

TRANSPORTATION Shared Service



Routing

New administrators will be trained in the use of the Versatrans software. Elink provides each school with transportation information. If school personnel are unable to log on to Versatrans, the principal or transportation coordinator should contact Ms. Carla Short @ 861-7000.

Note: Elink is not available for Special Education student transportation information.

All special education routing will be prepared by the Transportation Office. A list of special education students riding special buses will be provided for each school by registration day. School personnel should never assign a student to a special education bus. When a student has been initially recommended for placement on a special education bus, it will take up to five (5) working days to complete arrangements once documentation is received in the Transportation Office. Questions about special education routing should be referred to Debbie Rike, Supervisor of Transportation at 861-7000.

Stop Assignment

If a student's transportation information is not available on Elink, first check the Bus Stop Assignment Report provided during Administrator In-service. If no bus stop within .5 miles of student address complete the following information. Keep in mind the student will not be available by name unless already entered in Powerschool and address including zip code has been verified.

Beginning registration day until August 26, 2019: New stop requests must be submitted by fax on the NEW STUDENT ROUTING REQUEST FORM to Mrs. Tonya Foster, Router Operator. After a new stop has been established, transportation personnel will fax the stop information back to the school. School personnel should NEVER create a bus stop on a route.

Beginning August 26, 2019 until the end of the school year: New stop requests must be submitted by fax/scan on the NEW STOP PERMIT form to transportation. After a new stop has been established, the stop information will be faxed back to the school. School personnel should NEVER create a bus stop on a route. The student will not be allowed to ride the bus until a NEW STOP PERMIT is provided to the bus driver.

If a student's transportation information is available on Elink, the school will complete an EXISTING STOP PERMIT for that student. The top half of the form will be given to the driver and the bottom half given to the student.

Note: The Transportation Department will provide an original copy of the form for all schools

Students riding special education buses are picked up curbside at their home when possible. Special education students riding regular buses may be picked up at the designated stop nearest their home or a stop may be designated curbside at the student's address if needed. Each child riding a special education bus must have a responsible adult at home in the afternoon to receive him/her or the school should receive written permission on an annual basis from the parent (verified during an IEP team meeting as appropriate) that the child can be left unattended. A copy of the written permission must be provided to the Transportation Office and the school bus driver.

Reporting Bus Attendance

You will be provided with a Bus Load/Student Count form to report the number of students riding individual buses. Please report the numbers both morning and afternoon during the first two weeks of school by e-mail (cshort@collierville.k12.tn.us).

1st & 2nd Week

Report all regular bus load counts AM & PM

*****Be sure only school personnel count students as they load or unload.**

All students who ride the school bus should be identified so an accurate accounting of riders can be determined. Student riders must be identified in PowerSchool. This identifies students so your Transportation Summary, Bus Rolls, etc., will be accurate.

A listing of riders should be acquired from either the Transportation Coordinator or Homeroom Teacher. This list should be used to update PowerSchool information each semester. The Attendance Operator is responsible for this update. Students should be identified by a route number, not a bus number.

A Transportation Summary must be developed and printed each 20 days. This report should be verified (all route numbers accounted for and student ridership numbers for each route seem reasonable). There should be a report for regular buses and one for special education buses. We are providing you with a list of all students currently assigned to special education buses at your school and their route number.

Transportation Services

Transportation services are available to any student living within the transportation zone. These zones are set up in conjunction with Bartlett City Schools Policy. This includes students who reside a minimum of 1.5 miles from the school for Elementary and 2.0 miles for Middle and High School or those living in identified areas that do not allow for a safe walk to school.

Bartlett Schools Alternative Stop Request, provides an alternative pick up or delivery of students eligible for transportation. A request can be used to grant permission for a student to get on/off at a different designated stop on his/her assigned bus. The student's assigned bus may not be changed. A copy of the approved request must be provided to the Transportation Office and school bus driver.

Requests for alternative stops on a Special Education bus should be cleared with Ms. Debbie Rike, Supervisor, before approval. Additional forms may be obtained from the Transportation Department.

Students attending Bartlett City Schools with an approved transfer are not eligible for transportation services. The only exception is an approved sibling transfer.

Each student riding a special education bus must have completed and returned a Student Information Form during the first week of school. A completed copy should be sent to the Supervisor of Transportation. This should be completed twice a year. This is also required of students riding regular buses if any of the following conditions apply: any accommodations recommended by the IEP team, medical conditions, and/or behavior plans.

The Supervisor of Transportation should be notified in writing (5 days prior) any time a student riding a special education bus has an address change, moves out of the school district, or wishes to discontinue bus service.

Bus Rules

Please review the bus rules with the students during the first week of school and several times throughout the school year. Parents must sign and return the bottom portion of the rules form indicating they received a copy and reviewed the rules with their child.

Communicating Discipline Problems

Meet with your bus drivers during the first month of school. Provide a written copy of your procedures for the driver to follow when reporting problems. All bus drivers are required to keep a discipline Log documenting student behaviors.

Assigned Bus Seats

Bus drivers are required to assign students to a specific bus seat. You may be asked to assist with this task. This could help to eliminate problems for both the driver and coordinator. When a regular bus has a small load of students, they should be assigned seating near the front of the bus to improve safety and student management.

School Bus Video Cameras

After completing your investigation of events, should you need to request to view video from one of the buses, you should complete the appropriate form and either fax or send the form to the attention of the Supervisor of Transportation, 861-1447.

All school buses are equipped with video cameras.

School Bus Incidents

When a school bus is involved in an incident where the behavior of a student or students cause the potential for danger, the following procedures will be followed:

- The school bus driver will stop the bus at the first safe location, radio Transportation Base with a description of the incident and try to establish control.
- Transportation Base will determine if the driver should continue on the route, return to the school campus and meet a school administrator, remain at the scene until Bartlett City Schools personnel arrive, or remain at the scene until law enforcement or emergency personnel arrive.
- The principal and/or transportation coordinator will be notified and may be asked to proceed to the location of the bus.

When it is not necessary for the principal and/or transportation coordinator to go to the bus, the driver will make a full report to the administrators upon arrival at the school. If the incident occurs on the afternoon route, the driver will report to the administrators the following morning. The driver will make a list of the student(s) involved and record a description of the incident in their Discipline Log Book.

Disciplinary Referral Form

A Disciplinary Referral Form must be completed on each student who has his/her bus riding privilege suspended. Each suspension MUST be entered in the PowerSchool Student Management System. This form will give you the opportunity to request a readmission hearing before allowing a student to return from a bus suspension. Provide the school bus driver with a copy of the suspension form.

School Bus Accidents

Should a school bus be involved in a vehicular accident, the school principal will be notified by the Transportation Department. The principal, transportation coordinator, or other administrator should go to the scene of the accident to assist the Safety Supervisor with obtaining information from students and keeping students calm.

Students may not disembark from the school bus until the investigation is complete. There are safety and legal reasons for this procedure.

If any student(s) is transported to a hospital, the school official should record the name(s) of emergency medical staff and the name(s) of the hospital where he/she is transported. Parent(s) should be notified immediately. The principal, transportation coordinator, or other administrator should go to the hospital to check on the student(s) and to meet with his/her parent(s).

The school should telephone the parents of remaining students left on the bus to inform them their child was involved in a school bus accident. The principal should send a letter home with each student advising the parents of the school bus accident. For assistance in developing a letter, please contact Transportation Department. For additional information the school should refer the parents to the Supervisor of Transportation.

The school should immediately provide an accurate list of students who were riding on the bus when the accident occurred. The bus roll should include name, address, telephone number, date of birth, and grade level of each student. If available, a copy of the seating chart should be included. This information is required by law enforcement and Transportation Contractor and must be handled promptly and faxed to the Transportation Office at 861-1447.

All questions from the news media regarding the accident should be referred to Jason Sykes @ 202-0855 EXT. 2270

Bus Inspection

Before a special education bus leaves the school grounds, a designated person must do a walk through to ensure all students are secured. Lap belts, car seats, wheelchairs, etc. should be checked to verify they are secured properly. The driver should be signaled to leave once the inspection is complete.

Breakdowns and Late Buses

You will be notified as soon as possible when a bus is out of service and unable to be at your school on schedule. A back-up bus will be dispatched to ensure that the loss of instructional time is kept to a minimum.

Bus Seat and Window Replacement

The minimal cost to replace damaged bus seat covers or to replace broken side windows is \$65.00. Contact the Transportation office for costs concerning damages not listed here. Checks or money orders should be made payable to the Transportation Contractor and forwarded to the Transportation Office.

Inclement Weather Plans

You should develop a plan for inclement weather. Many schools request parents provide instructions for students to follow should schools dismiss before the regularly scheduled time.

Field Trips

The principal, vice principal, or assistant principal are the only personnel who may hire buses for field trips. The responsibility of hiring drivers for field trips should never be assigned to teachers, clerical personnel, or drivers.

Be sure all field trips have been approved by the proper central office personnel and a copy of the approved request forwarded to the Transportation Office. The form should include any equipment needs for special students. This information will assist the Contractor in planning and routing for the trip. Please confirm the field trip the day before the scheduled event. Parents attending the trip should never follow or drive between the buses. When field trips are canceled the Contractor must be notified immediately. If a school fails to notify the Contractor, they will be responsible for cost.

Emergency Evacuation Drills

Emergency evacuation drills shall be conducted regularly throughout the school term to thoroughly acquaint student riders with procedures in emergency situations.”

The emergency evacuation drills should occur at least once each semester. Please complete by October 31, 2019 and March 31, 2020. Notify the Supervisor of Transportation at least one week in advance of the schedule for your drill each semester. The drill should be carried out on the school grounds under the direction of the principal or school transportation coordinator. The coordinator should set up a time with each driver. Be sure to work with the drivers to select a time that will not make them late for their next pick up or school. A record of the drill should be forwarded to the Supervisor of Transportation each semester.

Evacuation drills should not be conducted using the emergency exit. The transportation coordinator, with the driver’s assistance, should explain the use of all emergency exits.

Safety Issues

One of the responsibilities of the Transportation Department is traffic safety on the school campus. If you need assistance in determining or routing traffic patterns on your campus, you may contact the Supervisor of Transportation.

Automobile Zones for Student Loading/Unloading

Automobile zones for student loading/unloading should be observed and evaluated on a regular basis. This evaluation should involve staff members whose responsibility it is to assist in these areas. A written plan outlining procedures for loading and unloading should be in place and distributed to parents and staff. The following reminders should be used when evaluating these zones:

Students should wait a minimum of 10 feet (if possible) from the curb until the car is stopped before loading.

All staff members assigned to an area where cars are moving should wear a safety vest. All automobiles should remain in line, parallel to a curb. No vehicle should pull around or pass a vehicle in a loading/unloading zone.

Require all motorists place their automobile transmission in park and set the parking brake when traffic flow stops.

Remind parents not to use cell phones, headphones, etc. in the loading/unloading zone. This may distract the driver.

Arrival and Dismissal of School Buses

School bus zones for student loading/unloading should be observed and evaluated on a regular basis. This evaluation should involve staff members whose responsibility it is to assist in these areas. A written plan outlining procedures for loading and unloading should be in place and distributed to staff, school bus drivers, and Transportation Staff. The following reminders should be used when evaluating these zones:

- Drivers are required by law to search their bus after all students have unloaded at the school. Any specific concerns should be reported to the Transportation office.
- Students should wait a minimum of 10 feet (if possible) from the curb until the school bus is stopped before loading. All staff members assigned to an area where school buses are moving should wear a safety vest.
- All school buses should remain in line, parallel to a curb. No vehicle should pull around or pass a vehicle in a loading/unloading zone.
- School buses should be unloaded no later than 15 minutes prior to the school start time. School buses should be loaded immediately following dismissal. The preference is for buses to be loaded first and allowed to leave campus before car riders and walkers.
- Never load or unload students on school campuses except in authorized areas and approved driveways. School buses should never travel over 15 mph in the school zone or on school property

Individual Health Care Plans for Students

Students with health concerns who ride the school bus must have an Individual Health Care Plan. The Transportation Coordinator is responsible for providing a copy of the plan to the Transportation Department Supervisor. Individual Health Care Plans will then be reviewed with the bus driver. All Health Care Plans are kept confidential and maintained on the bus while the bus is transporting students but should be returned to the bus lot office at close of business each day.