



KNOX COUNTY SCHOOLS

SCHOOL BUS HANDBOOK



KCS TRANSPORTATION
DEPARTMENT

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Revision 6

Knox County Schools

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Knox County Schools
Transportation Department

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	Knox County Schools Transportation Department	Descriptor Code: A
	Daily Transportation Management: Division of Responsibilities	Date of Last Change: September 26, 2006

1 **A.1 Contracted Service Providers' Daily Transportation Management**

2
3 The Contracted Service Providers is the primary initiator of the transportation program for the
4 Knox County Board of Education. The Contracted Service Providers is an independently es-
5 tablished business desiring to provide pupil transportation services to Knox County students.
6 The Contracted Service Provider determines all equipment and supplies necessary to meet his
7 or her contractual agreement with the Knox County Board of Education. The Contracted Ser-
8 vice Provider is responsible for hiring qualified and certified drivers to operate his or her bus-
9 es and monitor his or her employees to ensure all routes are operated safely in a timely fashion
10 and that relationships with students and parents remain appropriate. Further, Contracted Ser-
11 vice Providers and their employees are expected to maintain a satisfactory working relation-
12 ship with all school personnel.


13
14 **A.2 Principals' Daily Transportation Management**

15
16 The school transportation program shall be monitored daily by the principals and the Trans-
17 portation Department and subjected to periodic evaluations by them as necessary (ED).
18 Therefore, a principal or teacher should be on the school grounds when the first bus arrives,
19 and at least one teacher must remain after the close of the school day until all buses depart.
20 Larger schools may require more than one teacher to supervise bus pupils.

21
22 **A.3 Transportation Department's Daily Management**

23
24 Along with the Contracted Service Providers and the principals, the Transportation Depart-
25 ment monitors the daily operation of the school transportation program for the Knox County
26 Board of Education (ED). In order to monitor the program properly, the Transportation De-
27 partment may request specific information from Contracted Service Providers related to their
28 service agreement. Information from individual schools may be requested for submittal in
29 order to complete required reports or other projects and/or procedures. In addition, the Trans-
30 portation Department conducts a continuous evaluation of the program and submits necessary
31 information to the Director of Schools and the Board of Education upon request.

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	Knox County Schools Transportation Department	Descriptor Code: AA
	Daily Transportation Management: Traffic and Bus Loading Area	Date of Last Change: September 26, 2006

1 **AA.1 Traffic Control**


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3 The principal of each school shall develop and implement a plan to ensure maximum vehicular and
4 pedestrian safety for his campus and shall submit it to the Director of Schools for approval. The plan
5 shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus load-
6 ing and unloading; the location of any safety hazards as areas to be avoided by vehicles or students,
7 and dismissal times for car and bus students. Principals are encouraged to use the School Security De-
8 partment in the formulation of traffic and parking plans (EBBE).

9
10 **AA.2 Bus Loading and Unloading Area**

11 The area and procedures for bus loading and unloading are set by the principal (EBBE). This
12 includes specified parking order or other arrangements for school buses.

13
14 **AA.3 Loading and Unloading Alternative Buses**

15
16 If feasible, the principal should avoid placing alternative buses in the regular bus loading zone
17 since it causes a significant delay for the regular buses and other campus traffic. Historically,
18 this delay has been resolved by requesting that special needs and lift buses arrive before the
19 regular buses arrive in the afternoon and before parents arrive, blocking the driveway. This
20 “early-out” approach is illegal since it significantly shortens the “regular” school day, unless
21 each of the riders’ IEP’s include shortened school day provisions (IDDF).
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	Knox County Schools Transportation Department	Descriptor Code: <i>B</i>
	Bus Rider Eligibility: Parent Responsibility Zone (PRZ)	Date of Last Change: November 1, 2009

1 **B.1 Determination of Parent Responsibility Zone (PRZ)**

2

3 The parent responsibility zone is determined by the measurement of the shortest route from
4 the student's residence to the bus drop-off location of the student's zoned school.

5

6 **B.2 Parent Responsibility Zone for Grades K-5**

7

8 Elementary school students who live within an area of one (1) mile from the school, by the
9 shortest route, live in the parent responsibility zone and are not eligible for transportation ser-
10 vice.

11

12 **B.3 Parent Responsibility Zone for Grades 6-12**

13

14 Middle and high school students who live within an area of one and one-half (1 1/2) miles
15 from the school, by the shortest route, live in the parent responsibility zone and are not eligi-
16 ble for transportation service.

17

18 **B.4 Parent Responsibility Zone Verification**

19

20 Parent responsibility zone verification is determined by the Transportation Department. The
21 principal or his/her designee should request verification from the Transportation Supervisor if
22 specific clarification is desired.

23

24 **B.5 Parent Responsibility Zone Enforcement**

25

26 Enforcement of the PRZ is the responsibility of the principal. The bus Contracted Service
27 Providers or driver should notify the principal if students are suspected to reside within the
28 PRZ. The Contracted Service Providers or driver cannot direct students to not ride the bus.

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30 **B.6 Distance Measurements**

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32 Distance measurements for transportation purposes shall include only publicly maintained
33 roads.

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	Knox County Schools Transportation Department	Descriptor Code: <i>BA</i>
	Bus Rider Eligibility: Qualifications	Date of Last Change: November 1, 2009

1 **BA.5 Transportation Service Parameters**

2
3 Transportation services shall be provided to eligible students to and from their assigned bus
4 stop and school. Bus stops shall be determined by the Transportation Department and assigned
5 based on the proximity from a student's primary residential address. The principal or his de-
6 signee shall have the discretion to grant permission for a student to ride a non-assigned bus on
7 a temporary basis (EDD).


8
9 **BA.6 Transportation to Locations for Childcare**

10
11 Knox County Schools shall not provide transportation services to a location for the purpose
12 of providing care to students prior to or immediately following the instructional day unless
13 all of the following criteria are met (EDD):

- 14
15 • A request is submitted by the child's parent/guardian;
16 • School buses are not required to deviate from an established route;
17 • No additional buses or other costs are incurred and seating is available;
18 • The service facility's location and the school of the student's enrollment are located with-
19 in the same attendance zone;
20 • The student's primary residential address does not lie within the parent responsibility
21 Zone;
22 • The program provider shall provide supervision when students board or leave the school
23 bus at their facility.
24

25
26 This policy has no impact on transportation services specified in a student's IEP or 504 plan.
27 The IEP or 504 team determines a student's related transportation services and the parameters
28 of the service needs as well. In the event a student's transportation services are modified by an
29 IEP or 504 team, the team shall inform the student's parent/guardian and the Transportation
30 Department.

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	Knox County Schools Transportation Department	Descriptor Code: BA
	Bus Rider Eligibility: Qualifications	Date of Last Change: September 26, 2006

1 **BA.1 Non-Student Passengers**

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The driver shall permit only those students enrolled in a Knox County School to ride a bus except children of a bus driver or bus driver assistants.

5

6 **BA.2 Bus Driver Assistants**

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The Transportation Department or a building level administrator from the school where the assigned student riders attend may place an adult monitor or driver assistant on the bus to accompany the driver and the students for physical and/or behavioral management purposes. In this case, principals, lead routers, and the Transportation Supervisor are jointly responsible for driver assistant assignments.

13

14

BA.2a Pick-Up and Return of Driver Assistants

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18

Bus Contracted Service Providers/drivers should make reasonable accommodations to pick-up and return assigned driver assistants to and from their base school(s).

19

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BA.2b Driver Assistant Responsibilities

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25

Bus driver assistants are responsible for, but not limited to, monitoring and reporting any student for inappropriate safety or behavioral actions to the principal or designee in a timely manner. The bus driver should primarily focus on safe operation of the vehicle when a driver assistant is present.

26

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BA.3 Riding Unassigned/Alternative Bus

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Only students who are assigned by the Transportation Department or given permission temporarily or permanently from the principal/designee of their school may ride an alternative bus (EDD).

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BA.4 Children of Bus Driver

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Children of a bus driver may ride the bus (ED) during a regularly scheduled route providing the following stipulations are met:


1. A passenger overload is not created.
2. Appropriate behavior is displayed by the child.
3. Proper passenger restraint devices meet all legal requirements.
4. Passenger restraint devices secured to the bus seat have been inspected and are within compliance of all specifications established by the Tennessee Department of Safety.

	Knox County Schools Transportation Department	Descriptor Code: <i>BB</i>
	Bus Rider Eligibility: Transfer Students	Date of Last Change: November 1, 2009

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BB.1 Bus Service for Transfer Students

Transportation of transferring students from base school to receiving school will be provided by the Board of Education only as expressly provided and defined in Board Policy JBCD (Transfers Within the System). Unless so stated such transportation shall be the responsibility of the parents, guardians or students.

	Knox County Schools Transportation Department	Descriptor Code: <i>BC</i>
	Bus Rider Eligibility: IDEA	Date of Last Change: July 1, 2000

1 **BC.1 Students Receiving Alternative Transportation as a Related Service**

2

3 During an Individualized Education Program (IEP) team meeting, a student may be recom-
4 mended for placement on an alternative bus to enhance his or her potential for success. This
5 action is a team decision.

6

7 **BC.2 Authorization for Placement of Students on Alternative Transportation**

8

9 The Central Office Pupil Personnel Supervisor/Consultant for the specific school to serve the
10 student should contact the alternative bus lead router for placement on a route. Any unique or
11 specific requirements should be given as part of the request for each placement.

12

13 **BC.3 Responsibility to Inform Drivers Regarding IDEA**

14

15 It is the responsibility of the special education case manager to ensure that drivers receive any
16 notices on necessary transportation procedures relating to students with IEP's.

17

18 **BC.4 Reduction or Revocation of Transportation Related Services under IDEA**

19

20 A student's related services (including transportation) under IDEA should be provided so that
21 the least restrictive possibility be considered first. Services cannot be reduced, changed, or
22 revoked without recommendation of a student's IEP documentation establishing new recom-
23 mendations and/or guidelines. Special transportation is an IEP team decision.

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	Knox County Schools Transportation Department	Descriptor Code: C
	Safety and Security: Student Bus Riders (continued)	Date of Last Change: July 1, 2000

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5. The driver of the bus should be notified by the Transportation Department to see if the child was or is still on the bus.
6. The Transportation Department should contact School Security if the student is not located in a timely manner. School Security will determine when outside authorities should be contacted for assistance.
7. When the child is located, all parties previously contacted to assist in finding the child should be called by the Transportation Department or building level administrator.

C.3 Non-Students Boarding Bus

No one is allowed to board the bus unauthorized. Bus drivers are **NEVER** to allow any person to get on the bus to reprimand any child, including the person's own child. This is strictly forbidden. No such person is to have contact with students on the bus. Also, the driver cannot allow any person to come on the bus in an attempt to abuse, either physically or verbally, the driver. If an irate person attempts to board the bus, the Transportation Department recommends that the driver contact 911. **If action is severe enough for 911 to be contacted, the driver must REMAIN AT THE SCENE until the law enforcement officials arrive to give assistance** (even if the person or persons causing the disturbance leave the scene).


C.4 Student's Items on 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. The following guidelines should be followed when securing students' items on the bus:

- Nothing can be placed in the bus 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 the emergency exits.
- No live animals shall be transported on the bus. Animals can be easily excited, which could create an unsafe situation for the driver.

In addition, no item(s) identified by the base school as inappropriate or disallowed by the school shall be transported on the bus (e.g. yo-yo's, laser lights, skateboards, etc.).

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	Knox County Schools Transportation Department	Descriptor Code: C
	Safety and Security: Student Bus Riders (continued)	Date of Last Change: July 1, 2000

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C4.a Student’s Electronic Devices

Radios, tape players, video games, and other “hand-held” electronic devices can be taken on the bus IF the student has written documentation allowing such a device from his or her IEP-team, 504 committee, or teacher with the principal’s approval. All devices must be used only with ear/head phones and be turned off when requested by the bus driver.

C4.b Student Mobility Aids


Mobility aids should be secured firmly beside the child. Walkers usually fold up and can be secured in either another bench seat or next to the student. Folded walkers, canes, or crutches should not be left underneath the seats or unsecured during the bus ride.

C4.c Student Medications

Students needing to take medication during the school day must consult with the school principal, the school nurse, or the teacher to get the proper instructions for the medications to be administered to the student at school.

When a student requires medication on the bus or at school, the following procedures should be followed:

1. The parent must package the medication needed by the student for that day ONLY. The child’s name and his or her teacher’s name should be clearly labeled on the package. Directions for the administration of the medication should also be included.
2. The parent must notify the school principal or his or her designee that the child’s medication is being delivered by the school bus.
3. The parent must give the medication package to the bus driver to transport to the school.
4. The principal or his or her designee must make arrangements to receive the medication package from the bus driver. Drivers cannot leave the bus while other students are on board.

	Knox County Schools Transportation Department	Descriptor Code: C
	Safety and Security: Student Bus Riders (continued)	Date of Last Change: August 04, 2005

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C.5 Alternate School Phone Numbers

Building level administrators should make available to bus operators phone numbers other than the school's main line. It is necessary to have communication with the school in emergency situations and in the event a child cannot be located or is present on the wrong bus. (DRIVERS ARE ASKED TO PLEASE NOT SHARE THESE NUMBERS AND USE THEM ONLY WHEN NECESSARY.)

C.6 Post Important Numbers

The following should be easily accessible to the driver on every bus for emergency purposes:


- Contracted Service Provider's phone number, pager, etc.
- Phone numbers of all schools served
- Transportation Department phone numbers
- Transportation Supervisors' Emergency phone numbers (ONLY FOR EMERGENCIES)

C.7 Suspicious Activity near a Bus Stop

Students and drivers should be conscious of unusual vehicles near a bus stop or suspicious individuals who are not routinely at the bus stop. The driver or Contracted Service Providers should call the Transportation Department or 911 if immediate danger is apparent. If action is severe enough for 911 to be called, the driver must remain at the scene until the law enforcement officials arrive to give assistance even if the person or persons leave the scene after the driver calls 911.

C.8 Backing a School Bus

- C.8a** It is Knox County Board of Education policy that buses not be required to back up in order to complete a route whenever possible (EDD).
- C.8b** A driver shall not back a bus while on school grounds unless a school principal, a principal's designee, or another certified bus driver is located outside and behind the vehicle giving both verbal and visual instructions to the bus driver while the bus is moving.

	Knox County Schools Transportation Department	Descriptor Code: C
	Safety and Security: Student Bus Riders (continued)	Date of Last Change: July 23, 2013

1 **C.10 School Bus Safety Drills**

2
3 School bus safety drills should be an important part of every school’s master safety plan. Stu-
4 dents, parents, staff, emergency personnel, bus drivers, and community members each have
5 important roles and should have a clear understanding of their roles in the event of an emer-
6 gency involving a school bus. The following items are recommended by the Transportation
7 Department:


- 8
9 • The emergency plan should be in writing.
10 • Specific information and descriptions should be made for each member of the safety team.
11 • Parents should receive a copy of the emergency plan.
12 • Parents and community members should be notified of practice drills.
13 • Staff and other adults should practice all drills before including any students.
14 • School bus evacuation procedures should be demonstrated and/or rehearsed for all
15 students.
16 • All students should view appropriate school bus safety video(s) early each school year.

17
18 **C.11 Video Tapes on School Buses**

19
20 Video tapes may be utilized to help verify the safety and security of students, drivers, bus
21 equipment, and other motorists. If a reported bus incident occurs where there is a tape, then
22 that tape should be given to the principal for review. If the principal feels that an unsafe activ-
23 ity or a criminal violation has occurred, then School Security shall be notified to review the
24 tapes. In the event criminal charges are to be placed, the tape becomes evidence and should
25 be treated as such. The video equipment and taped images are property of Knox County
26 Schools.

27
28 **C.12 Health Risk Students**

29
30 If the school is notified through appropriate channels that medical precautions are recom-
31 mended for a child while riding the school bus, the school nurse will review the recommenda-
32 tions and provide specific medical data to the driver and to emergency medical personnel.
33 This information should be attached to the child’s Emergency Bus Card. Medical data shall
34 be reviewed and/or interpreted by Knox County Schools medical personnel.
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	Knox County Schools Transportation Department	Descriptor Code: CA
	Safety and Security: Specially Equipped Buses	Date of Last Change: November 1, 2009

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The correct wheelchair tie-down procedures that drivers must master are:

- The driver operates the lift.
- The seat belt, harness or vest, etc. must be secure before the driver allows the wheelchair on the bus. If a harness is worn, the wheelchair must have a seatbelt as well.
- The wheelchair is positioned correctly on the lift.
- The wheelchair is locked on the lift.
- The wheelchair is positioned correctly in its designated space on the bus.
- The wheelchair brakes are locked.
- The front belts are positioned on the FRAME of the wheelchair.
- The front belts are tightened.
- The ratchets are positioned on the FRAME of the wheelchair.
- The ratchets are tightened.
- Correct tension must be used on all belts.
- The lap belt must be secured. It is secured through the harness loops when appropriate.
- The driver must inspect the total securement system.


CA.6 Child Safety Alert System

All school buses with seating capacity of less than 65 seats used to meet contractual obligation must have an operable electronic passenger safety alert system on the school bus with the following minimum requirements:

1. Must activate when ignition is moved to the off position or bus engine is stopped.
2. Driver must move to the rear of the bus to disarm the system.
3. Disarm location must be mounted inside the top-rear area of the bus or attached to the existing rear exit door switch/sensor.
4. The system alert must be attached to an audible alert or doors in the event proper disarming does not occur.

CA.7 Students Requiring Car Seat, Harness, or Other Appliances

Parents of students who are transported in a car seat, harness, or other restraint device must assist at the home in the loading/unloading process each day. School personnel will assist in the unloading/loading process at the school site.


	Knox County Schools Transportation Department	Descriptor Code: CA
	Safety and Security: Specially Equipped Buses	Date of Last Change: July 1, 2012

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C.8 Air Conditioning

The Contracted Service Providers shall equip each bus that has less than sixty-five (65) seat capacity with air conditioning. The Transportation Department shall determine upon inspection if the air conditioning system for the bus is adequate.

	Knox County Schools Transportation Department	Descriptor Code: CB
	Safety and Security: Home Stops for Special Needs Children	Date of Last Change: July 23, 2013

1 **CB.1 Home Stops**

2
3 Knox County Schools transports an array of students with an array of needs. Bus stops and
4 routes are determined by the Transportation Department lead routers with the assistance of the
5 bus drivers as described in Board policy. Stops, including a stop at the child's residence, with
6 special accommodations may be recommended as part of a student's related services. Howev-
7 er, any and all accommodations must be described in detail and approved by the child's IEP-
8 team.


9
10 **CB.2 Student Supervision When Bus Returns to Home**

11
12 Most handicapped students who ride alternative buses require adult supervision at home. The
13 parent or legal guardian is responsible to inform the school system whether or not his or her
14 child can be left without supervision. Forms are available from the bus driver to indicate a
15 child may be left without supervision.

16
17 **CB.3 Student Supervision Not Present at Home**

18
19 Many problems occur when a special needs student who requires supervision is brought home
20 in the afternoon, and no one is there to receive him or her. When a child's parent or other
21 caretaker is not present, the following procedures should occur:

- 22
23 1. The bus driver will wait three (3) minutes. If supervision does not arrive, the driver
24 will contact the Transportation Department and will continue his or her route. The
25 driver should return to the former stop again after delivering students to the next
26 area of the route.
27
28 2. If supervision is still not present, the driver or the Transportation Department will
29 contact the school to inform the principal or his or her designee that there is no one
30 at the student's residence, and the student is being returned to the school. The
31 principal or his or her designee will then supervise the returned student and locate
32 the parents.
33
34 3. If the principal or his or her designee is not at the school, the driver or Transporta-
35 tion Department will contact the parents by phone (either at home or work). If the
36 parents cannot then be located, the Transportation Department will determine
37 appropriate care of the students.
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	Knox County Schools Transportation Department	Descriptor Code: CC
	Safety and Security: Transporting Pre-School Children	Date of Last Change: July 23, 2013

1 **CC.1 Stop Locations**

2

3 Knox County Schools transports many pre-school students on alternative buses. Bus stops
4 located at the child's residence, may be recommended as part of a student's IEP. Pre-school
5 program students should not use regular bus services without specific written permission from
6 the Transportation or Pre-school Supervisor.

7

8 **CC.2 Pre-school Student Supervision When Bus Returns to Home**

9

10 Pre-school students must have supervision at home when the bus arrives. When a child's par-
11 ent or other caretaker is not present, the following procedures should occur:

12

13 1. The bus driver will wait three (3) minutes. If supervision does not arrive, the driver
14 will contact the Transportation Department and will continue his or her route. The
15 driver should return to the former stop again after delivering students to the next
16 area of the route.

17

18 2. If supervision is still not present, the driver or the Transportation Department will
19 contact the school to inform the principal or his or her designee that there is no one
20 at the student's residence, and the student is being returned to the school. The
21 principal or his or her designee will then supervise the returned student and locate
22 the parents.

23

24 3. If the principal or his or her designee is not at the school, the driver or the
25 Transportation Department will contact the parents by phone (either at home or
26 work). If the parents cannot then be located, the Transportation Department will
27 determine the appropriate protective care for the student until the parents are
28 located.

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	Knox County Schools Transportation Department	Descriptor Code: <i>CD</i>
	Safety and Security Requirements: Safety Sensitive Function	Date of Last Change: August 2, 2006

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CD Safety Sensitive Function

Pursuant to Part 382.107 of the Code of Federal Regulations safety-sensitive functions include, but are not limited to:

- All time at a Contracted Service Provider's terminal, facility, garage, parking location, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by all applicable Law, Rules, and Regulations governing commercial motor vehicles, requirements include herein this Agreement, inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time spent providing services and performing pursuant to this Agreement;
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

	Knox County Schools Transportation Department	Descriptor Code: <i>CE</i>
	Safety and Security: End of Route Bus Check	Date of Last Change: November 1, 2009

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CE.1 Post-Run Inspection for Remaining Riders

All drivers of a bus or any other vehicle transporting students of Knox County Schools shall fully check the passenger area for each vehicle each time the vehicle is vacated by the driver for any purpose to ensure that all children have left the vehicle (ED).


The contracting party shall be responsible for supplying the name, address and telephone number of the checker to the local Board of Education.

Bus drivers who do not return to a central depot, including drivers, shall have as a part of their employment contract a provision stipulating that all buses will be checked at the end of every run to make sure that no person remains on the bus.

Refer to section C.1 for procedures for any child found during the post-run inspection..

A bus driver's failure to comply with this requirement shall result in the permanent disqualification of the non-complying individual's eligibility to provide transportation services for Knox County Schools.

A Contracted Service Provider's failure to comply with this requirement shall result in immediate termination of the service assignment.


	Knox County Schools Transportation Department	Descriptor Code: <i>CF</i>
	Safety and Security: Students Exiting Bus Without Permission	Date of Last Change: November 5, 2014

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CF.1 Students Exiting Bus Without Permission

In the event that one or more students leave the bus without permission during the route, via the boarding door or emergency exits, the driver should follow these procedures:

1. Call 911 and report the incident.
2. Contact the Transportation Department.
3. Do not leave the bus if other students are on board.
4. Keep visual contact with the student(s) that have left the bus as long as possible.
3. Remain at the scene where the incident occurred until authorities have responded and driver has given the last known location of the student(s) to the authorities.

	Knox County Schools Transportation Department	Descriptor Code: <i>D</i>
	Accidents: School Duties	Date of Last Change: July 1, 2000

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When a bus accident occurs, the school that the bus serves has the following duties:

D.1 Upon Report of Accident

1. Verify the accident with the Transportation Department. (Transportation Department personnel will contact the Tennessee State School Bus Inspector. The Inspector will report to the accident scene based on the amount of damage and/or injuries.
2. Activate the Safety Response Team (SRT) if needed.
3. The principal or his/her designee should report to the accident scene with a cell phone.

D.2 Safety Response Team (SRT)


1. Select and train Safety Response Team (SRT) members.
2. Activate the SRT.
3. Designate team members to remain in school and man telephones AND team members to go immediately to the site with the principal if possible.
4. Distribute a list of students assigned to the bus if available.

D.3 School-Site Duties

1. Pull emergency cards of the students and call those parents who can be reached.
2. Man all office telephones.
3. Assign one member to line left open for calls from the accident site. Make thorough notes on each call received from the bus site personnel and keep the notes on file.
4. Upon return to school, provide guidance and counseling services to students and/or parents.

D.4 Bus-Site Duties


1. Take cellular phones.
2. Principal or designee and staff members will work under the direction of the Incident Coordinator (designated by 911).
3. Gather students in a safe area when instructed and provide comfort and care.
4. Take roll and ensure students are not removed from the site by parents or anyone else without permission of the Incident Coordinator.
5. Keep media away from students.
6. Designate a member to write down the names of each student sent to the hospital.
7. Maintain continuous communication with the school.
8. Collect student belongings for return to school.

	Knox County Schools Transportation Department	Descriptor Code: <i>D</i>
	Accidents: School Duties (continued)	Date of Last Change: July 1, 2000

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D.5 Post-Accident Duties

1. Verify with the Transportation Department that transportation arrangements have been made for remaining students.
2. Prepare a list of students with full names, home addresses, and parents' names for the police report.
3. Refer all questions regarding the accident to the Director of Schools, Chief of Staff (594-1620), or the Director of Public Affairs (594-1902).
4. Prior to the next school day, the principal or designee should check on all injured students.

	Knox County Schools Transportation Department	Descriptor Code: DA
	Accidents: Driver Duties	Date of Last Change: November 1, 2009

1 **DA.1 Driver Action Following an Accident Involving His or Her Bus**


2
3 In the event a driver is involved in an accident, the following steps should be followed:

- 4
5 1. Determine the exact location of the accident.
6 2. Survey the passengers for injuries.
7 3. Call 911 to report the accident and the number of injured.
8 4. Call the Transportation Department @ (594-1550, 594-1532).
9 5. DO NOT "attempt to place the blame for the accident or admit responsibility for the
10 accident and make a possible determination of the cause."
11 6. DO NOT take students off the bus unless they are in immediate danger (i.e. fire, gas
12 leak, etc.).
13 7. DO NOT leave the students unattended.
14 8. DO NOT allow non-emergency persons on the bus.
15 9. DO NOT allow anyone (including the media) to interview or video students.
16 10. Refer all questions to the Chief of Staff (594-1621) or the Director of Public Affairs
17 (594-1902).
18 11. Have at least an elementary knowledge of first aid so that you may assist with
19 any injuries.
20 12. Reassure and comfort the students.
21 13. Know that only paramedics or police officers can determine if a student should be
22 transported for medical attention in the absence of a parent or guardian.
23 14. Remain at the location of the incident until law enforcement determines the estimated
24 damage (ED, 1, 7).
25

26 **DA.2 Post-Accident Testing for Alcohol and Controlled Substances**

27
28
29 Following any accident involving a school bus, the driver may be required to submit to a post-
30 accident screening for alcohol and/or controlled substances. Federal regulations require
31 screening if the driver is cited and bodily injury requiring immediate medical treatment away
32 from the scene or an involved vehicle is disabled and requires towing. Screening is required
33 in any accident involving a fatality regardless if the driver is cited.
34

35 Additionally, the Knox County Drug-Free Workplace Policy requires bus drivers to be tested
36 following any accident at the discretion of the Transportation director, or his designee.
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	Knox County Schools Transportation Department	Descriptor Code: <i>DA</i>
	Accidents: Property Damage Amount	Date of Last Change: November 1, 2009

1 **DA.3 Report ALL Accidents**

2
3 The Contracted Service Providers or the Contracted Service Provider's employed driver shall
4 inform the Transportation Department immediately following the occurrence of any accident
5 or incident involving a school bus while providing services to Knox County Schools in any
6 capacity. The Contracted Service Providers shall inform the Transportation Department of
7 any and all moving violations by any driver.

8
9 **DA.4 Accidents Exceeding \$400 in Damages**


10
11 In the event law enforcement determines that damage to property of any one person is in ex-
12 cess of four hundred dollars (\$400), a police report will be completed. A copy of the police
13 report must be submitted of such accident to the Transportation Department within five (5)
14 days and Tennessee Department of Safety within twenty (20) days.

15
16 **DA.5 Accidents Less Than \$400 in Damages**

17
18 In the event law enforcement determines that damage to property of any one person does
19 not exceed four hundred dollars (\$400), the Knox County Schools Security Department will
20 complete an incident report. The incident report shall be provided to the Transportation De-
21 partment within five (5) days (ED, 1, 27-29).

22
23 **DA.6 Accidents Occurring in Locations Other Than Roads**

24
25 These requirements shall apply to accidents occurring upon highways and the premises of
26 any shopping center, trailer park or any apartment house complex, or any other premises
27 which are generally frequented by the public at large.
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	Knox County Schools Transportation Department	Descriptor Code: <i>DB</i>
	Accidents: Contracted Service Providers Duties	Date of Last Change: August 2, 2006

1 **DB.1 Contracted Service Providers Action Following an Accident**
2 **Involving His or Her Bus**
3

4 In the event a Contracted Service Providers or a driver operating a bus for a Contracted Ser-
5 vice Providers is involved in an accident, the following steps should be followed by the Con-
6 tracted Service Providers:
7

- 8 1. Initiate and complete arrangements for their driver's post-accident substance abuse
9 testing.
- 10 2. Report any and all accidents to the Transportation Department in writing within
11 twenty-four (24) hours of the accident.
- 12 2. Submit a copy of the police report and the state accident report to the Transportation
13 Department within five (5) days.
- 14 3. Inform the Transportation Department of any and all moving violations by any driver
15 operating a bus contracted to Knox County Board of Education.
- 16 4. In the event law enforcement determines that damage to property of any one person is
17 in excess of four hundred dollars (\$400), a police report will be completed. A copy of
18 the police report must be submitted of such accident to the Transportation Department
19 within five (5) days and Tennessee Department of Safety within twenty (20) days.
20
21

22 **DB.2 Report Accident to Transportation Department**
23

24 The Contracted Service Providers or the Contracted Service Provider's employed driver shall
25 inform the Transportation Department immediately following the occurrence of any accident
26 or incident involving a school bus while providing services to Knox County Schools in any
27 capacity. The Contracted Service Providers shall inform the Transportation Department of any
28 and all moving violations by any driver.
29


30 **DB.3 Report Accident to State Inspector**
31

32 ALL accidents must be reported to the Lead School Bus Inspector assigned to Knox County by
33 the State Department. No repairs may be initiated without approval from a State School Bus
34 Inspector.
35

36 **DB.4 Impounding Buses**
37

38 Following an accident, a school bus is required to be impounded if any of the following have
39 occurred:
40

- 41 1. The driver states that vehicle failure impacted the accident.
- 42 2. One or more fatalities are associated with the accident.

	Knox County Schools Transportation Department	Descriptor Code: <i>DC</i>
	Accidents: Emergency Telephone Numbers	Date of Last Change: November 1, 2009


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DC.1 Knoxville and Knox County Teleserve Numbers

In the event of a bus accident requiring the transporting of students to hospitals, two phone numbers have been offered for use by parents.

Parents seeking information regarding a bus accident occurring inside the boundaries of the City of Knoxville should call the Knoxville Police Department (215-7000).

Parents seeking information regarding a bus accident occurring outside the boundaries of the City of Knoxville should call the Knox County Sheriff's Department (215-2243).

	Knox County Schools Transportation Department	Descriptor Code: <i>E</i>
	Bus Routes: Route and Stop Parameters	Date of Last Change: November 1, 2009

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E.1 Assignment of Routes

Knox County Board of Education policy delegates the Transportation Department responsible for "surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students" (EDD).

The Contracted Service Providers when called upon by the Transportation Department shall make adjustments necessary for changes to assigned runs or routes, as directed by the Transportation Department (EDAC).

The Transportation Department has the sole discretion as to the service location, the order in which students are picked up and dropped off, and the path traveled between pick up points (EDAC).

E.2 Route Path and Time Parameters


- 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 (EDD).
- Every effort shall be made to avoid scheduling students is not scheduled to be in transit more than one hour each way (EDD)
- Students shall not be in transit to and from school more than one and one-half hours each way" (EDD).
- When feasible, students shall not be transported past their assigned school (EDD).
- Transfers may be made from one bus to another when practical (EDD).
- The Transportation Department will schedule the PM run so that there is minimal deadhead.

E.3 Distance between Stops

Bus stops shall be no closer than one-fourth (1/4) mile apart along designated bus routes for elementary students. Bus stops shall be no closer than one-half (1/2) mile apart along designated bus routes for middle and high school students. Adequate visibility between the bus driver and other motorists at bus stops may alter these distances (EDD).

E.4 Service Assignment Number

The Superintendent, or his designee, shall provide a unique number for each Service The Contracted Service Providers shall provide a separate school bus and submit a separate designated bus driver for each Service Assignment initiated and scheduled by the Transportation Department on each Instructional Day.

	Knox County Schools Transportation Department	Descriptor Code: <i>E</i>
	Bus Routes: Route and Stop Parameters	Date of Last Change: November 1, 2009


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E.5 Subdivision Stops for Grades K-5

Students within an area of one (1) mile from the school, by the shortest route, are not eligible for and shall not have transportation services provided by the Knox County Schools. Those students residing on a road with continuous travel should have a designated bus stop located no further than one-fourth (1/4) mile from their home unless a bus stop cannot be situated at a location within the one-fourth (1/4) mile range which allows adequate visibility between the bus driver and other motorists. Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. Designated stops should be added within these areas if the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) mile or where fifteen (15) or more K-5 grade students are eligible for services and a suitable turnaround location for the bus exists. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen or more elementary or fifteen or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision (EDD).

E.6 Subdivision Stops for Grades 6-12

Students within an area of one and one-half (1 1/2) miles from the school, by the shortest route, are not eligible for and shall not have transportation services provided by the Knox County Schools. Those students residing on a road with continuous travel should have a designated bus stop located no further than one-half (1/2) mile from their home unless a bus stop cannot be situated at a location within the one-half (1/2) mile range that allows adequate visibility between the bus driver and other motorist. Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. Designated stops should be added within these areas if the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) mile or where fifteen (15) or more 6-12 grade students are eligible for services and a suitable turnaround location for the bus exists. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen (15) or more ele-

	Knox County Schools Transportation Department	Descriptor Code: <i>EA</i>
	Bus Routes: Route Changes	Date of Last Change: November 1, 2009

1 **EA.1 Notification of Route Change**

2
3 Drivers and Contracted Service Providers cannot change a bus route or add or delete stops un-
4 less the change has been approved by the Transportation Department. Once the Transporta-
5 tion Department has approved the change, notified students, parents, and all impacted schools
6 before the change takes effect.

7
8 **EA.2 Student's Request to Change Bus Stop**

9
10 Transportation services shall be provided to eligible students to and from their assigned bus
11 stop and school. Bus stops shall be determined by the Transportation Department and as-
12 signed based on the proximity from a student's primary residential address. The principal or
13 his designee shall have the discretion to grant permission for a student to ride a non-
14 assigned bus on a temporary basis.


15
16 A parent or guardian may request for the child to exit a school bus at a destination other
17 than the student's regular bus stop on the student's return bus route after dismissal of
18 school. The parent or guardian shall provide the building level administrator, or his designee,
19 with a signed note from the parent or guardian requesting the change for that specific day.
20 The driver shall be provided a copy of the request to include the signature of the individual
21 approving the request (EDD).

22
23 The driver should only drop students off at their assigned stops. However, the student's prin-
24 cipal may approve the student to ride a different bus or use another bus stop if the following
25 requirements are satisfied:

- 26
27
28 1. The student has written approval from a parent or guardian.
29 2. The principal believes the request is justified.
30 3. The change does not result in overloading/overcrowding a bus.
31 4. The bus does not have to make an extra stop.

32
33 The principal should send a note to the driver indicating that the student has permission to use
34 a different bus or stop. If a student tells a driver of alternate plans while still on school or ad-
35 jacent property (and the child has lost the note or left it in his/her classroom), the bus driver
36 should ask a teacher or other staff member to verify with the school office whether such a note
37 exists. This process may cause a slight delay, but the primary objective is the child going to
38 the stop designated by the parent and approved by the principal (TCA, 49-6-2118).

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	Knox County Schools Transportation Department	Descriptor Code: <i>E</i>
	Bus Routes: Route and Stop Parameters	Date of Last Change: August 2, 2006

1 **E.7 Distance Measurements for Transportation Purposes**

2
3 Distance measurements for transportation purposes shall include only publicly maintained
4 roads. All school bus routes shall be arranged in such a way as to travel the shortest possible
5 distance from the time the first student is picked up until the trip is complete.
6

7 **E.8 Private Property Obstructions**

8
9 Private property with speed barriers or other physical impediments may prevent school buses
10 from using the drives. These physical impediments could pose a potential safety problem to
11 either the students or the vehicle. The Transportation Supervisor or his/her designee must
12 determine these physical conditions warrant action prior to any reduction of services. If the
13 barriers are removed or altered and receive approval from the Transportation Supervisor, the
14 bus then may be re-routed onto the private property.
15

16 **E.10 Students Crossing Multiple Lanes of Traffic**


17
18 If feasible, bus route paths should be arranged to avoid the need for students to cross more
19 than two lanes of traffic to board or get off a school bus. Bus drivers should notify the Trans-
20 portation Department upon discovery if students riding their bus are crossing more than two
21 lanes of traffic and offer suggestions to find a solution to better serve our students.
22

23 **E.11 Bus Passenger Capacity**

24
25 "The number of pupils transported on a school bus is not to exceed" the bus's capacity
26 (TCA, 49-6-2110). Capacity is determined by the vehicle's title and/or original bill of sale.
27

28 **E.12 Standing on Buses**

29
30 Standing is allowed by T.C.A. although it is not recommended. Bus drivers should not tell
31 riders to get up prior to their stop and proceed to the front of the bus for quicker
32 de-boarding (TCA, 49-6-2110).
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	Knox County Schools Transportation Department	Descriptor Code: <i>EB</i>
	Bus Routes: Appeals	Date of Last Change: November 1, 2009

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EB.1 Eligibility, Bus Route, or Bus Stop Appeals

Any appeals of transportation decisions or procedures regarding eligibility, stops, routes, and other daily operation practices shall be made in the following order:

1. Principal
2. Transportation Department Staff
2. Transportation Lead Router
3. Transportation Supervisor
3. Transportation Director
4. Assistant Director of Schools for Administrative Services
5. Director of Schools

	Knox County Schools Transportation Department	Descriptor Code: <i>EC</i>
	Bus Routes: Bus Fails to Run	Date of Last Change: August 04, 2005

1 **EC.1 Notification to School and Transportation Department**

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In the event that a bus is inoperable, the Contracted Service Providers is obligated to inform the Transportation Department immediately of the service failure. The Contracted Service Providers or Contracted Service Provider's driver shall notify the Transportation Department and the principal(s) of all school(s) impacted if an assigned bus is not to run its scheduled route on any school day.

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9 **EC.2 Substitute Driver's Knowledge of Route**

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Knox County Board of Education policy states, Substitute or alternative drivers shall meet all qualifications and requirements for regular drivers (ED). Therefore, substitute drivers must know the routes and complete them in entirety. The Contracted Service Providers should make every effort to practice routes in advance with a substitute providing service to students. If a substitute driver misses a stop or goes down a wrong road, both the school and the Transportation Department should be notified. He or she must do whatever is necessary to retrace his or her steps to get each child to his/her designated stop.

	Knox County Schools Transportation Department	Descriptor Code: <i>ED</i>
	Bus Routes: Hazards and Inclement Weather	Date of Last Change: November 1, 2009

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ED.1 Temporarily Closed Roads

If the driver is unable to complete a run because of a closed road, traffic accident, etc., the driver should call the school and/or the Transportation Department. Transportation Department staff will evaluate the situation and suggest alternate bus route directions. If no viable solution can be arranged, students will return to their base school **ONLY AFTER THE SCHOOL HAS BEEN NOTIFIED**. The base school will make arrangements for their transportation. Drivers cannot drop students off at a bus stop other than their residence without prior authorization.

ED.2 Inclement Weather

The responsibility for determining whether weather and other conditions are such to allow for safe driving conditions or to close schools early is the responsibility of the Director of Schools. Some roads may become hazardous during severe weather conditions. Under such condition, the decision shall revert to the driver since he must assume personal responsibility for the safety of the children on his route (ED).

ED.3 Mileage Adjustments for Closed Roads or Inclement Weather

Contracted Service Providers should notify the Transportation Department of any additional mileage when adjustments to a scheduled route must be implemented due to road closings or inclement weather. Added mileage may qualify the Contracted Service Providers for additional compensation.



**Knox County Schools
Transportation Department**

Descriptor
Code:

EE

**Bus Routes:
Monitoring Students at Bus Stops**

Date of
Last Change:

November 1, 2009

1 **EE.1 Student to and From Bus Stops to Their Residence**

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3

4 It is the parent's responsibility to determine by what means and what path children use be-
5 tween their residence and their assigned bus stop (EDD).

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EE.2 Student Safety at Bus Stops

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The parent shall monitor the child's safety and security at the bus stop (EDD).

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	Knox County Schools Transportation Department	Descriptor Code: <i>F</i>
	Student Relations: Student Responsibilities	Date of Last Change: November 1, 2009

1 **F.1 Student Expectations**

2
3 Bus transportation provided by the Knox County Board of Education is considered to be an
4 extension of the school day. Students are expected to comply with safe practices and display
5 appropriate behaviors at all times on the bus and at the bus stop (JCBD). These expectations
6 include, but are not limited to, the following:
7

- 8 • Follow all directions given by the driver on first request.
9 • Never crawl under the bus to pick up papers or other items.
10 • Cross only in front of the bus.
11 • Arrive at the stop about 5 minutes early each morning.
12 • Stay out of the road at the bus stop.
13 • Help protect the property where stops are located.
14 • Do not litter around the bus stop or on the bus.
15 • Be courteous to the driver.
16 • Never get in a car with a motorist.
17 • Report any inappropriate behavior on the bus or near a stop to the driver and principal.
18 • Abide by the discipline policies adopted by the Board and rules adopted by the staff of the
19 base school if a transfer from bus to bus is necessary while en route to and from school
20 (JCBD).
21 • Refrain from using loud, rude, abusive, or profane language.
22 • Do not eat or drink on the bus.
23 • Do not possess and/or use tobacco, alcohol or drugs.
24 • Keep hands and head inside the bus.
25 • Never throw items inside the bus or out the windows.
26 • Be reminded that you and/or your parents will be financially responsible for any act of
27 vandalism.
28 • Report to principal or bus driver any unusual vehicles near a bus stop or suspicious
29 individuals who are not routinely at the bus stop.
30

31 **F.2 Students Disembarking Bus during a Route**

32
33 Once the official route is begun, stops shall only be made to take on, discharge or transfer
34 students. Buses are not to make any non-designated stops except for emergencies when
35 transporting students (EDD).
36

37 During the PM run, students must board the bus on school grounds. No student can be permit-
38 ted to ride a second trip with the driver without authorization from the Transportation Depart-
39 ment.
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	Knox County Schools Transportation Department	Descriptor Code: FA
	Student Relations: Parent Responsibilities	Date of Last Change: September 26, 2006

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FA.1 Supervision at the Bus

Parents/Guardians are responsible for the conduct and safety of their child before the school bus arrives, after the bus departs, and between the bus stop and their child’s home (EDD, 3, 10-13).

Parents are encouraged to establish a schedule with neighbors to monitor student safety and report among each other specific concerns regarding a child’s actions at or near the bus stop and to and from his or her home.

FA.2 Parent Expectations

Parents are an important part of their child’s success at school. A positive experience on the school bus can enhance a child’s potential. Parents are expected to assist through completing the following each school day:

- Instruct their child to be 5 minutes early to the stop.
- Review all safety and conduct expectations with their child.
- Determine procedures for child between home and the stop.
- Encourage appropriate dress for protection against inclement weather.
- Be courteous to the school bus driver.
- Establish a schedule with neighbors to monitor student safety.
- Monitor the bus stop area for damage and cleanliness.
- Report to police any unusual vehicles near a bus stop or suspicious individuals who are not routinely at the bus stop.
- Instruct their child to never accept a ride with a motorist.
- Contact the school or Transportation Department if their child is late or cannot be located following the school bus arrival.

	Knox County Schools Transportation Department	Descriptor Code: <i>FB</i>
	Student Relations: Principal Responsibilities	Date of Last Change: November 1, 2009


1 **FB.1 Documentation of Bus Stop Concerns**

2
3 Principals or their designees should document all parent complaints and offer to investigate
4 options regarding a student’s route between his or her home and the bus stop. Principals are
5 encouraged to contact the Transportation Supervisor with suggestions or possible route or stop
6 modifications that would enhance student safety.

7
8 **FB.2 Making Bus Contracted Service Providers and Drivers Aware of IDEA Modifications**

9
10 The Contracted Service Providers and driver will be informed of specific accommodations,
11 modifications, and other support strategies that must be provided for any children in accord-
12 ance with the IEP.

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	Knox County Schools Transportation Department	Descriptor Code: <i>FC</i>
	Student Relations: Bus Driver Responsibilities	Date of Last Change: July 1, 2000

1 **FC.1 Bus Driver Expectations**

2

3 The Knox County Board of Education states that the "driver shall deal with children in a firm,
4 fair, and friendly manner" (ED). Following are some suggestions for drivers on how to effec-
5 tively manage students on their buses:

6

- 7 • NEVER leave a stop ahead of schedule and seldom arrive late.
- 8 • Be consistently firm, friendly, and fair with ALL students.
- 9 • Do not "play favorites" with certain students.
- 10 • Do not give an order and then back down; see it through. "If you don't mean it,
11 don't say it."
- 12 • Do not be inconsistent with discipline. If you threaten to discipline misbehavior, don't be
13 talked out of it by the student who pleads, "I won't do it again," "You're always picking on
14 me," ..etc. Allowing students to manipulate you will cause you to lose control of a situa-
15 tion and lose student respect as well.
- 16 • Be a friend to ALL students on your route, but do not discuss one student's faults or
17 problems with another student.
- 18 • Respect the students on your bus.
- 19 • School bus drivers do not have the authority to refuse bus-riding privileges to students on
20 their routes. Never put a student off the bus as a method of punishment.
- 21 • Use the School Bus Incident Report that has been specifically developed for your use in
22 reporting problems that occur on your bus.
- 23 • Post a copy of the bus rules approved by the Knox County Schools Director of Schools.
- 24 • Encourage riders to arrive at the bus stop 5 minutes before scheduled time. However, this
25 is not a window of opportunity for the bus to run 5 minutes early.

26

27 **FC.2 Drivers Contacting a Student at Home**

28


29 Bus drivers should not call a child's home to gain information about a child. If a student
30 leaves an important item on the bus, the driver should communicate only with the parent at the
31 child's residence or wait until the next day to return the item. Drivers should conference with
32 individual students, male or female, in the presence of witnesses to protect themselves, the
33 student, and the Contracted Service Providers. The school will provide a place to conference
34 with students.

35

36 **FC.3 Drivers Leaving a Student at a Stop**

37

38 Drivers cannot leave students at a bus stop as a form of punishment for failing to obey the
39 driver's request to board in an appropriate manner. If a student is suspended from riding his/
40 her regular bus and is at a stop, the driver should pick this student up and take this student to
41 his/her school. The driver cannot leave the student at the stop. When the driver arrives at
42 school, he/she needs to inform the building level administrator of this incident. This is a disci-
pline issue.

	Knox County Schools Transportation Department	Descriptor Code: <i>FD</i>
	Student Relations: Contracted Service Providers Responsibilities	Date of Last Change: July 1, 2000

1 **FD.1 Student Interaction Training**

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FD.2 Implementation of IDEA Modifications

The principal and case manager are responsible for making sure the Contracted Service Providers and/or driver is informed of specific accommodations, modifications, and other support strategies that must be provided for the child in accordance with the IEP. The Contracted Service Providers is responsible for making certain all specific accommodations, modifications, and other support strategies are implemented on his or her bus.

FD.3 Confidentiality of Student Information

Contracted Service Providers are responsible for ensuring that they and their employees DO NOT disclose ANY information about students. FERPA defines disclosure as “the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic.” A record is defined as: “any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.” A record may also include notes between drivers and teachers, driver’s personal notes about a student, conversations among bus drivers, submitted reports by a driver, and a driver’s recollection of events. To ensure such records remain confidential, forms, notes, disciplinary reports, and other documents concerning a student cannot be carried or delivered to school staff by students.

In general, Contracted Service Providers and/or drivers must use all provided information they receive about students only for the specific purpose and in the context in which the information was given to them.

	Knox County Schools Transportation Department	Descriptor Code: <i>FD</i>
	Student Relations: Contracted Service Providers Responsibilities	Date of Last Change: July 1, 2000

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FD.4 Audio/Video Media on the Bus

The Contracted Service Providers is responsible for ensuring that his or her employee does not allow inappropriate broadcasted or recorded media to be played on school bus equipment while students are on board. This applies when the driver is transporting students to and from school on a regular route and when transporting students to school-related events. At all times, the driver must use caution when selecting channels and/or other media for listening and/or viewing on radios, tape/CD players, video-players, etc. on the bus. Controversial, profane, or explicit programs such as Mancow, Phil and Billy, or other inappropriate live or recorded media are not allowed on the bus.

FD.5 Student-On-Student Harassment or Discrimination

The Contracted Service Providers agrees to inform the administration of the school(s) served and the Transportation Department of any instances of student-on-student harassment or discrimination that occur on the bus. If the Contracted Service Providers fails to do so when he or she knows of such an instance, or should have known about such an instance, the Contracted Service Providers agrees to indemnify and defend the Board of Education and its agents and employees from any costs, losses, damages, or judgments rendered against the Board for such student-on-student harassment or discrimination. The Contracted Service Providers will be deemed to have known about student-on-student discrimination or harassment if the Contracted Service Providers or his or her employee observed such student-on-student discrimination or harassment.

The Contracted Service Providers further agrees to provide to the Knox County Board of Education copies of policies developed and documentation proving that these policies have been communicated to all employees.

	Knox County Schools Transportation Department	Descriptor Code: <i>FE</i>
	Student Relations: FERPA and IDEA	Date of Last Change: July 1, 2000

1 **FE.1 What are FERPA and IDEA?**

2

3 The Family Educational Rights and Privacy Act (FERPA) applies to all educational agencies
4 receiving federal funds. The purpose of FERPA regulations is to limit the access of student
5 records by others without prior parental consent.

6

7 In addition, the Individuals with Disabilities Education Act (IDEA) includes a number of pro-
8 visions concerning access to the records of certified special education students. IDEA re-
9 quires that information about a student's Individualized Education Program (IEP) be provided
10 to all parties responsible for implementing the student's services. IDEA also specifically ad-
11 dresses requirements about confidentiality.

12

13 Bus Contracted Service Providers and/or drivers may need to know about a student's emer-
14 gency information, medical needs, or disciplinary history and how these factors may impact
15 their bus service.

16

17 **FE.2 Specific Accommodations, Modifications, and Other Support Strategies**

18

19 The principal and case manager are responsible for making sure the Contracted Service Pro-
20 viders and/or driver is informed of specific accommodations, modifications, and other support
21 strategies that must be provided for the child in accordance with the IEP.

22

23 **FE.3 Discipline Procedures for Students under IDEA**

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25 All disciplinary procedures required for a student who qualifies under IDEA and misbehaves
26 at school also apply when the student is riding a bus either to and from school or to a school-
27 sponsored activity.

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	Knox County Schools Transportation Department	Descriptor Code: <i>FF</i>
	Student Relations: Student Discipline	Date of Last Change: November 1, 2009

1 **FF.1 Student Bus Discipline**

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3 The school bus is an extension of school activity; therefore, students shall conduct them-
4 selves on the bus in a manner consistent with the established standards for safety and class-
5 room behavior (JCBD).

6

7 **FF.2 Student Discipline at Bus Stops**

8

9 The principal or the principal's designee shall apply school behavior procedures at a bus stop
10 when a student's misconduct was initiated at school or on the school bus (EDD).

11

12 **FF.3 Student Monitors on a School Bus**

13

14 Students are not to be asked to monitor behavior of other students on a school bus.

15

16 **FF.4 Fiscal Responsibility for Student Vandalism of a Bus**

17

18 Students who commit any act of vandalism (marking on the bus, cutting the seats, writing on
19 the sides, etc) should be reported to the student's building level administrator. Parents could
20 be responsible for providing fiscal compensation for any damages created by their child when
21 on the bus if deemed appropriate by the building level administrator. The appropriate amount
22 of compensation and method of payment is determined solely by the building level adminis-
23 trator.

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	Knox County Schools Transportation Department	Descriptor Code: <i>FG</i>
	Student Relations: Suspension of Riding Privileges	Date of Last Change: July 1, 2012

1 **FG.1 Suspension of Riding Privileges**


2
3 The principal of the student transported shall be informed by the bus driver of any serious
4 discipline problem and may be called upon to assist if necessary. A student may be denied
5 the privilege of riding the bus if the principal determines that his behavior is such as to cause
6 disruption on the bus, or if he disobeys state or local rules and regulations pertaining to stu-
7 dent transportation (JCBD).
8

9 **FG.2 Disciplinary Hearings for Suspension of Riding Privileges**

10
11 The suspension of a student from riding the school bus shall follow the same procedures as
12 for any other school suspension (JCBD).
13

14 **FG.3 Student Suspension Applies to All Buses**

15
16 Principals should not suspend a student from one bus for disciplinary reasons and place that
17 student on another bus before the suspension has been served except as required by state and/
18 or federal regulations. However, a principal may utilize another bus for diagnostic time
19 periods if the student's interest will benefit from such a temporary placement.
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	Knox County Schools Transportation Department	Descriptor Code: <i>FH</i>
	Student Relations: Appeal Suspension of Riding Privileges	Date of Last Change: November 1, 2009


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FC.1 Appeal Suspension of Riding Privileges

The principal or his or her designee will investigate and determine any consequence to impose when a student violates school bus rules. Only the principal or his or her designee may reduce or suspend a student’s bus-riding privileges (ED). Appeals relating to a reduction or suspension of bus privileges must be initiated by the parent/guardian at his or her child’s base school with the administrator assigning the consequence. This appeal must occur on or before five (5) school days following the parents’ notification of the incident.

Any appeals of transportation decisions or procedures relating to a reduction or suspension of bus privileges shall be made in the following order:

1. Principal or his or her designee assigning specific consequence
2. Transportation Supervisor
3. Transportation Director
4. Disciplinary Hearing Authority
5. Assistant Director of Schools for Administrative Services
6. Director of Schools


	Knox County Schools Transportation Department	Descriptor Code: G
	Student Conduct: General Rules	Date of Last Change: November 1, 2009

1 **G.1 Student Misconduct Reports**

2
3 School bus drivers must immediately report any student misconduct to the principal of the
4 student's school (ED). To do this, drivers must complete a School Bus Incident Report when a
5 student misbehaves. Drivers must complete the entire form and give it to the principal; the
6 principal must send it in to the Transportation Department. The driver is to keep the golden-
7 rod copy for his/her records.
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9 **G.2 Drivers Not Authorized to Suspend Students from Bus**

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11 The driver does not have the authority to suspend a pupil from transportation privileges
12 (ED).
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	Knox County Schools Transportation Department	Descriptor Code: GA
	Student Conduct: Student Expectations	Date of Last Change: November 1, 2009


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GA.1 Bus Conduct

Knox County Board of Education policy states that “students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior” (JCBD). More specifically, students must follow the official Knox County bus rules. These rules are posted in a prominent place at the front of the bus.

- **Obey the bus driver.**
- **Follow bus driver's first request.**
- **Driver is authorized to assign seats.**
- **No loud, rude, abusive, or profane language.**
- **No eating or drinking allowed.**
- **Keep the bus clean.**
- **Keep hands and head inside the bus.**
- **Never throw objects inside or out of the bus windows.**
- **Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.**
- **Parents will be financially responsible for any act of vandalism.**

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 behavior is such as to cause disruption on the bus, or if he disobeys state or local rules and regulations pertaining to student transportation (JCBD).

	Knox County Schools Transportation Department	Descriptor Code: GB
	Student Conduct: Driver Expectations	Date of Last Change: July 1, 2000

1 **GB.1 Implementing Bus Rules**

2
3 Students must follow the official Knox County bus rules. These rules should be posted in a
4 prominent place at the front of the bus. Copies of these rules, signed by the Director of
5 Schools, are available from the Transportation Department. Drivers are not allowed to create
6 their own rules and post them; drivers must use the approved rules. The rules and an explana-
7 tion for each follows:

- 8
9 • **Obey the bus driver; follow bus driver's first request; driver is authorized to assign**
10 **seats.**

11 Students should obey when the driver gives an order. Any serious misbehavior or
12 refusals to cooperate should be documented and submitted to the building level
13 administrator.

- 14 • **No loud, rude, abusive, or profane language.**

15 Students using profanity should be "written up" (Use the School Bus Incident Report).
16 Bus drivers must refrain from using profanity.


- 17 • **No eating or drinking allowed; keep the bus clean.**

18 This is one of the most serious violations that occurs on school buses, and one of the
19 most dangerous because of the potential for choking to death on the bus. Many
20 schools allow students to purchase soft drinks or snacks at the end of the day; how
21 ever, bus owners and/or drivers are not to allow consumption of food or drink on the
22 bus. When students attempt to board the bus at school with snack items, the driver
23 should tell them (politely) that they cannot bring the snack item(s) on the bus. If they
24 refuse to obey, the driver must send someone into the school to ask the principal (or
25 teacher if the principal isn't available) to come to the bus. The driver should explain to
26 this person that drivers cannot allow the bus rules to be violated; food or drink pur-
27 chased inside the school must be consumed there. If a student is discovered breaking
28 this rule while the bus is en route in the morning (or afternoon), the driver must write
29 him or her up and turn in the incident report form to the principal as soon as possible.
30 Bus drivers are not to allow students to purchase food or drink and consume it on the
31 bus; nor are bus drivers allowed to "treat" riders to drinks, snacks, etc., as a reward for
32 good behavior on the bus.

- 33 • **Keep hands and head inside the bus; no throwing objects in or out of the bus.**

34 Self-explanatory. Bus windows cannot be open more than six inches (6") from the
35 top for the safety of all bus riders. Students are not permitted to throw papers, books,
36 etc., around in the bus or out the bus window.

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42 (continued on next page)

	Knox County Schools Transportation Department	Descriptor Code: <i>GB</i>
	Student Conduct: Driver Expectations	Date of Last Change: September 1, 2016

(continued from previous page)

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3 • **Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.**

4 Knox County Schools has a strict tobacco policy, and students are not to use or possess
5 tobacco. The bus is an extension of the school, and rules applicable to the school
6 remain in effect. In addition, bus drivers are NOT to use tobacco on the bus with stu-
7 dents present or prior to students boarding the bus. The principal will designate a re-
8 stricted area for drivers to use tobacco on school property.

9 • **Fiscal responsibility for any act of vandalism.**

10 Students who commit any act of vandalism (marking on the bus, cutting the seats,
11 writing on the sides, etc) should be reported to the student's building level administra-
12 tor. Parents could be responsible for providing fiscal compensation for any damages
13 created by their child when on the bus if deemed appropriate by the building level
14 administrator. The appropriate amount of compensation and method of payment is
15 determined solely by the building level administrator.

16
17 **GB.2 Unruly Student Riders**


18
19 If students should fight on the bus, become unruly, etc. after leaving the campus, the driver
20 should comply with the following procedures:

- 21
22 1. Driver must pull safely off the road and place bus in park and remove ignition key.
23 2. Driver of bus must engage 4-way emergency lights.
24 3. Driver is to verbally direct the students to discontinue inappropriate behavior. Driver
25 may only use verbal commands. **Physical contact is not permissible.**
26 4. If students continue inappropriate behavior, driver must contact the Transportation
27 Department via radio.
28 5. Transportation Department will then asses the severity of the situation with the driver
29 and notify the school, Knox County Schools Security, and/or law enforcement.
30 6. If 911 is called, the bus must remain at the scene until officials respond.

31
32 If any of the above is utilized, a School Bus Incident Report must be submitted to the building
33 level administration by the driver no later than the next run to the school. It is recommended
34 that the driver speak personally with the building level administrator regarding an incident of
35 this nature.

36
37 **GB.3 Returning Bus Riders to School for Disciplinary Reasons**

38
39 An entire bus load of students shall not be returned to a school and offloaded without prior
40 authorization from a building level administrator or a central office administrator.
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	Knox County Schools Transportation Department	Descriptor Code: <i>H</i>
	Field Trips: Contracted Service Providers & Cost	Date of Last Change: November 1, 2009

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H.1 Field Trip Contracted Service Providers

When school buses are used, principals are encouraged to use the buses which normally serve within the high school attendance zone involved, subject to cost and satisfactory service considerations (IFCB).

H.2 Cost of Services

“When students pay the cost of a bus, a commercial carrier, or a privately-owned vehicle arranged by the school, the rate shall be negotiated by the owner and the principal” (IFCB). The principal is responsible for payment of transportation providers arranged at the school level.

H.3 School Bus Insurance


“Each service provider shall provide continuous liability and property insurance coverage for any and all buses used to meet contractual obligations. Coverage shall be no less than amounts required by the rules and regulations of the State Board of Education” (EDAC).

H.4 Interference with Regular Route

School buses that are used for off-campus trips must be available for their regularly scheduled, contracted bus routes or arrangements must be made by the owner for the "extra" bus to be available for the scheduled routes - and on time! Principals should not request or encourage regular route modifications to accommodate conflicting field trip schedules.

H.5 Driver Designation

“Service providers shall submit in writing to the building level administrator, or designee, the driver’s name and driver identification number for all services originating at the building level. This requirement shall occur prior to initiating services” (EDAC).

	Knox County Schools Transportation Department	Descriptor Code: <i>HA</i>
	Field Trips: Vehicle Eligibility	Date of Last Change: November 1, 2009

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HA.1 Use of Vans for School-Related Events

“Vehicles designed to transport more than ten (10) passengers, including the driver, shall meet school bus structural standards. Van type vehicles shall not be used for transporting students for instructional off-campus trips, athletic events, and other school approved functions” (IFCB).

HA.2 Privately-Owned Vehicles

“in which cases privately-owned vehicles may be used” (IFCB). Regardless of who arranges the transportation – parent or school – liability coverage is the responsibility of owners and drivers” (IFCB). “When the school arranges for private cars to be used, the employee arranging the trip must inform drivers of their personal liability prior to listing their names on the approval form” (IFCB). “Parents who transport students on field trips must provide proof of insurance to the principal. A copy of such must be on file in the principal's office” (IFCB).

HA.3 Renting or Leasing a Vehicle to Transport Students

“Employees are not authorized to lease or rent any vehicle to transport students without prior authorization from the Director of Schools. Procurement procedures determined by the Knox County Purchasing Department shall be followed when school funds are used to pay for an approved lease or rental of a vehicle” (IFCB).



**Knox County Schools
Transportation Department**

Descriptor
Code:

HB

**Field Trips:
Chartered Bus Service**

Date of
Last Change:

April 9, 2018

1 **HB.1 Chartered Bus Service**
2

3 A school can charter bus service for a short-term lease on a Federal Approved Manufactured
4 Coach. This includes one day or multiple day trips and must be for a special event (i.e. Hunts-
5 ville Space Center, Chattanooga Aquarium, Colonial Williamsburg, etc). Regularly scheduled
6 events or routes are not included. For all trips outside of Tennessee, only buses that are U.S.
7 Department of Transportation (DOT) certified, with a satisfactory rating, can be used. The
8 coach or tour bus must meet the following specifications:
9

- 10
- 11 • Steel or similar material used for framing;
 - 12 • Emergency windows, doors, or hatches with approved glass;
 - 13 • Fire extinguishers and first aid kits identified with marked locations;
 - 14 • All seats and luggage secured;
 - 15 • Luggage carried in a separate compartment.
- 16
17


18 **HB.2 Verifying Safety Inspection and Insurance**
19

20 Prior to the departure of any charter or bus service arrangement made by an individual school,
21 it is the responsibility of the principal or his/her designee to verify that the following infor-
22 mation is completed and on file in the school office:
23

- 24
- 25 • A copy of the most recent safety inspection for the specific vehicle(s) being used to
transport students;
 - 26 • An insurance binder describing coverage amounts that meet the five million dollar liability
27 ICC requirement.
- 28

29 The Federal Motor Carrier Safety Administration provides safety and insurance records on
30 registered carriers. The information can be found via the internet.

31 http://ai.fmcsa.dot.gov/Passenger/search_results.asp
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	Knox County Schools Transportation Department	Descriptor Code: <i>HC</i>
	Field Trips: Driver Eligibility	Date of Last Change: November 1, 2009

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HC.1 Bus Driver Eligibility

School bus drivers employed for individuals under a contractual agreement with the Board shall be included on the Bus Driver Eligibility Roster maintained by the Transportation Department to provide services in any capacity (including field trips, athletic events) (ED).

“Service providers shall submit in writing to the building level administrator, or designee, the driver's name and driver identification number for all services originating at the building level. This requirement shall occur prior to initiating services” (EDAC). Contact the Transportation Department to validate driver eligibility for all services initiated at the building level.

HC.2 Centralized Driver Files.

All information regarding employees of Contracted Service Providers is the property of the Contracted Service Providers and information necessary to meet requirements for inclusion on the Knox County Schools School Bus Driver Eligibility shall be housed in the Transportation Department and available to authorized employees of the Transportation Department to ensure compliance. The Transportation Department shall place documentation, including but not exclusive to reports, memorandums, medical records, drug testing information and results, complaints, accolades, background checks, and driving records related in any capacity to the said school bus driver. These records also include, but are not limited to, information related to inactive drivers , individuals whom have made application to be included on the roster and ineligible drivers.

	Knox County Schools Transportation Department	Descriptor Code: <i>HD</i>
	Field Trips: Chaperones	Date of Last Change: November 1, 2009

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HD.1 Certified Employee Requirement

“A certificated Knox County Schools employee must accompany students on any approved trip” (IFCB).

HD.2 Adult-to Student Ratio

“Adult-to-student ratios may vary but must be adequate for the field trip activity and the number and age of the students” (IFCB).

HD.3 Non-Certified Employee Requirement

“Non-certificated chaperones shall be 21 years of age or older. The certificated district employee will provide the chaperones with specific information regarding their responsibilities. Chaperones shall be responsible for the continuous monitoring of student activities. Knox County personnel and chaperones shall not consume alcoholic beverages, smoke, or use illegal substances while accompanying and supervising students on field trips. Supervisors/chaperones will model the same behavior as expected on school property” (IFCB).


	Knox County Schools Transportation Department	Descriptor Code: <i>HE</i>
	Field Trips: Seating Requirements	Date of Last Change: November 1, 2009

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HE.1 Seating Arrangements

When working with principals and/or teachers planning the off-campus field trip, the bus driver should offer seating plan advice. Following are the guidelines for seating on off-campus field trips:

- Knox County Board of Education policy states that buses traveling on “off-campus trips to an out-of-county location or to a location that is greater than thirty (30) miles one way, whichever is the greater distance, shall have no more than two persons per seat for middle and high school and three persons per seat for grades kindergarten through five (IFCB).
- On buses with less than 36 seats or equipped with lifts, students should ride no more than two to a seat.
- NO passenger is allowed to stand on an off-campus trip.

	Knox County Schools Transportation Department	Descriptor Code: <i>HF</i>
	Field Trips: Students Relations	Date of Last Change: November 1, 2009

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HF.1 Student Behavior

All field trips are an extension of the school. Therefore, students are expected to behave the same as they are at school. Students are also expected to display appropriate behavior while being transported to off-campus sites.


“The safety of the students while on the bus is a joint responsibility of the professional staff, the chaperones and the bus driver. The bus driver's primary responsibility is for providing a safe transportation method for students during the field trip. Once the students are off the bus, their conduct becomes the responsibility of the professional staff and chaperones” (IFCB).

HF.2 Student Items on Bus

Any items brought on the bus (luggage, sleeping bags, ice chests, picnic items, etc.) must be adequately secured in the bus seats. Belting/webbing that is used to secure these items must be of sufficient strength to hold them in place on the bus seat. Absolutely nothing can be placed in the bus aisles or in front of the emergency door; this is state and federal law. The bus owner and/or the driver is responsible for enforcing this policy (IFCB).

No specific rule exists for the exact placement (front or back seats) of items that are secured in the seats. However, securing items on the back seats and seating students in the front part of the bus allows for better supervision of riders. The safety of the students will depend upon how well (and correctly) the items have been secured.

Ideally, the best arrangement that can be made when transporting items with students on an off-campus trip is to solicit volunteers who will take equipment and other items in their private cars or trucks.

	Knox County Schools Transportation Department	Descriptor Code: <i>HG</i>
	Field Trips: Specially Equipped Buses	Date of Last Change: November 1, 2009

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HG.1 Vehicles to Accommodate Special Needs Students

Students who require a bus with specific equipment to be transported to and from school should have the same equipment on all school-related field trips. Every effort should be made to include student peers on the required vehicle with the special needs student.

Public Law 93-113, Section 504 declares, “no student may be deprived of an off-campus trip on the basis of handicap” (IFCB) . The teacher requesting a trip shall comply with the law by arranging accommodations for the special needs (lift bus; assistance with feeding, toileting; interpreter for deaf, etc.) of qualified handicapped students. The principal approving the trip shall ascertain that the appropriate accommodations have been made.

	Knox County Schools Transportation Department	Descriptor Code: <i>HH</i>
	Field Trips: Non-Student Riders on Field Trips	Date of Last Change: December 14, 2001

1 **HH.1 Non-Student Riders on Field Trips**

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3 The principal or their designee is responsible for determining if staff members, chaperones, or
4 other non-student riders should be present on the bus during a field trip.

5

6 **HH.2 Children of Bus Driver**

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8 Children of a bus driver may ride the bus during a school field trip providing the following
9 stipulations are met:

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1. The Contracted Service Providers has requested and received prior approval from the principal, or their designee for the bus driver's child to be present during the field trip.
2. Appropriate behavior is displayed by the child.
3. Proper passenger restraint devices meet all legal requirements.
4. Passenger restraint devices secured to the bus seat have been inspected and are within compliance of all specifications established by the Tennessee Department of Safety.

	Knox County Schools Transportation Department	Descriptor Code: <i>I</i>
	Equipment Requirements: General Information	Date of Last Change: September 26, 2006

1 **I.1 School Bus Specifications**

2
3 According to Knox County Board of Education policy, the Board “Each school bus and all
4 related equipment shall be maintained in condition to operate safely at all times during the
5 school year and shall conform to specifications as set forth by the State Board of
6 Education and National Highway Traffic Safety Administration (EDAC)”.

7
8
9 **I.2 Display of Bus Number**

10 School buses must have the bus number (minimum of six inches (6") in height)
11 displayed or painted on each side, the front, and the rear of the bus at these locations:

- 12 • On the LEFT side of the bus body near the front (not obscured by the stop arm),
- 13 • On the RIGHT side of the bus near the front (not obscured by the door),
- 14 • On the RIGHT REAR near the emergency door, and
- 15 • On the FRONT bumper or hood area.

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19 **I.3 Substitute Bus Numbers**


20 If the Contracted Service Providers has an “extra” bus to be used when the regular bus is not
21 running, then that bus must be appropriately numbered. (Example: If bus #789 is “down” and
22 unable to run, and the Contracted Service Providers plans to use his or her extra bus in the in-
23 terim, that extra bus must be numbered “789” while it is used on the routes covered by the
24 regular “789.”)

25
26
27 **I.4 Substitute Bus Certification**

28 Contracted Service Providers are not permitted to use an “extra” bus that has not been inspect-
29 ed and approved through the annual state inspection and does not have its current state inspec-
30 tion sticker in place. If a bus is borrowed from another owner/Contracted Service Providers to
31 use on a route, the responsibility lies with the Contracted Service Providers assigned the route
32 to verify that the bus meets all requirements. The owner of the vehicle is not responsible for
33 ensuring the bus meets certification unless the owner uses the vehicle to perform services for
34 Knox County Schools.

35
36
37 **I.5 School Bus Markings**

38 Knox County Schools, company name, or the Contracted Service Providers name must be dis-
39 played at the beltline on both sides. Contracted Service Providers shall remove any and all
40 markings referencing Knox County Schools while conducting transportation services for enti-
41 ties other than Knox County Schools.
42

	Knox County Schools Transportation Department	Descriptor Code: <i>I</i>
	Equipment Requirements: Heating & Cooling Systems	Date of Last Change: September 26, 2006

1 **I.6 School Bus Heating System Requirements**

2

3 Buses shall equipped with a heating system complying with all applicable FMVSS, including
4 FMVSS No. 301, as well as with SAE test procedures and capable of maintaining bus interior
5 temperatures as specified in SAE test procedure J2233.

6

7 **I.7 Air Conditioning Systems Requirements**

8

9 Buses shall provide an air-conditioning system for climate control on school buses that have
10 less than a sixty-five (65) seat capacity as determined by the manufacturer of said vehicle. Air
11 -conditioning minimum specification requirements include:

12

13 The installed air conditioning system should cool the interior of the bus
14 down to at least 80 degrees Fahrenheit, measured at a minimum of three
15 points, located four feet above the floor at the longitudinal centerline of the
16 bus. The three points shall be:

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The test conditions under which the above performance shall be achieved by the following procedure:


- Temperature shall exceed 85 degrees Fahrenheit;
- Humidity shall exceed 50 percent;
- The bus shall remain in open sun a minimum of one hour;
- Engine shall be started and shall run at the engine manufacturer's recommended low idle speed;
- The Air Conditioning System shall be turned on and must provide a minimum 20 degree temperature drop in the 30-minute time limit.

	Knox County Schools Transportation Department	Descriptor Code: <i>IA</i>
	Equipment Requirements: Commercial Advertising	Date of Last Change: November 1, 2009

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IA.1 Solicitation of Goods or Non-School Activities

“Commercial advertising shall not be displayed inside the passenger area or exterior of a school bus while providing services in any capacity. No items shall be displayed inside the passenger area or exterior of a school bus while providing services in any capacity which recommend, recruit or otherwise solicit student participation in any non-school sponsored activity” (EDAC).

	Knox County Schools Transportation Department	Descriptor Code: <i>IB</i>
	Equipment Requirements: Safety Inspections	Date of Last Change: June 27, 2014

1 **IB.1 Required Inspections**

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Knox County Board of Education policy requires that "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 as set forth by the State Board of Education and National Highway Traffic Safety Administration" (ED).

IB.1a Daily Inspection before AM and PM Runs

The driver shall check the maintenance operations of the vehicle before morning and afternoon runs. Procedures for completing pre-trip inspections are specified in the Tennessee Commercial Driver's License Manual. All faulty or improperly functioning equipment should be reported, in writing, to the owner so that any necessary repairs can be made immediately.

IB.1b Annual State Inspection


All buses and other vehicles owned or contracted and operated by the Board must pass annual safety inspections. The Transportation Department keeps a safety inspection record filled out and signed by the state inspector who conducts the investigation. Any defects noted by the state inspection shall be remedied immediately.

	Knox County Schools Transportation Department	Descriptor Code: <i>IC</i>
	Equipment Requirements: Insurance	Date of Last Change: September 15, 2004

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IC.1 Required Insurance

The Contracted Service Providers shall provide continuous liability insurance coverage for any and all school buses used to meet requirements in such form that it will provide protection with the limits of not less than \$500,000.00 per person and with the limits of not less than \$1,000,000.00 per occurrence for bodily injury and property damage. The Board shall be named as an additional insured on the insurance policy. The Board must also be notified by registered mail at least fifteen (15) days prior to any cancellation or forfeiture of policy.

	Knox County Schools Transportation Department	Descriptor Code: <i>ID</i>
	Equipment Requirements: Communication Devices	Date of Last Change: July 23, 2013

1 **ID.1 Voice Communications**


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3 The Contractor shall be provided one or more specifically dedicated communication devices
4 for each contracted route. The devices shall be in the “on” position and operable at all times,
5 to the extent service is provided by the commercial communications carrier, while services are
6 being provided to Knox County Schools in any capacity. The Contractor shall be responsible
7 for the following requirements related to communications devices:

- 8
9 1. Security and appropriate care of the device. In the event the provided device is lost,
10 stolen, or damaged due to negligence or accident, the Contractor shall be liable for the
11 replacement cost or repair of the device,
12
13 2. Making certain that all employed drivers are trained and able to fully operate all
14 functions related to the devices,
15
16 3. Permit Knox County Schools to install devices on the bus designated by the Contractor
17 for each service assignment. The Transportation Department shall determine the meth-
18 odology for powering all devices (directly hard wired into the buses electrical panel(s) or
19 a standard 12 volt socket),
20
21 4. Drive the bus designated for each service assignment to a service center within the
22 boundaries of Knox County for installation and/or repair to communication devices upon
23 request from the Transportation Department.
24
25 5. Making certain that the communication devices designated by the Transportation
26 Department are present on all buses providing services in any capacity pursuant to the
27 Agreement. Mobile radios are available from the Transportation Department for
28 installation on extra vehicles for the amounts determined by Knox County Purchasing
29 Department and the approved procurement policies and procedures.

30
31
32 In the event communication devices are not operational during a service assignment while
33 providing services due to Contractor error or omission, the Contractor shall not be compen-
34 sated for mileage greater than the base miles identified in Appendix 1 of the Agreement.

35
36 In the event the communication devices are not operational during a service assignment while
37 providing services due to Contractor error or omission, the Contractor shall not be compen-
38 sated for any fuel index amounts.

39
40 No one but an authorized representative of Knox County Schools shall attempt to access any
41 KCS equipment installed on any bus for any reason. Unauthorized attempts to access KCS
42 equipment or tampering with any KCS equipment installed on any bus will result in discipli-
nary action against any parties involved.

	Knox County Schools Transportation Department	Descriptor Code: <i>ID</i>
	Equipment Requirements: Communication Devices	Date of Last Change: July 15, 2016

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ID.3 Bus Driver Portable Electronic Device Use

No driver shall operate a school bus on any highway while using a portable electronic device, while the vehicle is in motion, and while the vehicle is transporting one or more children. A portable electronic device means any: (1) Mobile, cellular, analog, wireless, or digital telephone; (2) Personal digital assistant; (3) Hand-held device with mobile data access; (4) Laptop computer; (5) Pager; (6) Broadband personal communication device; (7) Two-way messaging device; (8) Electronic game; (9) Camera; (10) Portable computing devices; (11) Global positioning system, if the driver is using at least one hand to hold the device or to enter data into the device while the school bus is in motion; or (12) Electronic device used to input, write, send, receive, read, or view text or media for present or future communication (T.C.A. 55-8-192).

This law does not apply to two-way radio communications made to and from a central dispatch or the Transportation Department.

In the event of an emergency a portable electronic device may be used to contact 911.

In the event the driver needs to contact a school, parent, or the Transportation Department using a portable electronic device the following procedure must be followed:


1. Driver ***must*** pull safely off road,
2. Driver of bus ***must*** engage 4-way emergency lights,
3. Driver of shuttle ***must*** engage emergency flashers.

Texting while children are aboard is ***prohibited***. Any driver texting while children are aboard will be permanently prohibited from driving a school bus serving Knox County Schools.

Personal communications using a portable electronic device are ***prohibited*** while operating a bus while children are aboard.

ID.4 Communicating With Contracted Service Providers

Contracted Service Providers shall provide a cellular telephone communication device, with a valid and working telephone number to communicate information required by the Agreement. The Contracted Service Provider agrees shall warrant that the communication device is operative and in the “on” position exclusively between 6:00 AM and 6:00 PM on each Instructional Day and during hours in which his or her school buses are operating in any capacity. In the event a Contracted Service Provider chooses to modify the telephone number, all number modifications shall be submitted via fax to the Transportation Department prior to the change.

	Knox County Schools Transportation Department	Descriptor Code: J
	Driver Requirements: General Expectations	Date of Last Change: July 1, 2000

1 **J.1 Commercial Driver’s License**

2
3 School bus drivers shall meet all requirements of the State of Tennessee Department of Safety,
4 including a current Commercial Driver’s License (CDL) with a P and S endorsement (ED).

5
6 **J.2 Continuous School Bus Driver Requirements**

7
8 Knox County Schools requires all policies and procedures be followed on a continual basis.
9 The Contracted Service Providers is responsible for ensuring his or her employees comply
10 with these requirements. Any violation of compliance should be reported to the Supervisor of
11 Transportation.

12 The following list includes, but is not limited to, the continuous requirements expected by of a
13 bus driver providing service to Knox County Schools:

14
15 • **Obey speed limit laws.**

16
17 School bus drivers must obey all speed limit laws. Although most state highways and in-
18 terstates have a 65-MPH speed limit, school buses should not exceed 55 MPH, with or
19 without passengers. In both Knox County and Knoxville, the speed limit on un-posted
20 streets (where no speed limit signs are posted) is 30 MPH. Exceeding the speed limit is
21 prohibited, whether students are on board or not.

22
23 • **Assist motorists.**


24
25 Assist motorists in passing school buses between stops.

26
27 • **Do not use "profanity, tobacco, drugs, or intoxicating beverages when transporting
28 pupils" (ED).**

29
30 • **Promote safety habits (ED).**

31
32 • **Participate in the driver-training program.**

33
34 All bus drivers and owners are required to attend any in-service programs that are sched-
35 uled. The bus owner will receive notice of these programs (via newsletter or other notifi-
36 cation) and will inform drivers of the dates and times. The state-sponsored four-hour class
37 for drivers is held annually (ED); the Transportation Department may schedule additional
38 in-service at its discretion.


	Knox County Schools Transportation Department	Descriptor Code: <i>J</i>
	Driver Requirements: General Expectations	Date of Last Change: December 14, 2001

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- Deal with children in a firm, fair, and friendly manner.
- Clean the bus at least once a day (ED).
- “Maintain a consistent time schedule, never early and seldom late” (ED).
- Only stop at assigned stops once the route has begun.
- Only drop off a student at his/her assigned stop unless the student presents written permission from the parent and signed by the principal.
- Report all accidents promptly.
- Have at least an elementary knowledge of first aid.
- Determine safety of running route during severe weather conditions.
The driver must assume personal responsibility for the children on his/her route.
- “Maintain satisfactory working relationships with all school personnel” (ED).
- Permit only those students enrolled in a Knox County School to ride a bus except children of a bus driver or bus driver assistants.
- Notify the Transportation Department and the students if the bus is not going to run it’s scheduled route.
- Only use properly numbered and inspected buses as substitutes.


(continued on next page)

	Knox County Schools Transportation Department	Descriptor Code: <i>J</i>
	Driver Requirements: General Expectations	Date of Last Change: November 1, 2009

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- **Notify the Transportation Department of any delays on your route.**
- **Obey other laws.**
Knox County Board of Education policy requires drivers to "obey all applicable state rules and regulations" (EDAC) and all local traffic regulations.
- **Prior to transporting any student, make sure cell phone is functioning.**
- **Check the bus for safety before placing into service and before each and every run (ED).**
- **Do not back the bus unless the required criteria are met.**
- **Use your seatbelt.**
- **Be sure no one is on board the bus during the fueling process.**
- **Never leave the bus unattended with riders on board.**
- **“The Contracted Service Providers or his or her employees shall not recommend, recruit or otherwise solicit students participation in any non-school sponsored activity” (ED).**
- **The driver shall have at least an elementary knowledge of first aid. The driver's employer is responsible for first aid training (ED).**
- **Drivers may not wear open-toe shoes, open-heel shoes, or shoes with high heels or high wedges more than one inch high. The best shoe for operating a school bus has a flat sole, covers the entire foot, and fastens securely.**

	Knox County Schools Transportation Department	Descriptor Code: <i>JA</i>
	Driver Requirements: Medical	Date of Last Change: November 1, 2009

1 **JA.1 Physical Examinations**

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According to Tennessee Department of Safety Rules and Regulations 1340-1-13-.09(3), applicants for a commercial driver’s license must meet the requirements 49 CFR, Part 391 in full. The Department of Safety, Drivers License Issuance, enforces these regulations including the possession of DOT Medical Cards while operating a school bus.

JA.1a Physical Qualifications and Examinations

A copy of all 49 CFR regulations including subpart E, Physical Qualifications and Examinations, is located in the Transportation Department for review. The Contracted Service Providers is responsible for making sure all drivers of a vehicle under contract who provide services to Knox County Schools meet these requirements.

JA.1b Annual Physical Examinations

It is the sole responsibility of the driver and the Contracted Service Providers to ensure that the most current exam on file in the Transportation Department is no more than one year old. All physical examinations must be submitted only on forms approved by the Supervisor of Transportation. Failure to have the appropriate annual exam on file with the Transportation Department makes the driver ineligible. To be reinstated as an eligible driver, he or she must then follow the steps of a new driver applicant.

	Knox County Schools Transportation Department	Descriptor Code: <i>JB</i>
	Driver Requirements: Substance Abuse Testing	Date of Last Change: September 26, 2006

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JB.1 Drug-Free Workplace

All Contracted Service Providers and all individuals included on the driver eligibility roster shall comply and be included in the Random Drug and Alcohol testing pool without an approved exclusion by the Director of Schools, or his designee. Any exclusion of the Contracted Service Providers from the Random Drug and Alcohol testing must be approved by the Director of Schools, or his designee in compliance with the Drug Free Workplace policy.


JB.2 Compliance with Federal Department of Transportation Regulations

The Contracted Service Providers and all employees performing any Safety-Sensitive function of said Contracted Service Providers in providing services and performing pursuant to this Agreement, shall comply with all parts of the Code of Federal Regulations including, but not limited to, the regulations and procedures included in this handbook (EDAC).

JB.3 Safety-Sensitive Function

Pursuant to Part 382.107 of the Code of Federal Regulations safety-sensitive functions include, but are not limited to:

- A. All time at a Contracted Service Provider's terminal, facility, garage, parking location, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- B. All time inspecting equipment as required by all applicable Law, Rules, and Regulations governing commercial motor vehicles, requirements include herein this Agreement, inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- C. All time spent at the driving controls of a commercial motor vehicle in operation;
- D. All time spent providing services and performing pursuant to this Agreement;
- E. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

	Knox County Schools Transportation Department	Descriptor Code: JC
	Driver Requirements: Eligibility	Date of Last Change: November 1, 2009

1 **JC.1 Background Checks**
2

3 Contracted Service Providers agrees to comply with the requirements of T.C.A. 49-5-413
4 which requires that any person applying for a position requiring proximity to school children
5 (1) agrees to the release of all investigative records for the purpose of verifying the accuracy
6 of criminal violation information as required by T.C.A. 49-5-406(a) (1)(A) and; (2) agrees to
7 supply a fingerprint sample and submit to a criminal history records check to be conducted by
8 the Tennessee Bureau of Investigation.
9

10 **JC.2 Tennessee Department of Safety, Form 2-C**
11

12 A Certificate of Eligibility (Form 2-C) shall not be issued until results of the investigation as
13 defined in part JC.1 in this handbook.
14

15 **JC.3 Contracted Service Providers Request to Include a Driver on the**
16 **Eligibility Roster**
17


18 Contracted Service Providers must maintain and provide to the Transportation Department a
19 complete file on each employee/driver containing at least the following information:
20

- 21 • Bus driver’s name, current address, telephone number, and CDL license number
- 22 • A DOT physical examination with a DOT card
- 23 • A negative DOT (NIDA) drug screening
- 24 • A CDL license with proper endorsement
- 25 • Certification of the results of a criminal history background check
26

27 **JC.4 Ineligible Bus Drivers**
28

29 Conditions that make an individual ineligible to drive a school bus providing services to Knox
30 County Schools include, but are not limited to, the following:
31


- 32 • Any “driver given a citation and found guilty of speeding and/or reckless driving while
33 transporting students for the Knox County Schools" (EDAC).
- 34 • "Any driver who is found to be physically, mentally, or morally unfit" (EDAC).
- 35 • Any driver "who has been guilty of operating a vehicle while under the influence of intoxi-
36 cants" (EDAC).
- 37 • Any driver who has a positive drug test.
- 38 • Any driver who demonstrates a pattern of inability to deal appropriately with students,
39 parents, or employees of Knox County Schools.
- 40 • Any driver with a consistent pattern of failing to meet assigned schedules generated by the
41 Transportation Department.
- 42 • Any driver who displays out-of-control behavior, cursing, threatening or profanity.

	Knox County Schools Transportation Department	Descriptor Code: <i>JD</i>
	Driver Requirements: Driver Suspension	Date of Last Change: September 15, 2004

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JD.1 Driver Suspension

When a driver has allegedly been involved in an accident, civil or criminal charges, sexual harassment, traffic citations, moving violations, or failure to meet obligations or performance standards as defined in this Agreement, Board Policy, and the Knox County Schools, School Bus Handbook, the Contracted Service Providers may be required to temporarily remove the driver from his/her driving position pending an investigation. This suspension will be lifted or continued based on investigative findings by school security and/or the appropriate law enforcement agency. Once an individual is no longer eligible to drive a bus serving Knox County Schools, only the Director of Schools may reinstate that driver's eligibility for any contracted service to Knox County Schools. No reinstatement shall be considered before one (1) calendar year has passed.

	Knox County Schools Transportation Department	Descriptor Code: <i>JE</i>
	Driver Requirements: Driver Designation Prior to Services	Date of Last Change: November 23, 2013

1 **JE.1 Driver Designation for Daily Scheduled Services**

2
3 Contracted Service Providers shall submit in writing to the Transportation Department the
4 designated driver for each service assignment prior to beginning their daily assignment, to in-
5 clude an additional written submission if the driver changes.
6

7 **JE.2 Driver Designation for Building Level Services**

8
9 Contracted Service Providers shall submit in writing to the Transportation Department and
10 building level administrator, or designee, the driver's name and driver identification number
11 for all services originating at the building level (EDAC).
12

13 **JE.3 Certificate of Eligibility & Driver Identification Badge**

14
15 In compliance with TCA 49-6-2107, no person shall be authorized to drive a school bus in this
16 state unless such person possesses a certificate of eligibility (Form 2C) issued by the county
17 board of education. The Transportation Department will issue a Certificate of Eligibility to an
18 individual after meeting the following requirements:
19

- 20 • Comply with the requirements of T.C.A. 49-5-413 that any person applying for a position
21 requiring proximity to school children (1) agrees to the release of all investigative records
22 for the purpose of verifying the accuracy of criminal violation information as required by
23 T.C.A. 49-5-406(a) (1)(A);
- 24 • Agrees to supply a fingerprint sample and submit to a criminal history records check to be
25 conducted by the Tennessee Bureau of Investigation
- 26 • Results of criminal history records check have been returned to the Transportation Depart-
27 ment and inclusion of the applicant on the Knox County Schools Bus Driver Eligibility
28 Roster;
- 29 • While providing services to Knox County Schools all drivers, shall have on their person
30 valid driver identification badge provided by the Transportation Department.
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	Knox County Schools Transportation Department	Descriptor Code: <i>K</i>
	Contracted Services Awarding Contracts	Date of Last Change: November 1, 2009

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K.1 Determining Contracted Service Providers

“The Director of Schools will contract with individual owners, partnerships, or corporations to provide pupil transportation services for periods of time as long as, but not exceeding, four (4) years from the date of entering into such contracts” (EDAC).

If the Contracted Service Providers is a partnership, all partners shall meet the requirements of individual Contracted Service Providers and their names shall be fully disclosed on the agreement with Knox County and all partners shall execute said agreement. If there is a change in the partners or their partnership interest, Knox County Schools shall be notified and the Director of Schools may determine to cancel the agreement unless all partners meet the requirements of these regulations.

K.2 Contract Longevity

Service Agreements shall be for periods of time as long as, but not exceeding, four (4) years from the date of entering into such contracts (EDAC) .

K.3 Contract Renewals

The Transportation Department shall perform an annual review for each current Contracted Service Providers. The review’s summary will be used to determine a recommendation for a renewal of the service agreement to the Director of Schools.


K.4 Limitations on Number of Contracts Held

No Contracted Service Providers shall receive agreements for more than twenty percent (20%) of the total agreements awarded for or during any one (1) school year.

K.5 Contracted Service Providers Requirements

Contracted Service Providers must meet the following requirements:

- Contracted Service Providers shall be reputable citizens with records of responsibility and sound business judgment (EDAC);
- Demonstrated previous competent performance as a service provider;
- Meeting criteria for inclusion of the bus driver eligibility roster;
- Financial statement depicting adequate funding sources to successfully meet the criteria identified in the agreement for services;
- Written documentation demonstrating the ability to acquire required insurance;
- Satisfactory Local, State and Federal background check;
- Documentation of employment and/or self-employment history with references;
- Completion of a “Application of Intent” for the current school year.

	Knox County Schools Transportation Department	Descriptor Code: <i>K</i>
	Contracted Services Application of Intent to Provide Services	Date of Last Change: September 8, 2015

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K.6 Application of Intent to Provide Services

The Director of Schools or his designee shall conduct a plan of action annually to determine potential school bus Contracted Service Providers for the upcoming school year (EDAC).

The Knox County Schools will continuously accept applications of intent from parties interested in providing transportation services to the school system. These applications will be maintained until the Director of Schools determines it is necessary to award new contracts for transportation services.


Periodically as determined necessary, notification will be placed in a daily newspaper published in Knoxville, Tennessee, notifying both existing and potentially new Contracted Service Providers of the Knox County Schools' intent to award contracts for school bus services. This is to allow all interested parties to file an application of intent.

The completed application of intent shall be returned to the Transportation Department as specified in the published intent to award notification.

An application of intent must be submitted in order for the interested party to be considered.

Applications of intent shall include all contact information for the interested party or entity and should address the following areas:

- A. The potential contractor's experiences, capabilities, and capacity;
- B. The name and contact information for any school districts, where the party or entity may have a previous service history;
- C. The experience and qualifications of the key personnel who may be assigned to provide services;
- D. A safety record for the past five years including any accident;
- F. A description and documentation of the party's or entity's financial health;
- G. A description of the equipment you to be used in the performance of assigned services;
- H. Documentation from an insurer duly licensed and authorized to operate in the state of Tennessee verifying the entity's or party's eligibility for insurance;
- I. Three references from current or previous customers indicating service quality and compliance;
- J. A disclosure of any litigation with a current or former customer within the past three years.

	Knox County Schools Transportation Department	Descriptor Code: KA
	Contracted Services Contract Cancellation	Date of Last Change: July 23, 2013

1 **KA.1 Contract Termination by Director of Schools**

2
3 The Director of Schools may cancel an Agreement for material breach as defined within the
4 Agreement if the Contracted Service Providers fails to comply with any of the pupil transpor-
5 tation rules, regulations, and laws as established by the State Board of Education, the Knox
6 County Board of Education, and State Legislature" or items included herein the handbook
7 (EDAC) .
8


9 **KA.2 Request to Cancel Agreement by the Contracted Service Provider**

10 In the event that the Contracted Service Provider desires to terminate the Agreement while in
11 effect, the Contracted Service Providers shall give Written Notice to the Director of Schools
12 thirty (30) calendar days in advance (EDAC) The Contracted Service Providers shall incur any
13 and all costs resulting in their desire to terminate the Agreement.
14

15 **KA.4 Reassignment of Terminated Contracts**

16
17 The Director of Schools, or his designee shall determine the need to continue the services as-
18 sociated with the Terminated Agreement. In the event it is determined that the services will be
19 continued the following shall apply to determine the new Contracted Service Providers:
20

- 21 • Select an entity with a current Application of Intent;
 - 22 • Request that a current Contracted Service Providers provide services on a temporary or
23 long term basis as an additional service as provided on a held service Agreement;
 - 24 • Other procedure as determined by the Director of Schools.
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	Knox County Schools Transportation Department	Descriptor Code: <i>KB</i>
	Contracted Service Providers Requirements: Contract Compliance	Date of Last Change: November 1, 2009

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KB.1 Contracted Service Providers Basic Obligations

- Demonstrate "financial ability to purchase, operate, and maintain transportation equipment" (EDAC).
- Maintain and operate in accordance with state law and State Board Rules and Regulations.
- Employ drivers in accordance with the qualifications specified by the State Board of Education and their Agreement with Knox County Schools (EDAC).
- Provide continuous liability and property insurance coverage for any and all buses used to meet contractual obligations (EDAC).
- Permit only drivers with current physical examinations on file and their names listed on the Bus Driver Eligibility Roster to drive a bus providing services to Knox County Schools in any capacity.
- Apply for, secure, and renew all licenses, permits, certificates, or similar documentation from Knox County Government.
- Devote such time as is necessary to fulfill Contracted Service Provider's obligation.
- Inform the Superintendent in writing no later than 36 hours following knowledge of being involved in charges related to any civil felony or misdemeanor. Not be present in any safety sensitive following the charges without written authorization from the Superintendent or his designee.
- Inform the Superintendent in writing no later than 36 hours following knowledge of an employee being involved in charges related to any civil felony or misdemeanor. Not be present in any safety sensitive following the charges without written authorization from the Superintendent or his designee.
- Inform the Superintendent immediately upon their receipt of a traffic citation while providing services to Knox County Schools in any capacity.
- Inform the Superintendent immediately following receipt of a traffic citation while providing services to Knox County Schools in any capacity
- Make available for review or copying to the Transportation Department any and all requested documentation related to all school buses utilized by the Contracted Service Providers to provide services including, but not limited to, vehicle registration records, maintenance records, insurance records, and inspection records.
- Utilize buses to provide services with specifications determined at the sole discretion of the Transportation Department. Specifications include, but are not limited to, bus category type, seating configuration, seat size, wheel base length, eligible service years remaining, identification lettering, number assignment, lift, lift placement, air-conditioning systems, child restraint devices, video system, data or voice communication devices, and safety devices.



**Knox County Schools
Transportation Department**

Descriptor Code: ***KB***

**Contracted Service Providers Requirements:
Contract Compliance**

Date of Last Change: **November 1, 2009**

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- Utilize school buses conforming to specifications set forth by the State Board of Education, State Law, and Federal Law. The Transportation Department shall be provided written documentation and the Contracted Service Providers have receipt of written approval from the Transportation Department prior to utilizing or placing a bus in-service after the Agreement date;
- Obtain certain insurance coverage by insurers duly licensed and authorized to operate in the state of Tennessee.
- Secure written approval from the Transportation Department prior to utilizing or placing in-service any bus.
- Use only drivers included on the Knox County Schools, School Bus Driver Eligibility Roster. The Contracted Service Providers shall request written validation of a driver's inclusion on the roster and have receipt of written conformation from the Transportation Department prior to utilizing any bus driver.
- All information regarding employees of Contracted Service Providers is the property of the Contracted Service Providers.