

DICKSON COUNTY BOARD OF EDUCATION

Monitoring: Review: Annually, in April	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400 Rescinds: 3.400	Issued Date: November 29, 2018 Issued: 9-21-17
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1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board
3 Rules and Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number
5 shall appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall
7 attempt to replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation
9 supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

10 The Director of Schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR³**

13 The Director of Schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training
16 program upon appointment. Every year the transportation supervisor shall complete a minimum
17 of four (4) hours of training annually.

18 The Director of Schools shall ensure that training is completed and provide the state department
19 of education with appropriate documentation.

20 **COMPLAINT PROCESS⁴**

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

- 23 1. All complaints shall be submitted to the transportation supervisor; and
24
25 2. Forms may be submitted in person, via phone, mail, or email.
26 a. Written complaints shall be submitted on forms located on the district's website.
27 In the case of a complaint received via phone, the person receiving the phone call
28 shall be responsible for filling out the form and submitting it to the transportation
29 supervisor.

30 The transportation supervisor shall begin an investigation of all bus safety complaints within
31 twenty-four (24) hours of receipt.

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

- 3 1. The time and date the complaint was received;
- 4
- 5 2. The name of the bus driver;
- 6
- 7 3. A copy or summary of the complaint; and
- 8
- 9 4. Any prior complaints or disciplinary actions taken against the driver.

10 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor
11 shall submit a final written report to the Director of Schools that details the investigation's
12 findings as well as the action taken in response to the complaint.

13 An annual notice of this complaint process shall be provided to parents and students. This
14 information shall be made available in the student handbook.

15 **RECORDKEEPING⁵**

16 The transportation supervisor shall be responsible for the collection and maintenance of the
17 following records:

- 18 1. Bus maintenance and inspections forms;
- 19
- 20 2. Bus driver credentials, including required background checks, health records, and
21 performance reviews;
- 22
- 23 3. Driver training records; and
- 24
- 25 4. Complaints received and any records related to the investigation and complaints.
- 26

27 **SEAT BELT RESTRAINTS**

28
29 A three point lap/shoulder seat restraint systems (and integrated child restraint systems) may be
30 in use on buses in operated by the school system.

31
32 Use of these seat restraint systems will be mandatory for all students on buses equipped with
33 these safety devices. A verbal warning will be issued to students, by the driver for students who
34 remove or fail to use the restraint system. A written discipline referral may be issued to the
35 school principal for any student who fails to comply or persistently does not follow the direction
36 of the driver in regards to using the seat belt restraint system. School administrators may
37 discipline students in a manner consistent with other student behavioral infractions.

38
39 Bus drivers and bus attendants are not liable for students wearing or not wearing their seat belts
40 while riding. Drivers and attendants are only responsible for instructing students to put on the
41 seat restraint and /or referring the student for discipline if the student refuses to comply.

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Seat Restraint Training

The Transportation Supervisor will conduct training for all school bus drivers on the implementation and use of seat restraints. School Bus drivers will train students on the proper implementation and use of seat restraints at the start of each school year to ensure each passenger is familiar with the operation of seat restraints. Training will emphasize that each rider is to remain secured in their seat with their seat restraint fastened at all times while being transported.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

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