

Weakley County Board of Education



Monitoring:

Descriptor Term:

Student Transportation Management

Descriptor Code:

3.400

Issued Date:

02/08/2022

- 1
2 The director of schools shall appoint a transportation supervisor responsible for the monitoring and
3 oversight of transportation services for the district. The transportation supervisor shall comply with
4 all state requirements for training.¹
5
6 1. All plans for transportation shall make the transportation of children as safe as possible.
7
8 2. The school bus driver and the principal are jointly responsible for the conduct of students on
9 buses.
10
11 3. The school bus driver shall report any misconduct of pupils on the bus to the principal of the
12 school which the student attends.
13
14 4. Bus drivers shall not put children off the bus en route to or from school. However, the driver
15 may, with the approval of the principal, refuse service on the next regular trip and continue to
16 do so until the pupil and his parents have cleared the matter with the school principal. The
17 principal will notify the bus driver when the matter has been settled.
18
19 5. Children should not be allowed to get off a school bus except at their destination.
20
21 6. The principal will be responsible for being at the school or having at least one regular teacher
22 on duty when the first bus arrives at the school and until the last bus loads and departs in the
23 afternoon.
24
25 7. Pupils are not permitted to ride buses that are not assigned to them. Temporary changes in
26 bus riding assignments may be permitted with express permission from the parent/guardian at
27 the discretion of the school principal.
28
29 8. All buses and other vehicles owned and operated by the Board shall be given safety
30 inspections on a regular basis. The transportation supervisor shall develop and maintain a
31 safety inspection record which shall be filled out and signed by the individual who conducts
32 the inspection. In addition, all buses shall be available for regular state inspections. Any
33 defects noted by either the regular local or state inspection shall be remedied immediately.²
34
35 9. All accidents, regardless of the damage involved, must be reported to the transportation
36 supervisor, including incidents in which any part of the bus rubs, scrapes, or touches any
37 other object or vehicle.

Legal References:

¹ TCA 49-6-2116(b)

² TCA 49-6-2116; TRR/MS 0520-1-5-.01(4)

1 **Grievance Procedures³**
2

3 In the event of a complaint, the transportation supervisor shall investigate the concern using the
4 following policy:

- 5 ○ (A) The investigation is commenced within twenty-four (24) hours of receipt;
- 6 ○ (B) Within forty-eight (48) hours of receipt of a complaint, a preliminary report is
7 issued to the director of schools that includes the time and date of receipt of the
8 complaint, a copy or summary of the complaint, the school bus driver involved, and
9 any prior complaints or disciplinary actions taken against the driver; and
- 10 ○ (C) Within sixty (60) school days of receipt of a complaint, a final report is issued to
11 the director of schools in writing that includes any findings of the investigation and
12 any action taken by the transportation supervisor in response to the complaint.

13
14 Each school bus serving the district or charter school shall be equipped with the phone number for
15 reporting complaints on the rear bumper.

16
17 The transportation department shall provide annual notice to students and parents regarding the
18 process for reporting complaints.

19
20 The transportation department shall collect and maintain the following records:

- 21 (A) Bus maintenance and inspections;
 - 22 (B) Bus driver credentials, including required background checks, health records, and
23 performance reviews;
 - 24 (C) Driver training records; and
 - 25 (D) Complaints received and any records related to the investigation of those
26 complaints
- 27

³ TN Code § 49-6-2116 (2019)