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| Bartlett City Board of Education | | 3018 |
| Descriptor Term: STUDENT TRANSPORTATION MANAGEMENT | Descriptor Code: Support Services | Issue Date: 07/24/2014 |
| | Rescinds: | Revised: 03/22/2018;10/24/2019 |

1 Generally

2 Transportation shall be provided for all Bartlett residents who live more than 1 ½ miles by the
3 nearest accessible route from the school to which they are assigned. Students shall not be in
4 transit to and from school more than one and one-half (1 1/2) hours each way. Transportation
5 shall not be provided for resident students attending a non-assigned school or for non-resident
6 students. All accidents, regardless of the damage involved, must be reported to the Transportation
7 Supervisor, including incidents in which any part of the bus contacts any other object or vehicle.
8 The Superintendent shall develop procedures to ensure compliance with the statutory and
9 regulatory requirements for the District’s student transportation program.

10 Transportation Supervisor

11 The Superintendent shall appoint a Transportation Supervisor who shall be responsible for the
12 monitoring and oversight of transportation services for the District. Upon being appointed, the
13 Transportation Supervisor shall complete a student transportation management training program
14 developed jointly by the Tennessee Department of Safety and Tennessee Department of
15 Education. Each year thereafter, the Transportation Supervisor shall complete a minimum of four
16 (4) hours of student transportation management training. The Transportation Supervisor shall
17 ensure that all transportation records are collected and maintained in accordance with state law
18 and State Board rules and regulations.

19 Contracted Bus Service

20 The Superintendent shall contract for student transportation services annually or as otherwise
21 authorized by the Board. School buses shall be operated in accordance with State and Federal
22 law, and the Superintendent shall ensure that the following requirements are satisfied.¹

- 23 a) Each school bus and all related equipment shall be maintained in condition to operate
24 safely at all times during the school year and shall conform to specifications set forth by
25 the State Board of Education and National Highway Traffic Safety Administration.
- 26 b) Each school bus shall be equipped with the phone number for reporting safety complaints
27 on its rear bumper.
- 28 c) Each school bus driver shall obey all applicable state rules and regulations.
- 29 d) Each contractor shall have on file in the Superintendent’s office a current statement of
30 liability and property damage insurance coverage in the amounts prescribed by State
31 Board rules.
- 32 e) Each school bus driver shall follow BCS policies regarding the transportation of students
33 or the prohibition against transporting BCS students.
- 34 f) Each school bus driver shall pass an annual physical and mental examination, a drug
35 screen, and a background check or shall be prohibited from transporting BCS students.
36 The results of such annual physical and mental examination, drug screen, and background
37 check shall be submitted to the Superintendent or his/her designee.

¹ T.C.A. §49-6-2109; TRR/MS 0520-1-5

- 1 g) Each school bus driver must possess the proper license with school bus and passenger
- 2 endorsements in the appropriate vehicle class.
- 3 h) Each contractor shall participate fully in the complaint process and recordkeeping
- 4 requirements as outlined below.

5

6 Transportation Related Complaints

7 Students, parents, teachers, staff, and community members are encouraged to report school bus
8 safety complaints on a form that is developed by the Transportation Supervisor. The complaint
9 form shall be available in each school's main office, the Central Office, and on the District's
10 website. Complaints may also be reported to the telephone number displayed on the bumper of
11 each school bus serving the District. If a complaint is received via telephone, the person
12 designated to receive calls shall complete the complaint form and submit it to the Transportation
13 Supervisor. Each complaint form will be time and date stamped upon receipt by the District.

14 The Transportation Supervisor shall ensure that the investigation of all safety related complaints
15 is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of
16 a complaint, a preliminary report shall be issued to the Superintendent and shall include the
17 following information:

- 18 a) The time and date of receipt of the complaint;
- 19 b) A copy or summary of the complaint;
- 20 c) The name of the driver of the school bus on which the complaint arose;
- 21 d) A list of all prior complaints or disciplinary actions, if any, taken against the driver.

22
23 Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall
24 ensure that a final report is submitted to the Superintendent including any findings and any action
25 taken in response to the complaint.

26 Recordkeeping

27 The Transportation Supervisor shall ensure the following records are collected and maintained:

- 28 a) Bus maintenance and inspection forms;
- 29 b) Bus driver credentials, including required background checks, health records, and
- 30 performance reviews;
- 31 c) Driver training records;
- 32 d) Accident reports; and
- 33 e) Complaints received and any records related to the investigation of those complaints.

34
35 The Transportation Supervisor shall be responsible for ensuring that this policy is included on the
36 District's website and in each of BCS's student handbooks.

37 Use of Video Cameras and Related Video Footage

38 Video cameras may be used to monitor student behavior on vehicles transporting students to and
39 from school or extracurricular activities.

40
41 The District shall keep all video recording of students, if any, confidential and shall at all times
42 comply with T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C.
43 §1232(g)), and other relevant state and federal privacy laws related to video recordings.

44 Parents or guardians who wish to view video footage collected from school buses, if any, shall
45 contact the BCS Transportation Supervisor with the basis of such request. Video footage shall be

- 1 viewed consistent with the terms of T.C.A. §49-6-2119 and under the supervision of the BCS
- 2 Transportation Supervisor.
- 3 Video footage collected from school buses, if any, shall be maintained for ten (10) calendar days.