.3 **Outstanding Performance Award:** Driver Supervisors will recommend qualified school bus drivers to the Student Transportation Recognition Committee to determine the awarding of the Outstanding Performance Award Medallion. This recommendation is based upon the receipt of a completed TRN-F066 Outstanding Performance Award Medallion Recommendation Request and by completing/approving the TRN-F068 Driver & Aide Award during the annual driver evaluation in accordance with the following guidelines:
- 5.3.1 Employees that go beyond their normal duties to provide safe and efficient transportation for students may receive this award.
  - 5.3.2 Employees must exhibit specific acts of outstanding performance recognized by an Administrator or Supervisor in support of our district and/or community.



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This Administrator or Supervisor must complete and submit TRN-F066 Outstanding Performance Award Recommendation Request to the Student Transportation Department . The designated Driver Supervisor for the driver will review TRN-F066, if approved this form will accompany TRN-F068 and will be reviewed during the Student Transportation Recognition Committee meeting.

5.3.3 Recipients of this award will be determined by the Student Transportation Recognition Committee that consists of the following individuals: Driver Supervisor, Driver Programs Manager, Fleet Supervisor, Assistant Transportation Manager, Student Transportation Manager, and the Vehicle Maintenance Manager. At least five of these six members are required to be present at each meeting.

5.4 After completing and approving TRN-F068 Driver & Aide Award Recognition Program Form for placard and medallion awards, Driver Supervisors submit the form to the Assistant Student Transportation Manager for review and verification.

5.5 After review and verification of TRN-F068, the Assistant Student Transportation Manager will forward the form to Student Transportation Manager for approval or disapproval.

5.6 If approved, the Student Transportation Manager will notify Driver Programs Manager who will provide a list of placards and medallions to the vendor for manufacture and purchase.

5.7 Vehicle Maintenance Department will place placards and/or medallions on the school bus immediately upon receipt.

5.8 Recipients of the Outstanding Performance Award medallion will receive a certificate that includes the Administrator or Supervisor comments documented on TRN-F066.

5.8 Updates on additional medallions will be added when developed and TRN-F066 Driver & Aide Award Recognition Program should be updated accordingly.

**6.0 ASSOCIATED DOCUMENTS**

6.1 [TRN-F068](#) Driver & Aide Award Recognition Program Form

6.2 [TRN-F069](#) Outstanding Performance Award Medallion Recommendation Request

**7.0 RECORD RETENTION**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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**8.0 REVISION HISTORY**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/19/2021	IR	Initial Release