



TRANSPORTATION ATTENDANCE IMPROVEMENT PROGRAM ATTENDANCE TRACKING PROCEDURE (TRN-P043)

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 tracking attendance and redeeming rewards for the Transportation Attendance Improvement Program.

2.0 RESPONSIBILITY:

- 2.1 Driver Programs Manager
- 2.2 Assistant Student Transportation/Driver Safety Manager
- 2.3 Student Transportation Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Rewards: Items to be redeemed. Items may change due to availability.
- 4.2 Zero (0) days absent: Perfect attendance and all routes completed.
- 4.3 One absence: Tier 1 reward selection
- 4.4 Two absences: Tier 2 reward selection
- 4.5 Three absences: Tier 3 reward selection
- 4.6 Four absences: Tier 4 reward selection

5.0 PROCEDURE:

5.1 Participating employee names and attendance will be validated through Bus Depot and Kronos.

5.1.1 Attendance will be validated by the Driver Programs Manager.

5.2 Employees must work a full day and complete all routes assigned to be credited a full day of attendance.

5.2.1 Employees with perfect attendance will be awarded a prize and will be entered into a drawing for a grand prize. Prizes are awarded at the Annual Driver and Bus Aide/Monitor summer Inservice.



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5.2.2 Employees with one absence can select a reward from the tier one reward group.

5.2.3 Employees with two absences can select a reward from the tier two reward group.

5.2.4 Employees with three absences can select a reward from the tier three reward group.

5.2.5 Employees with four absences can select a reward from the tier four reward group.

5.3 Employee must be active at the time rewards are received.

5.3.1 If an employee is terminated, resigns, retires, or transfers during the school year, they will no longer be eligible to redeem items. All absences other than approved OJI work days are counted.

5.4 All reward selections must be documented by employee on TRN-F077 Transportation Attendance Improvement Program Verification Form by May 15th of the active school year to ensure items are ordered in a timely manner.

5.5 Rewards will be dispersed during the Bus Driver and Bus Aide/Monitor In service in July.

6.0 Associated Documents:

- [TRN-A032](#) Transportation Attendance Improvement Program Policy
- [TRN-F077](#) Transportation Attendance Improvement Program Verification Form

7. Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/29/23		Initial Release

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