

Schools Responsibilities

Transportation Department

- Establish bus stops
- Develop bus routes
- Monitor contractor performance
- Respond to concerns
- Disseminate information
- Establish and verify parent responsibility zones for eligibility
- Determine transportation eligibility

Building Level Personnel

- Develop and implement a plan to ensure maximum vehicular and pedestrian safety for campus
- Supervise students on school campus
- Develop bus loading and unloading procedures
- Apply appropriate disciplinary procedures
- Verify and enforce parent responsibility zones

Bus Drivers & Contractors

Contractors

- Employ, train, and monitor bus drivers
- Provide buses meeting all State and Federal requirements
- Ensure all bus routes are operated safely in a timely fashion
- Secure liability and property insurance coverage for all buses
- Require employees participation in a DOT NDA certified random alcohol and drug screen program.
- Ensure employees have submitted fingerprint samples to complete local, TBI, and FBI background checks.
- Report any and all accidents

Bus Drivers

- Never arrive early and seldom late to bus stops
- Be courteous to the students and parents
- Be considerate of other vehicles
- Remind children of safety and conduct expectations
- Report any suspicious activity or individuals near bus stops
- Disallow unauthorized people on the bus
- Operate the bus safely
- Report any student misconduct or safety violations to building level administrator

Community, Parent & Student Responsibilities

Parents

- **Instruct the child to be five (5) minutes early to the bus stop**
- Determine by what means and what path the child utilizes between their residence and their assigned bus stop.
- Monitor the child's safety and security at the bus stop and the path to and from their residence
- Review all safety and conduct expectations with the child
- Encourage appropriate dress for inclement weather conditions
- Be courteous to the driver
- Be responsible for any act of vandalism involving their child

Community

- Drive safely in school zones
- Obey school zone speed limits
- Watch for children loading and unloading school buses
- Stop for school buses loading and unloading
- Do not pass a stopped school bus
- Watch for children crossing the street
- Report any concerns to: Knox County Schools Transportation Department
Safety Line: (865) 594-1935

Students

- **Arrive at the bus stop five (5) minutes early**
- Be courteous to the driver
- Follow the bus driver's first request
- Refrain from using loud, rude, abusive or profane language
- Keep hands and head inside the bus
- Never throw items inside the bus or out of the bus windows
- Help keep the bus and bus stop clean and free of litter
- Help protect the property where bus stops are located
- Stay out of the road at the bus stop
- Never crawl under the bus to pick up papers or other items
- Cross only in front of the bus
- Never get in a car with a motorist
- Report any student misconduct or safety violations to building level administrators
- Report any suspicious activity or individuals near bus stops to the bus driver

Student items on the bus

- Students may carry school related items on the bus such as projects, band instruments, etc., that can be safely secured by the student and do not create a threat of danger to the occupants on the bus and do not impede passenger movement.
- Nothing can be placed in the aisle
- The aisle must remain a clear passageway from the front to the rear of the bus
- Nothing can be placed under the bus seats
- Nothing can be placed against emergency exits
- No live animals shall be transported on the bus
- No item disallowed by the school shall be transported on the bus