

TRANSPORTATION POLICY

updated January 2018

The School Transportation Program shall be monitored by the Transportation Supervisor and the School Leader and subjected to periodic evaluations by them as necessary. An overall evaluation shall be conducted by the Transportation Supervisor on or before November 1st and June 30th of each school year, and a summary report of the evaluation submitted to the School Leader and the Board. The Transportation Supervisor shall be prepared to apprise the Board of the condition of the transportation service at any time.

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.

All accidents, regardless of nature, must be reported to the Transportation Supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The School Leader or his/her designee shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

The Transportation Program shall comply with regulations regarding transportation of special education students.

TRANSPORTATION SUPERVISOR

The School Leader shall appoint a Transportation Supervisor for the School. He/she shall be responsible for the monitoring and oversight of the transportation program. The Transportation Supervisor shall complete a student transportation management training program upon appointment. The Transportation Supervisor shall complete a minimum of four (4) hours of training annually.

The School Leader or his/her designee shall ensure that training is completed and provide the TN Department of Education with appropriate documentation.

COMPLAINT PROCESS

The following procedure will govern how students, teacher, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the Transportation Supervisor.
2. Complaints may be submitted in person, via phone, via mail, or via email.

The Transportation Supervisor shall begin an investigation of all safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the School Leader. This report shall include:

1. The time and date the complaint was received

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2. The name of the bus driver
3. A copy or summary of the complaint
4. Any prior complaints or disciplinary actions taken against the driver

Within sixty (60) days of receiving the initial complaint, the Transportation Supervisor shall submit a final written report to the School Leader detailing the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be available on the School's website.

RECORDKEEPING

The Transportation Supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspection forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.