

## **Transportation Board Policy Ivy Academy's Skillern Elementary**

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

The School Transportation Program shall be monitored by the principals and the Director of Transportation and subjected to periodic evaluations by them as necessary. An overall evaluation shall be conducted by the supervisor of transportation on or before November 1st and June 15th of each school year, and a summary report of the evaluation submitted to the director of schools and the Board. The supervisor of transportation 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 the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

All buses and other vehicles owned and operated by the Board shall be given safety inspections by the assigned driver and the transportation supervisor on a regular basis. The transportation supervisor shall develop and maintain a safety inspection record which shall be signed by the individual who conducts the inspection. In addition, all buses shall be remedied prior to returning the unit to regular service.

Emergency evacuation instruction shall be conducted regularly throughout the school term to acquaint student riders with procedures in emergency situations. State law mandates one drill annually.

Current regulations regarding transportation of special education students will be complied with.

The director of schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

## **Transportation Update: New Laws as of January 2018**

- 1) You may report any observed unsafe happenings with the operation of Ivy Academy's Skillern Elementary buses by calling  
or by filling out the reporting form [online](#).  
Call the number on the back of the bus: [The county-wide phone number on the back of the bus is 1-833-43BUSES or 1-833-432-8737](#)
- 2) Ivy Academy's Skillern Elementary will initiate an investigation within 24 hours of any report. Ivy Academy's Skillern Elementary will issue a preliminary summary of the investigation to the superintendent with 48 hours of receiving a report.
- 3) Any bus serving Tennessee Public School students will have a reporting number listed on the back bumper, regardless of the county you are in. You may report any observed unsafe happenings with the operation of any Tennessee Public School bus by calling this number.
- 4) No one may use a handheld electronic device within the flashing lights of the school zone.

This law applies to drivers AND riders in cars or buses. This applies to trucks passing through our zone.  
No one may be talking on a phone. The purpose of this is so that all attention can be focused on the safety of our most precious resource, our children.

- 5) Our transportation policy may be reviewed on our website after February 15th for any further clarifications.  
For questions now or after the posting, call the school and leave a message for the Transportation Supervisor.

Supervisory personnel are charged with the responsibility of seeing that all of these rules and regulations are followed. In the event that an employee does not follow a rule or regulation, disciplinary measures will depend on the seriousness of the offense, as well as taking into account previous infractions or warnings.

#### GENERAL

- The failure to carry out directives by the Director of Transportation, either written or verbal, given by a Transportation Director, etc. or dispatcher is grounds for contract termination with the bus vendor.
- Unlawful possession, use, or distribution of non-prescription drugs or intoxicants, except those prescribed by a licensed physician, is prohibited while on duty. Prescription drugs that cause drowsiness or impair reflexes must not be taken prior to driving a school bus. The illegal use of drugs, the use of alcohol, or attending work under the influence of alcohol or drugs during work hours on Board of Education property will not be tolerated and are grounds for termination.
- Transportation of unauthorized persons is not permitted. Only approved assigned students and Board of Education personnel authorized to ride the bus may be transported.
- It is the responsibility of the driver and dispatcher to keep his/her address and telephone number up-to-date with the school.
- Transportation personnel shall be prohibited from soliciting sales of products or services to or through students or their families during working hours. Conducting personal business or advertising products using Board of Education material (i.e., phones, copy machines, faxes, etc.) is prohibited.
- Bus drivers are required to maintain at all times a valid non-restricted commercial driver's license with the required endorsements for the vehicle their job assignment requires. Loss of license can be grounds for termination.
- Bus drivers, who fail to take the necessary training, and as a result cause their license to be downgraded, will be placed on suspension without pay until the situation is corrected. If the employee does not make an attempt to rectify the situation, the employee will be subject to discharge.
- Bus drivers are responsible for picking up the paper and trash in their bus. They are also responsible for washing the bus as needed.

#### DISCIPLINE

- No student will be discharged after boarding the bus in the morning until the bus arrives at the school. Written permission from the school and parent to drop the student off at a bus stop, other than the student's home stop, will be honored in the afternoon if space allows.
- The driver shall be on the bus when the students are boarding the bus.
- If a student has been suspended from the bus, yet shows up at the bus stop, the driver will transport the student to the school and accompany the student to the principal's office. At no time should a driver refuse to transport a student from school unless directed so by the Transportation Supervisor. If a student is uncontrollable (i.e., fighting, loud, or abusive, suspected of having a weapon, drugs, alcohol, etc.) the driver that has a radio should notify their dispatcher so that the student can be removed. If no radio is available the driver should pull the bus to a safe location and only after securing the bus the driver should call transportation to report the situation. Then the driver should await assistance. Students that are merely disorderly will be transported and normal discipline procedures followed.
- No student will be put off the school bus at school or en route without first notifying a teacher, principal, or supervisor. NOTE: Where at all possible, it is best to take the student to his/her stop in the afternoon and turn the student in to the principal the next morning.

## ROUTES

- The Bus Vendor will develop all bus routes which will include the time allotted for completion of the specific route assignment. Changes to the routes should be expected during each term, especially on special needs routes. As a district-wide school of choice, we service bus stops that have the most students, and keep us under the 90 minute maximum bus route time. We cannot provide service to outlying areas because the travel time there and back makes the route length too long.
- The Transportation Department will operate services in the most safe, efficient and cost effective manner as possible.
- The total times—starting and ending—will not be changed by the bus driver without approval from the routing staff or Transportation Supervisor. If the supervisor agrees that changes are needed, he/she will reevaluate and incorporate any indicated changes necessary. Otherwise, each driver will follow the specific route assignment without any deviations. Extra time will be allotted if road construction, accidents, or severe weather increases the driver's time.
- At no time will buses be driven off the scheduled routes or leave earlier than the approved time on the written schedule. Unless authorized, no driver will drive through private property, commercial property, residential property, subdivisions, or parking lots in order to make his/her run shorter or to avoid traffic signals or other situations. Drivers shall have a copy of their current bus schedule on their bus at all times. Unscheduled stops at stores, restaurants, and unauthorized areas are not permitted while students are on the bus unless approved in advance by the routing staff or the Transportation Supervisor.
- Buses shall run on schedule at the time designated at each bus stop. Under no circumstances shall the bus run ahead of schedule. If a bus runs late due to the driver's negligence (i.e., lost keys, oversleeping, etc.) the driver will be subject to disciplinary action.

**DAILY DUTIES** • Driver must inspect his/her bus daily and complete the checklist on the vehicle inspection report. The vehicle inspection report is to be signed and dated, indicating completion

of the inspection and recording of deficiencies found. These reports must be uploaded into the google drive folder weekly.

- Drivers are responsible for seeing that their bus maintains an adequate amount of fuel at all times.
- Bus Drivers/Assistants will inspect all seats at the end of each individual load and report any damaged seats at the end of that shift to their Dispatcher.
- All articles, such as books and clothing, left on the bus are to be turned in to the school office if not claimed by the student within two (2) days. NEVER throw away such articles left on the bus.

#### EMPLOYMENT REQUIREMENTS

- Physical examinations, as required by Board Policy, are to be completed by the dates established by the Transportation Department. Physical examination cost is the employee's responsibility. The Board reserves the right to require, at its expense, reexamination at any time.
- Drug and alcohol training must be attended as scheduled by the Transportation Department.

#### EQUIPMENT

- Cameras, radios and Zonor should be in working order at all times. (If not, report to your supervisor)
- Two-Way radios are provided for emergency purposes only (i.e., notification of problems, breakdowns, etc.). Unnecessary or malicious use of the radio is prohibited.

#### SAFETY

- Obey all speed limits as follows:
  - Rural streets not to exceed posted speed limit.
  - Highway and interstate not to exceed 55 mph.
- A driver should always drive in a safe manner and always practice defensive driving techniques.
- Never leave the bus unattended with the engine running at any location other than your assigned substation lot.
- While loading and unloading students, regardless of location, the STOP sign must be out and driver must direct the students as to when to cross the street in front of the bus. NEVER allow students to cross the street from the rear of the bus. Loading zones at schools may require individual direction from Transportation Supervisor unless otherwise directed by police and/or school crossing guard.
- The door is to be kept closed when the bus is in motion and students are on the bus.
- NOTE: The School is NOT LIABLE for personal property lost or damaged while on the bus.
- No eating or drinking is permitted on the school bus by students, drivers, mechanics, and driver assistants while students are on the bus. NO SMOKING will be permitted on the school bus at any time. Smoking is NOT allowed on any public school campus in TN.
- A driver shall not pass or pull alongside another bus while either bus is transporting students on the route. The right lane should be utilized unless it is obstructed or when making an immediate left turn.
- When it is necessary to utilize a backup turnaround on a busy roadway, the driver shall back from the main road onto a secondary road or driveway. Of course, due caution must be observed in order to make certain the area to the rear of the bus is clear for backing. If possible, the driver should use a nonstudent spotter on the ground or a spotter in the rear of the bus.
- All

bus drivers and substitutes are required to complete a pre-trip safety inspection of their school bus daily. All bus assistants are required to pre-trip the inside of their bus daily

- No driver shall operate a school bus as defined by TCA § 55-8-101(53) on any highway while using a hand held mobile telephone while such vehicle is in motion and such vehicle is transporting children;
- Check your bus for sleeping students after each school run in the morning and afternoon. 26
- Do not allow anyone other than school students on your bus.

§49-6-2008. Persons improperly on school premises or buses. (a) In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter upon the grounds or into the buildings of any school, except students assigned to that bus or school, the staff of the school, parents of students and other persons with lawful and valid business on the bus or school premises. (b) Any person improperly on the premises of a school shall depart on the request of the school principal or other authorized person. (c) A violation of subsection (a) is a Class A misdemeanor. (d) In addition to any criminal penalty provided by law, there is created a civil cause of action for an intentional assault upon educational personnel by any person during school hours or during school functions, if the parties are on school grounds or in vehicles owned, leased or under contract by the LEA and used for transporting students or faculty. A person who commits such assault shall be liable to the victim for all damages resulting from the assault, including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three (3) times the amount of the actual damages and shall be entitled to reasonable attorney fees and costs.

- All bus drivers approaching railroad tracks MUST have their emergency flashers on (not amber lights) and stop at a point NO CLOSER than 15 feet from the tracks. Drivers should stop and look both ways before proceeding. If flashers and bells continue to flash and ring after a prudent period of time with no train in sight, use extreme caution before crossing tracks.
- NOTE: If your bus should stall on railroad tracks or crossings, IMMEDIATELY EVACUATE all students to a safe place approximately 200 feet from the tracks. If a telephone is available, call 423-498-7320 immediately to notify the Transportation Department of the situation. • UNDER NO CIRCUMSTANCES will a driver remain on the bus with students in an attempt to start the bus.

## ACCIDENTS

- Drivers MUST report all accidents/incidents by radio or telephone: • Students' physical condition must come first. Radio or call the Transportation office at 498-7320; an ambulance and the police will be dispatched.
- In case of an accident, DO NOT move the vehicle until the police advise you to. DO NOT admit any guilt to anyone. Only discuss the accident with the police officer, your supervisor, or the School System's Administrative staff. Report any contact from the other party involved or persons representing them to the Transportation Supervisor or his designee.
- When involved in an accident, the bus driver shall list the names of all students on the bus. DO NOT let any student leave the scene of the accident unless proper authorization form is signed by a parent and/or guardian. Remove students from the bus only if their safety is endangered. • Any bus driver involved in a preventable accident where serious injuries or damages occur will be disciplined according to the circumstances. • When a bus driver is involved in an accident,

he/she should get a description of the person(s) and other vehicle(s) as completely as possible before passing along the information to the Transportation Department.

- Any driver guilty of a moving traffic violation will be disciplined accordingly.

#### SPECIAL BEHAVIOR

- Possession of weapons (firearms, explosives, explosive weapons, bowie knife, hawk bill knife, ice pick, dagger, sling shot, leaded cane, switch blade knife, blackjack, knuckles, or any other weapon of any kind) are prohibited and grounds for dismissal.
- Any attempt to defraud the Board of Education or its employees is prohibited and grounds for dismissal.
- Rude, abusive, and/or vulgar language to students, school personnel, or supervisors is prohibited and will be dealt with on an individual basis. It is the responsibility of Driver/Assistant to maintain a professional attitude at all times.
- Fighting, wrestling, and other forms of personal violence while on Board of Education property or during work hours is prohibited and grounds for dismissal.
- Misuse of radio or disruption of communication is prohibited.
- The general safety of students, employees, and the public is to be guarded at all times. Any negligence which endangers others will not be tolerated and will be subject to appropriate disciplinary action.
- Drivers shall stay on assigned routes. Buses are not permitted at non-designated locations (e.g., stores, banks, restaurant, etc.) unless the driver has permission from their Dispatcher or the Transportation Supervisor. Drivers found at unauthorized areas without permission will be disciplined.
- There shall be no personal use of School Board property.

SUMMARY OF POLICIES: Because we are a charter school who contracts with a bus service, we do not employ drivers as the district we are within does. Drivers are the employees of the bus service with whom we contract. We have included standard district board policies regarding drivers because they would apply, but they would be enforced by the bus vendor, and not by the school.