Millington Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
~~Review: Annually, in October~~Review: Annually	**Student Transportation Management**	**3.400**	~~-~~01/07/19
		Rescinds:	~~Issued~~Reviewed/Revised:

General

The director of schools shall contract annually or as otherwise authorized by the board with individual owners of buses to provide student transportation services.[1]

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

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.

RESPONSIBILITIES OF BUS OWNERS

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education[1] and National Highway Traffic Safety Administration.

2. Each bus driver shall obey all applicable state rules and regulations.

3. A school bus owner shall give four weeks written notice to the board when he/she wishes to terminate his/her bus operation contract.

4. A school bus owner shall secure the approval of the director of schools before he/she may sell a bus during the period of his/her contract. The sale of a bus does not obligate the director of schools to enter into contract with the new owner.

5. Each school bus owner shall have on file in the director of schools' office a current statement of liability and property damage insurance coverage carried on the bus.

6. Each school bus owner must specify for the director of schools' approval the name of the designated driver and at least one substitute driver of his/her bus.

7. Each school bus driver shall submit to the director of schools the results of his latest physical examination.

First Readings - TSBA Recommendation

8. By the end of the first month of each school year, each bus owner shall file with the director of schools, on forms approved by the board, a report giving an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.

9. Participate fully in the complaint process as outlined below.

10. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.

TRANSPORTATION SUPERVISOR[3]

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.

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

The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS[4]

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

~~[Below is a suggested complaint process. The board may substitute the highlighted language for their own local procedure]~~

1. All complaints shall be submitted to the transportation supervisor; and

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

The transportation supervisor shall begin an investigation of all bus 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 director of schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

First Reading - TSBA Recommendation

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details 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 made available ~~in the student handbook~~on the district webpage ~~[or the board may choose to insert another method of notification]~~.

RECORDKEEPING[5]

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

1. Bus maintenance and inspections 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.

First Reading – TSBA Recommendation

Legal References

1. TRR/MS 0520-01-05-.02(1); TCA 49-6-2101
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)