

# Houston County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>07/18/24</b>
		Rescinds:	Issued: <b>01/09/95; 12/11/17</b>

## *General*

School buses shall be maintained and operated in accordance with state law and in accordance with the specifications developed by the Department of Education and approved by the Department of Safety.<sup>1</sup>

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.<sup>2</sup> Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.<sup>3</sup>

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

All accidents, regardless of the damage involved, shall 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.

## **SCHOOL BUS DRIVERS**

Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the school district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Director of Schools.<sup>4</sup>

Annually, the Board shall require each school bus driver to have a physical and mental examination. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.<sup>5</sup>

## **TRANSPORTATION SUPERVISOR<sup>6</sup>**

The Director of Schools shall appoint a Transportation Supervisor for the district. He/she shall be responsible for the monitoring and oversight of the 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.

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The Director of Schools shall ensure that training is completed and provide the Department of Education with appropriate documentation.

### **COMPLAINT PROCESS<sup>7</sup>**

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

1. All complaints shall be submitted to the Transportation Supervisor; and
2. Forms may be submitted in person, via phone, 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
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 parent(s)/guardian(s) and students. This information shall be made available in the student handbook.

### **RECORDKEEPING<sup>8</sup>**

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.

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Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

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Cross References

Bus Safety and Conduct 6.308  
Homeless Students 6.503