Sequatchie County Schools

School Bus Handbook

Sequatchie County Schools
2025-2026 Calendar

July 25 Discretionary In-service Day
July 28-SPED In-service
July 29- In-Service
July 30- Admin. Day
July 31- Admin. Day
Aug. 1 In-service
Aug. 4 First Full Day

Aug. 7 Staff Dev.
Aug.8 No School

Oct. 6-10 Fall Break

Dec. 19
Abbreviated Day

Dec. 22-31
Christmas Break

Feb. 16
President's Day
Feb. 16 Staff Development

April 3- Good Friday

Sept.1 -Labor Day
Sept. 22 -Parent Conferences

Nov. 11- Veterans Day
Nov. 26- In-Service
Nov. 27-28
Thanksgiving Break

Jan. 1- New Year's Holiday
Jan. 2- Admin. Day
Jan. 19- MLK

March 16 – 20
Spring Break

May 21- Admin. Day
May 22- Abbreviated Day (Last Day of School)
May 25 Memorial Day

August

S	M	T	W	T	F	S
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	In-Service		Abbrev. Day
	Administrative Day		School in Session
	Staff Development		
	No School		

Sequatchie County Board of Education

School Bus Driver Meeting- July 31st, 2025

Hello and welcome back to a new school year. We are glad you are here! We hope that you had a great summer break.

Student Safety- **STUDENT SAFETY IS PRIORITY NUMBER ONE FOR ALL EMPLOYEES AT SEQUATCHIE COUNTY SCHOOLS!** Please be cautious at all times. You are not in a race! Critical times are during loading and unloading students. **DO NOT GET IN A HURRY! READ THAT AGAIN, DO NOT GET IN A HURRY! DO NOT EXCEED THE SPEED LIMIT. STOP** at all railroad crossings and STOP signs. If a student refuses to exit the bus at their normal stop because of a safety concern, radio the school to make contact with the parent. If they are unable to make contact, continue with your route, continue to try to contact the school or the supervisor. If no contact can be made, as a last resort the student can be taken to the Sequatchie County Justice Center to enlist the help of Law Enforcement. Always contact the transportation supervisor for guidance before enlisting the help of law enforcement.

Accidents-Any property damage accidents must be reported to the police and the Transportation Supervisor immediately. If students are on the bus during an accident, you will need a list of the names of the students on the bus.

Routes-Do not change your route. Run it as written. 2nd run students are not permitted to ride with 1st run students.

Morning Run-1) 1st runs should arrive at GES as close to 6:55 a.m. as possible, however, no students are to be delivered before 6:55 a.m. 2) Regular loads should arrive at GES as close to 7:20 as possible. (No regular loads or 2nd loads should arrive before 7:20 a.m.). Warm Up (idling bus) time should be limited to 5 minutes. In colder weather, you may need to add a few extra minutes. While the bus is idling, do a

walkthrough to check for any potential dangers on the bus. Document the walkthrough in the Fleetio app.

Loading & Unloading-In the morning, buses should enter the school zone from Jones Drive and take the bus lane to unload at the front or east side of GES, then to the bus circle behind SCMS, then travel behind the Field House and unload in the bus circle on the West side of SCHS, depart the school from the main entrance at Hwy 28/exit of the high school or via Cordell Drive to Elm Street. Exceptions will be buses whose routes are south of campus, those buses may enter campus via Cordell drive at the high school. Please do not exit campus via Jones drive in the mornings. In the afternoon, buses will leave the garage at 2:42 and travel to the schools. **Buses 1, 6, 12, 16, and 20(All SPED load at CDC classroom)** will travel to Cordell Drive and pick up at SCHS on the West side of the building, then travel behind the field house to the bus loading circle at SCMS, then to the front or east side of GES, before returning to Main entrance at Hwy 28 or to Jones Drive to Elm Street . **Buses 7, 15, 13, 18, and 17(All SPED load at CDC classroom)** will travel to Jones Drive and travel through the bus lane in the front of GES and to the bus circle at SCMS, then to the front or east side of GES, and then behind the field house to SCHS bus loading circle on the west side of the building, and then return to Highway 28 or Cordell Drive to exit the school campus. **Buses 3, 4, 10, and 11 (All SPED load at CDC classroom)** will travel to Jones Drive to the GES bus lane for loading, then travel behind the field house to the loading circle on the west side of SCHS, and then travel behind the field house to the bus loading circle behind SCMS, and then will return to Highway 28 or Jones Drive to leave the school campus. Every effort will be made to load all 1st load buses by 3:05. It is very important that you remain in your assigned order until all students have loaded and you have left the school campus. Do not alter the bus pattern on campus. Do not pass other buses, do not exceed the speed limit and remain in order. **Students may only exit the bus at their normal stop in the afternoon and at their assigned school in the morning.** A note signed by the correct school office is required for the student to exit the bus somewhere other than their normal stop in the afternoon. Please remember that buses are not permitted to back up on school grounds without a spotter. Also, students must load and unload the bus on the door side so that students are not walking in front of the bus on school grounds. **In the afternoon, DO NOT load any student prior to 2:50 pm. The only exception to this rule is a student in a wheelchair.**

Note: Alternate loading and unloading in front of Alternative School. This will only be on an as needed, case by case basis.

Discipline- Each student starts the year with a clean Record! Everyone deserves a second chance.

1) ***SEAT*** SCHS students in the rear of the bus, SCMS students in the middle of the bus and GES students in the front of the bus. **2)** Establish a positive rapport with students and greet them as they enter and exit the bus. You are their first and last encounter with the school each day. You can make a difference. **3)** Clearly communicate rules, procedures, and expectations to students. Use preventative measures to avoid misbehavior. Refer misbehaviors back to the school bus rules. Handle discipline problems on the bus whenever possible. Pick your battles appropriately. If you need help with a particular student, turn in written referrals to the Principal of the school the student attends. **For minor disruptions, the bus driver should attempt to correct the behavior with a warning and an assigned seat or other intervention prior to submitting a bus referral. **4)** Use as little conversation with students as possible (don't argue with students). **5)** Refrain from physical contact. **Do not touch students unless it is absolutely necessary because you fear for student safety. 6)** Return to school with problems only if you feel it is an absolute safety issue.

Radios/Telephones/Cameras-Each bus is equipped with a High band radio for communication and digital cameras to record student behavior. Please make sure the camera is operating and that the radio is on and tuned to Channel One at all times you are operating the bus. Radios operate after engaging a repeater and therefore require that you key the microphone and wait a short period of time for ok to talk ping (at least 3 seconds) before talking. Likewise, you must wait after another person speaks, until you hear the channel clear ping before keying the microphone and talking. Radios should not be used for conversational purposes and are for communication of important information only. Use your call numbers, i.e., 99+your bus number. **Cellular telephones and other handheld devices should not be used while driving, this includes voice or text.** If you must use the telephone, pull over to the side of the road,stop, and get out of the driver's seat. This should be done in emergency situations only. Use your radio instead. **BE PATIENT WITH OFFICE STAFF WHEN USING THE RADIO!! They have a lot of responsibility during bus time! Please refer to State Laws 55-8-192, 55-8-101, and 55-50-501.**

Bus Maintenance-1) Keep your bus clean, sweep it daily. Ensure the dash, aisle, driver's floor area, student floor, steps, emergency exit pathways, windows, and mirrors are kept clean and clear. **2)** Make NO alterations to your bus of any kind. **3)** Report mechanical problems or damage to your bus to Jonathan Snyder immediately.

Use the proper repair reporting section in Fleetio (issues) to report needed repairs. 4) Check your bus from rear to front after each run. Document this walkthrough on the proper pre-trip/post-trip inspection in the digital Fleetio app.

Drug Use- 1) All drivers are subject to random alcohol and drug tests as a condition of employment. **2) Drivers must give written notice of all prescription medications they are taking.**

License- All drivers must keep the following in their possession while driving a school bus: **1)** CDL-with P & S endorsement **2)** Registration of bus (stays w/bus) **3)** Proof of insurance (stays w/bus) Check to make sure you have these daily.

Drivers are responsible for maintaining their own license! If you do not renew your CDL or DOT medical exam **(get a copy)** by the expiration date, you will not be permitted to drive a school bus until such time that your documents are renewed and a copy of the complete DOT physical is received by the Transportation Supervisor. "S" Endorsement training is assigned by the state and it is the driver's responsibility to ensure that training is completed during the assigned month. **Medical cards are now online.**

Inclement Weather- If you encounter driving conditions that you feel are unsafe, stop, turn around, avoid that part of your route, and report immediately to Jonathan Snyder or Scotty Holland your change in route. This year we will continue to use our automated calling system.

Emergencies- If a student becomes suddenly ill and you feel the student needs emergency medical attention, pull the bus over at the nearest safe area and radio/call for help.

Parking- Buses should be parked at the school bus garage at all times unless prior approval is given. Parking spots are clearly marked. Private vehicles should be parked to the west and north of the garage only. **No personal vehicles should ever be parked in the bus parking area or the fuel area.** Exceptions would be those drivers who leave their personal vehicle at the garage overnight and wish to park in the fuel area overnight so as to conceal the vehicle from the road area.

Smoking- State and federal laws prohibit smoking in public buildings and on school buses. Therefore, smoking will not be allowed **at any time** on buses, in the bus garage or in any school building.

Reporting- It is the responsibility of any adult in the State of Tennessee to report suspected child abuse. If you suspect that a child is being abused, you must report it. Report it to the supervisor, and she/he will immediately report it to the appropriate school officials and the Department of Children's Services and law enforcement agencies. Child Abuse Reports: 1-877-237-0004 or go to the website https://apps.tn.gov/carat/.

State law requires school employees to report to their immediate supervisor any knowledge of an inappropriate/sexual relationship between another school employee and a student.

Mandatory Trainings- According to state law and local board policy, all employees are required to receive annual training in Suicide Prevention, Bloodborne Pathogens, Epi-pen, Child Abuse Reporting, Title VI of Civil Rights, Human Trafficking, and Bullying.

TENNESSEE STATE TROOPER HIGHWAY PATROL

INFINIT-I

WORKFORCE SOLUTIONS

Attention School Bus Drivers - Follow these steps to access the state of Tennessee's INFINIT-I System

TN Highway Patrol Pupil Transportation will utilize this **online learning program** to deploy mandatory annual training to school bus drivers across the state. You may also have additional training assigned by your transportation director to help reduce incidents, accidents and create a safer work environment.

Step 1: Go to the Learning Website

Enter http://tnschoolbus.infinit-i.net in your website browser.

Step 2: Enter your Username & Password

User Names and Passwords are case sensitive

Username **ALL CAPS**: FIRST 3 LETTERS OF FIRST NAME (plus +) FIRST 3 LETTERS OF LAST NAME (plus +) LAST 3 NUMBERS OF COMMERCIAL DRIVER'S LICENSE (example: FIRLAS123)

Password **all lowercase**: safety

Step 3: Select "Start Class" in the Classroom

Step 4: Select a video marked "Not Attempted" or "Overdue"

Step 5: Start the Video

Clicking on the play symbol will start the video. The video will play automatically until completion.

Step 6: Take the Test

Test questions will appear automatically following the video. Answer all questions to complete lesson. Once you have passed the test, this lesson will be removed from your classroom.

For additional information or questions contact Feefee Kendricks 877-792-3866 ext 300
Monday – Friday 8 to 5 Central time

2025-2026 Bus Routes

Bus 1 Jay Frizzell - CAGLE
MAIN ROUTE- Highway 111 Cagle Mountain from the intersection of Highway 8 to 127, possible ½ mile side roads are Bennie Camp, Black Mountain, White Oak Swamp, and Stooping Oak Rd.

Bus 3 James Hixson - LEWIS CHAPEL/NORTH
MAIN ROUTE- Lewis Chapel Rd. from the Bledsoe County line to Hwy. 111, Snyder Loop, possible ½ mile side roads include Raven Cliff, Harvey Cemetery, Harvey Rd, Stewart Rd, Shell Rd, Shadowland Dr.

Bus 4 Sonny Lane - LEWIS CHAPEL/SOUTH
MAIN ROUTE- Henson Gap Road from T Crowe Road/Crowe Cr. to Picnic Road. East Valley South of Highway 111 to Old York Highway East, possible ½ mile side roads are Briar/Hideaway, Pete Green to Davis Cemetery, Window Rock Rd.

Bus 6 Rocky Layman - FREDONIA/HWY. 399/MCCARVER LOOP
MAIN ROUTE- HWY 399 from State Route 8 to Seq./Grundy county line, McCarver Loop, Fredonia Rd. to Houston Street, Possible ½ mile side roads are Coca-Cola, Barbrow, Deerhead/Fawn Circle (turnaround at Airport Avenue) John Henry Lewis, Wheeler and Bowman Rd.

Bus 7 Janet Elkel - HWY 28 SOUTH/DAUS/HUDLOW RIDGE/CARTWRIGHT
MAIN ROUTE- West Valley Rd/Hwy. 28 South/Hudlow Ridge, John Burch - possible side roads of Herron Rd, Cartwright Loop, Kilgore Loop, Hudlow Rd.

Bus 10 Cary Gephart - DUNLAP (PM Route will be reverse order)
10-1 FIRST LOAD-Court loop, Branch Rd, Ewtonville Baptist Church Loop (Old York Hwy), Russell Street/Rankin North from Hwy 28/127, Rankin South of Valley View
10-2 SECOND LOAD-East ridge rd, McDowell rd, Phelps drive, Main street North and South

Bus 12 Ben Condra - CHAPEL HILL/DAUS RIDGE/EAST VALLEY SOUTH
MAIN ROUTE- East Valley Rd (From Old York Hwy East to Marion Co Line), Kell Loop, Stone Cave, Press Pickett, Frank Tate, Possible ½ mile side roads include Johnston Cove Rd, New Hope Loop

Bus 13 Jeannie Bowen - SIGNAL MTN/ DUNLAP
MAIN ROUTE- HWY 127 Signal MTN From Lone Oak Community Center to the base of Signal Mountain, possible side roads to include Miller Cove, Horseshoe/Patton Rd, Ridge Road/Highpoint Loop/Seminole Dr.

Bus 15 Lavaguhn Turner - SIGNAL MTN
MAIN ROUTE- HWY 127 Signal Mtn. (from Lone Oak Community Center to Hamilton Co Line), from the base of Signal Mountain to Hwy. 127 and Hwy 28 intersection- Possible ½ mile side roads include Hall Cemetery, Barker Circle, Hall Road, Miller Road, Grayson Way, Pickett Rd, Central Office, Windmere/Garden Court Loop

Bus 16 Bryan Gray - N. DUNLAP/ELM HILL
MAIN ROUTE- East Valley Rd (from Hwy 111 to Bledsoe Co Line) Kelly Cross Rd (From East Valley to Sprouse Hill road) Hwy 127 North From Sprouse Hill Rd to Bledsoe Co line, Old York Hwy North (from Co line to SVEC) Juanita Street/Cline Circle, Land Drive/Heard Street/Houston Street, Possible ½ mile side roads are Jack Smith, Boston Town Rd, Davis Rd, and Old Mill Rd, Buddy Skiles Rd.

Bus 18 Alicia Talberaz - DUNLAP (PM Route will be reverse order)
18-1 FIRST LOAD-Old Union/Old Hwy 8 loop Industrial Park (Rankin @ TDOT)
18-2 SECOND LOAD-Elm street/Dell trail/Rankin Ave(Dell Trail-Valley View), Valley View (Both daycares)

2025-2026 Bus Routes

Alternate Routing: TBD

SUBS:
Kevin Benoit (available Sept. 1)
Jonathan Snyder

Spare Buses:
Bus 2
Bus 8
Bus 9
Bus 14 SPED

NOTE: NO RIDER WILL BE ALLOWED TO CROSS HIGHWAY 127, HIGHWAY 28 OR HIGHWAY 111 AT ANYTIME OR ANY LOCATION!!!!

Isolated areas- Daus Mountain Road, Smith Mountain Road, and Blue Sewanee Road. Lewis Chapel: Turkey Ridge Road, Coke Bowman Road; Daus: Red Barn Road, Skunk Hollow Road, Worley & Worley Road West, CC Road; Signal Mtn: Clearbrooks Drive (Grandview) and Kell Road.

Any other side road requests over 1/2 miles will be evaluated on an individual basis.

Point of Clarification: Buses will NOT leave designated ½ mile side roads to travel onto secondary roads that intersect with designated ½ mile side roads.

SCHS AFTERNOON BUS LOADING SCHEDULE
2025-2026

BUS LOADING ORDER:

#1 Jay Frizzell
#6 Rocky Layman
#12 Ben Condra
#16 Bryan Gray
#20 Becky Frizzell (SPED)

#3 James Hixson
#4 Sonny Lane
#10-2 Cary Gephart
#11 David Swanner (SPED)

#7 Janet Ekiel
#13 Jeanie Bowen
#15 Lavaughn Turner
#18-2 Alicia Tabarez
#17 Melissa Bujok (SPED)
Late buses #18-1 and #10-1

*****AFTERNOON NOTES*****

AFTERNOON NOTES: Emergency Route: In the event that an additional driver is needed to cover another route, Bus #13 will be split as follows:
Bus #13 students will ride bus #15 except for students that live on Highpoint/Ridge Rd, Seminole Dr., and Buddy Skiles Rd. Windermere apartments.
Students that ride to Highpoint/Ridge Rd. and Seminole Dr. will ride Bus #3
Students that ride to Windermere Apartments (Garden Court Loop, Windermere Loop) will ride Bus #10-2

MORNING PICKUP TIMES VARY
AFTERNOON LOADING STARTS AT 2:50 AT ALL SCHOOLS (NO STUDENTS PERMITTED ON A BUS PRIOR THAN 2:50 PM)
No student should cross Highway 127, Highway 28, or Highway 8/111 at **ANY** location when being released from a bus.

INTER-CAMPUS TRANSFERS

From GES	To SCHS ride bus #10
	To SCMS ride bus #4
From SCMS	To GES ride bus #7
	To SCHS ride bus #15
From SCHS	To SCMS ride bus #1
	To GES ride bus #6

To Central Office Ride bus #7

*****TEACHERS***** If you have any doubt, however small, concerning which bus a child should ride in the afternoon, please call Jonathan Snyder at the Bus Garage at 949-3553 or Scotty Holland at the Central Office at 949-3617. A small child placed on the wrong bus can be a very stressful situation for both the child and the parents.

SCMS AFTERNOON BUS LOADING SCHEDULE
2025-2026

BUS LOADING ORDER:

#7 Janet Ekiel
#13 Jeanie Bowen
#15 Lavaughn Turner
#18-2 Alicia Tabarez
#17 Melissa Bujok (SPED)

#1 Jay Frizzell
#6 Rocky Layman
#12 Ben Condra
#16 Bryan Gray
#20 Becky Frizzell (SPED)

#3 James Hixson
#4 Sonny Lane
#10-2 Cary Gephart
#11 David Swanner (SPED)
Late buses #18-1 and #10-1

*****AFTERNOON NOTES*****

AFTERNOON NOTES: Emergency Route: In the event that an additional driver is needed to cover another route, Bus #13 will be split as follows:
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Students that ride to Highpoint/Ridge Rd. and Seminole Dr. will ride Bus #3
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INTER-CAMPUS TRANSFERS

From GES	To SCHS ride bus #10
	To SCMS ride bus #4
From SCMS	To GES ride bus #7
	To SCHS ride bus #15
From SCHS	To SCMS ride bus #1
	To GES ride bus #6

To Central Office Ride bus #7

*****TEACHERS***** If you have any doubt, however small, concerning which bus a child should ride in the afternoon, please call Jonathan Snyder at the Bus Garage at 949-3553 or Scotty Holland at the Central Office at 949-3617. A small child placed on the wrong bus can be a very stressful situation for both the child and the parents.

GES AFTERNOON BUS LOADING SCHEDULE
2025-2026

BUS LOADING ORDER:

#3 James Hixson
#4 Sonny Lane
#10-2 Cary Gephart
#11 David Swanner (SPED)

#7 Janet Ekiel
#15 Lavaughn Turner
#18-2 Alicia Tabarez
#5 Jeanie Bowen
#17 Melissa Bujok (SPED)

#1 Jay Frizzell
#6 Rocky Layman
#12 Ben Condra
#16 Bryan Gray
#20 Becky Frizzell (SPED)
Late buses #18-1 and #10-1

AFTERNOON NOTES: Emergency Route: In the event that an additional driver is needed to cover another route, Bus #13 will be split as follows:
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No student should cross Highway 127, Highway 28, or Highway 8/111 at **ANY** location when being released from a bus.

INTER-CAMPUS TRANSFERS

From GES	To SCHS ride bus #10
	To SCMS ride bus #4
From SCMS	To GES ride bus #7
	To SCHS ride bus #15
From SCHS	To SCMS ride bus #1
	To GES ride bus #6

To Central Office Ride bus #7

TEACHERS If you have any doubt, however small, concerning which bus a child should ride in the afternoon, please call Jonathan Snyder at the Bus Garage at 949-3553 or Scotty Holland at the Central Office at 949-3617. A small child placed on the wrong bus can be a very stressful situation for both the child and the parents.

Revised 07/24/25

SCHOOL BUS RULES

1. The student will board the bus in an orderly manner, be seated and remain seated until they reach their destination. No standing or switching seats is allowed. The driver may assign seats.

2. There will be no loud talking or unnecessary noise on the bus.

3. Throwing objects on the bus or out the windows is not allowed.

4. No head, arms, hands, etc. will be out the windows.

5. No eating, drinking, smoking, vaping, cursing or fighting on the bus.

6. In normal weather conditions, children should be visible to the driver at their normal pickup time and place.

7. Students must stand well clear of traffic lanes while waiting for the bus. If students cross the road getting on or off the bus, they should make sure traffic has stopped and walk at least twelve (12) feet in front of the bus upon receiving a signal from the driver.

8. Children will not be allowed to get off the bus except at school and at their regular stop without written permission from the parent or guardian and the principal.

9. Students will not cut, mark or disfigure the bus in any way. Intentional vandalism to a bus will result in an automatic bus suspension from the bus for a period of time to be determined by the severity of the offense and may include a fine to be paid.

10. Any student in violation of these rules, or any other sound rules or regulations imposed by the driver, will be reported to the principal for discipline and shall upon the discretion of the principal and driver be recommended for a minimum one day bus suspension on the first offense, three days for the second offense, five days for the third offense, ten days for the fourth offense, and barred for the remainder of the school year for additional offenses.

_____ _____

Student Parent

Grade-_____ Bus #-_____ Date-_____

Teacher-_____

Emergency School Bus Evacuation Drill Form

Driver Name: _____ Bus Number: _____

Date Drill Conducted: _____

Number of students participating in drill: _____

Amount of time to evacuate: _____

Notes: _____
_____
_____

Were any students injured during the evacuation drill? Yes or No
If yes, please describe the circumstances involving the injury. _____
_____
_____

Bus Driver Signature: _____

Principal/ Administrator Signature: _____

Transportation Supervisor Signature: _____

Evacuation Procedures

An emergency situation can happen to anyone, anytime, anywhere. It could be a crash, a stalled school bus on a railroad-highway crossing or in a high-speed intersection, an electrical fire in the engine compartment, a medical emergency to a student on the school bus, etc. Knowing what to do in an emergency—before, during and after an evacuation—can mean the difference between life and death.

Determine Need to Evacuate Bus

The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact their dispatcher to explain the situation before deciding to evacuate the school bus. As a rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of a fire?
- Is there a smell of leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved?
- Sometimes, it may be safer to remain on the bus and not come in contact with the material.

Mandatory Evacuations

The driver must evacuate the bus when:

- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad-highway crossing.
- The position of the bus may change and increase the danger.

- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

Evacuation Procedures: Be Prepared and Plan Ahead

When possible, assign two responsible, older student assistants to each emergency exit. Teach them how to assist the other students off the bus. Assign another student assistant to lead the students to a safe place after evacuation. However, you must recognize that there may not be older, responsible students on the bus at the time of the emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes ensuring that they know the location of and operation of the various emergency exits, and the importance of listening to and following all instructions given by you.

General Procedures

- Determine if evacuation is in the best interest of safety.
- Determine the best type of evacuation:
    - Front, rear, or side door evacuation, or some combination of doors.
    - Roof or window evacuation.
- Secure the bus by:
    1. Placing transmission in Park, or if there is no shift point, in Neutral.
    2. Setting parking brakes.
    3. Shutting off the engine.
    4. Removing ignition key.
    5. Activating hazard-warning lamps.
- If time allows, notify dispatch office of evacuation location, conditions, and type of assistance needed.
- Dangle radio microphone or telephone out of driver's window for later use, if operable.
- If no radio, or radio is inoperable, dispatch a passing motorist or area resident to call for help. As a last resort, dispatch two older, responsible students to go for help.
- Order the evacuation:
    1. Evacuate students from the bus.

    a. Do not move a student you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
    b. Special procedures must be used to move neck spinal injury victims to prevent further injury.
2. Direct a student assistant to lead students to the nearest safe place.
3. Walk through the bus to ensure no students remain on the bus. Retrieve emergency equipment.
4. Join waiting students. Account for all students and check for their safety.

- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency responders.

Safe Place to Evacuate (Tips)

- A safe place for the students will be at least 100 feet off the road in the direction of oncoming traffic. This will keep them from being hit by debris if another vehicle collides with the bus.
- Lead students upwind of the bus if fire is present.
- Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
- Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
- If the bus is in the direct path of a sighted tornado and evacuation is ordered, escort students to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away, so the bus cannot topple on them.
- Avoid areas that are subject to flash floods.

Front Door Evacuation

- Set the parking brake, put on 4-way hazard lights, shut off engine, take the key, and instruct the students to evacuate the bus using the front door and to take nothing with them.

- The front door assistant leads the students off the bus to a safe place, 100 feet or 40 paces from the bus, or instructs the students exactly where to go. WARN ALL STUDENTS: Walk. DO NOT RUN. Use the handrails.
- The students follow the door assistant off the bus in numerical order (i.e., seats 1–24).
- After all the students are off the bus, the driver walks to the rear of the bus to make sure that all students have departed.
- Take the fire extinguisher, reflectors, and first aid kit with you off the bus.
- Make sure the students are in a safe area and behaving in an orderly manner.
- Set out the reflectors.
- Stay with the students until the emergency has been resolved.

Rear Door Evacuation

- Set the parking brake, put on 4-way hazard lights, shut off engine, take key, and instruct the students to evacuate the bus using the rear door and to take nothing with them.
- The two rear door assistants seated on the aisle exit the rear emergency door, and stand one on each side of the door to assist the rest of the students off the bus. The third rear door assistant leads the rest of the students to a safe area, 100 feet or 40 paces from the bus, or instructs the students exactly where to go. WARN ALL STUDENTS: Walk. DO NOT RUN.
- Instruct the students to sit on the floor with feet outside and ease out onto the ground when exiting the rear door of the school bus.
- The students follow the door assistant off the bus in reverse numerical order (i.e., seats 24–1).
- After all students are off the bus, the driver walks to the rear of the bus checking the bus to make sure that all the students have departed.
- Take the fire extinguisher, reflectors and first aid kit with you off the bus.
- Make sure the students are in a safe area and behaving in an orderly manner.
- Set out reflectors.
- Stay with the students until the emergency has been resolved.

Sequatchie County Schools
Transportation Supervisor Checklist for Bus Accident/Crash

Driver Name: _____ **Date:** _____

Location of Accident/Crash: _____ **Time:** _____ **a.m./p.m.**

Bus #: _____ **Route:** _____

Task	✓	Notes
1.Notify Emergency Services (911). Request a THP officer to come to the scene to investigate the accident.		
2. Ensure an ambulance is dispatched.		
3. Arrange for another bus to come to the scene to transport the children to their destination.		
4. Notify the Director of Schools and the school principals of the accident.		
5.. Go to the scene of the accident.		
6 Talk to the driver and ensure that he/she is not injured.		
7. Make sure the EMT personnel check out all children on the bus to assess any injuries.		
8. Write down the names of all students on the bus on the seating chart. Provide the THP officer with the seating chart, student names, addresses, phone numbers, and dates of birth.		
9. Ensure the bus driver has provided all needed information to the investigating officer.		
10. Along with the THP officer, determine whether or not the bus can be driven back to the garage without students onboard.		
11. Contact the THP officer that conducts bus inspections and set up a time for him/her to inspect the bus.		

12. Use the post-accident Drug and Alcohol Test Decision Making Form to assess the need to require the driver to have post-accident drug and alcohol testing.		
13. Ask the school principals to notify parents of the accident. Consider sending out an automated call to the parents of students assigned to that bus.		
14. Update the Director of Schools on the situation. Refer media inquiries to the Director.		
15. Ensure the bus is not driven with students onboard until after it has been inspected and passes said inspection by a THP officer.		
16. Report the accident to the school system's insurance carrier.		
17. Order a copy of the accident report and provide a copy to the insurance carrier, a copy for the permanent file on the bus, and a copy for the bus garage mechanic.		
18. Debrief with the driver to ensure proper procedures were followed before, during, and after the accident.		
19. Watch bus video to collect data on the event.		
20. Report the accident through Skyward/EIS to the State Department of Education.		

Transportation Supervisor Signature: _____ **Date:** _____

School Bus Idling Policy

Sequatchie County Schools

Applicability: This policy applies to the operation of every district-owned school bus.

Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children and the community at large. Exposure to exhaust can cause lung damage and respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste fuel and financial resources.

Purpose: Eliminate unnecessary idling by Sequatchie County school buses (including activity buses) and minimize idling time in all aspects of school bus operation.

Guidance:

1. If there is wait time of more than (5) minutes when arriving at a loading/unloading zone to pick up or drop off students, school bus drivers should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as extreme weather, idling in direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
2. Limit idling time during early morning warm-up to what is recommended by the manufacturer (5-7 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip inspection and idling necessary to defrost windows and mirrors for safe driving.
3. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers can wait if they have shut down their bus.
5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed bus" is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down if there is a wait time of more than (5) minutes.
6. All currently employed drivers shall receive a copy of this policy and be trained regarding the policy's requirements. As part of the onboarding and/or new hire process, all new drivers shall receive a copy of this policy and be trained regarding the policy's requirements.

7. Excessive idling by the driver may result in a disciplinary action.

General Exemptions: The actions outlined in the Guidance section above need not apply for the period(s) during which idling is necessary.

1. While stopped:
    a. For an official traffic control device;
    b. For an official traffic control signal;
    c. For traffic conditions over which the driver has no control, including, but not limited to, stopped in a line of traffic; or
    d. At the direction of a peace officer;
2. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;
3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;
4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to exceed 5-7 minutes (as per the recommendation of the manufacturer);
5. To operate:
    a. A lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
    b. A heater or air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional medical needs aboard whose IEP requires such;
6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers.

I, _____, have read and understand the above mentioned school bus idling policy of Sequatchie County Schools.

_____,_____

Signature **Date**

Effective Date: November 1, 2018

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Sick Leave**	**5.302**	**07/05/22**
		Rescinds: **5.302**	Issued: **02/07/22**

PROFESSIONAL PERSONNEL

The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.[1]

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.[2]

At the beginning of the school year, the Board shall establish an initial allotment of five (5) sick leave days for each new teacher to be used by such teacher during the first five (5) months of employment. Any part of this initial allotment, if not used by the teacher during the first five (5) months of employment, will be added to the accumulated sick leave, beginning with the sixth month of employment.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician may be required in support of any claim for sick leave pay.

The principal shall notify the director of schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the director of schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.[3]

SUPPORT PERSONNEL

Sick leave shall be the same for support personnel as for certified employees.

The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed.

Sick leave shall be cumulative for all earned days not used to a maximum which would be earned in two (2) years.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

The immediate supervisor may require a physician's certificate stating the reason for any absence within the sick leave regulation. Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a physician's certificate stating the reason for absence.

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Bereavement Leave**	**5.3021**	**09/28/15**
		Rescinds: **5.3021**	Issued: **06/04/07**

Bereavement leave shall be granted for two (2) consecutive workdays without loss of pay or benefits, and not chargeable to any other type of leave on the death of a parent or court-appointed legal guardian, spouse, child of the employee, grandchild, grandparent, natural and/or adopted siblings and current parents-in-law if the leave is taken within seven (7) calendar days of the funeral or cremation. In cases of relationship other than those listed, approval by the superintendent may be granted as a special circumstance to attend memorial services where dependent children are involved, not to exceed two (2) consecutive workdays.

Bereavement leave shall be same for support personnel as for certified employees.

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Background Investigations**	**5.118**	**10/10/18**
		Rescinds:	Issued:

General

Background checks shall be required for applicants, employees, contract workers, and volunteers.[1]

The Director of Schools/designee shall develop any necessary corresponding procedures.

APPLICANTS AND EMPLOYEES

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children. Further, applicants who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed.[2] Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if the position is offered and accepted.[3]

Background checks shall be required of these employees at least once every five (5) years after the date of hire.[1]

USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.[4] The Director of Schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information ("CHRI") obtained by the district shall be solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to CHRI with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The Director of Schools is responsible for

ensuring that authorized personnel receive such training within sixty (60) days of employment or job assignment and every three (3) years.

RETENTION AND SECURITY

The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The Director of Schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering the information unreadable. Record destruction shall be conducted under the supervision of the Director of Schools.

MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the Director of Schools.

Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403; TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(c)
4. 34 USCA § 40316

Cross References

School Volunteers 4.501
Application and Employment 5.106

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Drug & Alcohol Testing for Employees**	**5.403**	**06/04/07**
		Rescinds: **5.403**	Issued: **09/09/02**

REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.

2. Apparent physical state of impairment of motor functions.

3. Marked changes in personal behavior not attributed to other factors.

4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.

5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Drivers License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.[1]

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and

equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as employee of the Board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the director of schools/director of transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The director of schools/director of transportation is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board approval of how the program will be accomplished, whether in-house, contracted or by consortium.

Dissemination

The director of schools/director of transportation shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.[2] The director of schools/director of transportation is designated to answer questions about this policy, procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References:

1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
2. 49 CFR §382.60

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Scheduling and Routing**	**3.401**	**03/03/25**
		Rescinds: **3.401**	Issued: **02/03/25**

General

All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

The Transportation Supervisor shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. Appeals of transportation decisions shall be made to the Director of Schools. Students shall not be in transit to and from school more than one and one-half hours each way.[1]

BUS DRIVER RESPONSIBILITIES

Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies and procedures related to the transportation program.[2]

Once the official route has begun, stops shall only be made to take on, discharge, or transfer students. Buses are not to make any non-designated stops, except for emergencies, when transporting students.

Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for transfer shall be permitted only after approval has been obtained from the Board.

EXITING THE BUS

No student may exit the bus at a destination other than that student's designated bus stop. The Director of Schools shall develop procedures that would allow a student to exit the school bus at an alternative location. However, a student shall be allowed to exit the bus at a stop other than the student's regular bus stop if the student provides the school office with a signed note from the parent/guardian, informing the office of the change in the student's bus stop for the day.

In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus, provided that the driver secures the safety of the student for the uncompleted trip.

A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.[4]

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c)-(d)

Cross References

Bus Safety and Conduct 6.308

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Bus Safety and Conduct**	**6.308**	**09/05/19**
		Rescinds: **6.308**	Issued: **10/01/07**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful and valid business on the bus.[1]

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.[2]

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the parent/guardian or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and procedures maintained by the terminal school.

USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage.[3] These materials shall be maintained for fifteen (15) days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.[4]

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Sequatchie County Board of Education			
Monitoring: **Review: Annually, in October**	Descriptor Term: **Student Transportation Management**	Descriptor Code: **3.400**	Issued Date: **09/03/24**
		Rescinds: **3.400**	Issued: **08/06/17**

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.[1]

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.[2] 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.[3]

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.[4]

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.[5]

TRANSPORTATION SUPERVISOR[6]

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.

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

COMPLAINT PROCESS[7]

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[8]

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.

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)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**	**6.304**	**04/09/18**
		Rescinds: **6.304**	Issued: **02/04/13**

The Sequatchie County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.[1]

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication

devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.[2]

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.[3] All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal or his/her designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal or his/her designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.[4] If a report is not initiated within forty-eight (48) hours, the principal or his/her designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.[4]

The principal or his/her designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal or his/her designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal or his/her designee when deemed necessary.[1,4]

The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;

- It has the effect of substantially interfering with the student's academic performance; or

- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.[4] If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal or his/her designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.[4] Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 USCA § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students, and to the director of schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Assistant Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal or his/her designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools or his/her designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Legal References

1. TCA 49-6-4503
2. TCA 49-2-120
3. 20 USCA §§ 1681 to 1686
4. TCA 49-6-4503(c)(2)(B)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Student Complaints and Grievances 6.305
Code of Behavior and Discipline 6.300
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Sequatchie County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Field Trips/Excursions/Competitions**	**4.302**	**05/04/20**
		Rescinds: **4.302**	Issued: **06/04/07**

General

The Board encourages field trips, excursions, and competitions when the experiences are an integral part of the school curriculum and contribute to the Board's desired educational goals.

The Director of Schools shall develop procedures for submitting, reviewing, and approving requests for field trips, excursions, and competitions. Any request that requires students to travel out of state or stay overnight requires prior Board approval.

INDEPENDENTLY PLANNED TRIPS

Trips privately planned by school district employees, acting outside the scope of their employment, are not authorized by the school district.

These trips are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned trips rests with the chaperone(s) as well as with the parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

1. Board funds or resources shall not be used;
2. School district materials shall not be used;
3. The Board shall not assume any liability;
4. Employees are not authorized to act on behalf of the school district;
5. Recruitment efforts made by an employee shall not occur during the instructional school day; and
6. Absences caused by participation in privately planned trips shall be considered unexcused.

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Sequatchie County Board of Education

Bus Driver Report & Certification	3.400.5

Before employment, the following information shall be completed for each bus driver and returned to the Transportation Supervisor. After completion, the Director of Schools shall submit the report for each bus driver to the Board of Education. This shall serve as certification that the bus driver is fit for duty.

Name: _____

Each item on the below checklist shall be completed and filed with the Transportation Department:

Verification of a physical examination Date: _____

Verification of a mental examination Date: _____

Meet all requirements outlined in the job description

Record of past driving experience (before employment) on file

Possess a commercial driver's license with the passenger and school bus endorsements

Maintain a copy of a valid driver's license on file

Pass a criminal background check

Pass a pre-employment drug screen

_____ _____

Signature of Employee Date

_____ _____

Signature of Transportation Supervisor Date

_____ _____

Signature of Director of Schools Date

I,_____ ,have read and understand the above mentioned school bus policies for the 2025-2026 school year.

Signature of **Date**