Bartlett City Board of Education		3018
Descriptor Term: **STUDENT TRANSPORTATION MANAGEMENT**	Descriptor Code: **Support Services**	Issue Date: **07/24/2014**
	Rescinds:	Revised: **03/22/2018;10/24/2019 06/27/2024;11/20/2025**

Generally

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] Transportation shall be provided for all Bartlett elementary school residents who live more than 1 ½ miles of the nearest accessible route from the school to which they are assigned. Transportation shall be provided for all Bartlett resident middle and high school students who live more than two (2) miles of the nearest accessible route from the school to which they are assigned. Routes shall be determined from the resident's home property line to the property line of the school to which the student is assigned and function as a safe and most direct path such resident student can reasonably use to travel between their home property line and the property line of their assigned school. The District's Transportation Supervisor will determine the nearest accessible route for each resident student location. Students shall not be in transit to and from school more than one and one-half (1 1/2) hours each way. Transportation shall not be provided for resident students attending a non-assigned school or for non-resident students. 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 Superintendent shall develop procedures to ensure compliance with the statutory and regulatory requirements for the District's student transportation program.

Transportation Supervisor

The Superintendent shall appoint a Transportation Supervisor who shall be responsible for the monitoring and oversight of transportation services for the District. Upon being appointed, the Transportation Supervisor shall complete a student transportation management training program developed jointly by the Tennessee Department of Safety and Tennessee Department of Education. Each year thereafter, the Transportation Supervisor shall complete a minimum of four (4) hours of annual student transportation management training approved by those departments; provided, the annual training shall not be required in the same year the management training program is completed. The annual training and management training program must include procedures concerning persons improperly on school busses.[2] The Transportation Supervisor shall ensure that all transportation records are collected and maintained in accordance with state law and State Board rules and regulations.

[1] T.C.A. §49-6-2108; T.C.A. §49-6-2109; TRR/MS 0520-01-05

[2] T.C.A. §49-6-2116(b); T.C.A. §49-6-2008

Contracted Bus Service

The Superintendent shall contract for student transportation services annually or as otherwise authorized by the Board. School buses shall be operated in accordance with State and Federal law, and the Superintendent shall ensure that the following requirements are satisfied.[3]

a) 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 set forth by the State Board of Education and National Highway Traffic Safety Administration.
b) Each school bus shall be equipped with the phone number for reporting safety complaints on its rear bumper. 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.[4]
c) Each school bus driver shall obey all applicable state rules and regulations.
d) Each contractor shall have on file in the Superintendent's office a current statement of liability and property damage insurance coverage in the amounts prescribed by State Board rules.
e) Each school bus driver shall follow BCS policies regarding the transportation of students or the prohibition against transporting BCS students.
f) Annually, each school bus driver shall pass a physical and mental examination or shall be prohibited from transporting BCS students. The results of such annual physical and mental examination shall be submitted to the Superintendent or his/her designee. 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]
g) Each school bus driver must possess the proper license with school bus and passenger endorsements in the appropriate vehicle class.
h) Each contractor shall participate fully in the complaint process and recordkeeping requirements as outlined below.
i) Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the 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 Superintendent.[6]

Transportation Related Complaints[7]

Students, parents, teachers, staff, and community members are encouraged to report school bus safety complaints on a form that is developed by the Transportation Supervisor. The complaint form shall be available in each school's main office, the Central Office, and on the District's website. Complaints may also be reported to the telephone number displayed on the bumper of each school bus serving the District. If a complaint is received via telephone, the person designated to receive calls shall complete the complaint form and submit it to the Transportation Supervisor. Each complaint form will be time and date stamped upon receipt by the District.

[3] T.C.A. §49-6-2109; TRR/MS 0520-1-5
[4] T.C.A. §49-6-2008(e)
[5] T.C.A. §49-6-2107; T.C.A. §49-6-2108(b)
[6] T.C.A. §49-6-2107
[7] T.C.A. §49-6-2116(d)

The Transportation Supervisor shall ensure that the investigation of all safety related complaints is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of a complaint, a preliminary report shall be issued to the Superintendent and shall include the following information:

a) The time and date of receipt of the complaint;
b) A copy or summary of the complaint;
c) The name of the bus driver of the bus on which the complaint arose;
d) A list of all prior complaints or disciplinary actions, if any, taken against the driver.

Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall ensure that a final report is submitted to the Superintendent including any findings and any action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students in the BCS student handbook as well as on the transportation page of the BCS website.[8]

Recordkeeping[9]

The Transportation Supervisor shall ensure the following records are collected and maintained:

a) Bus maintenance and inspection forms;
b) Bus driver credentials, including required background checks, health records, and performance reviews;
c) Driver training records;
d) Accident reports; and
e) Complaints received and any records related to the investigation of those complaints.

The Transportation Supervisor shall be responsible for ensuring that this policy is included on the District's website and in each of BCS's student handbooks.

Use of Video Cameras and Related Video Footage

Video cameras may be used to monitor student behavior on vehicles transporting students to and from school or extracurricular activities.

The District shall keep all video recording of students, if any, confidential and shall at all times comply with T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C. §1232(g)), and other relevant state and federal privacy laws related to video recordings.

Parents or guardians who wish to view video footage collected from school buses, if any, shall contact the BCS Transportation Supervisor with the basis of such request. Video footage shall be viewed consistent with the terms of T.C.A. §49-6-2119 and under the supervision of the BCS Transportation Supervisor.

Video footage collected from school buses, if any, shall be maintained for ten (10) calendar days.

[8] T.C.A. §49-6-2116
[9] T.C.A. §49-6-2116(d)(5)