

KNOX COUNTY SCHOOLS

SCHOOL BUS HANDBOOK



KCS TRANSPORTATION DEPARTMENT

> January 2018 Revision 6

Knox County Schools

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Transportation Department

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Knox County Schools Transportation Department

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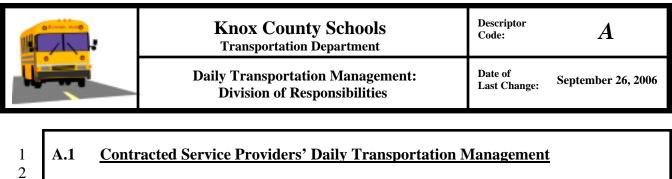
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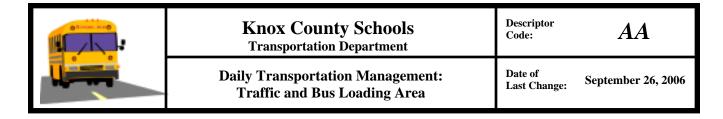
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2	Contracted betvice r roviders' Dany rransportation Management
2	
3	The Contracted Service Providers is the primary initiator of the transportation program for the
4	Knox County Board of Education. The Contracted Service Providers is an independently 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 <u>Principals' Daily Transportation Management</u>
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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AA.1 Traffic Control

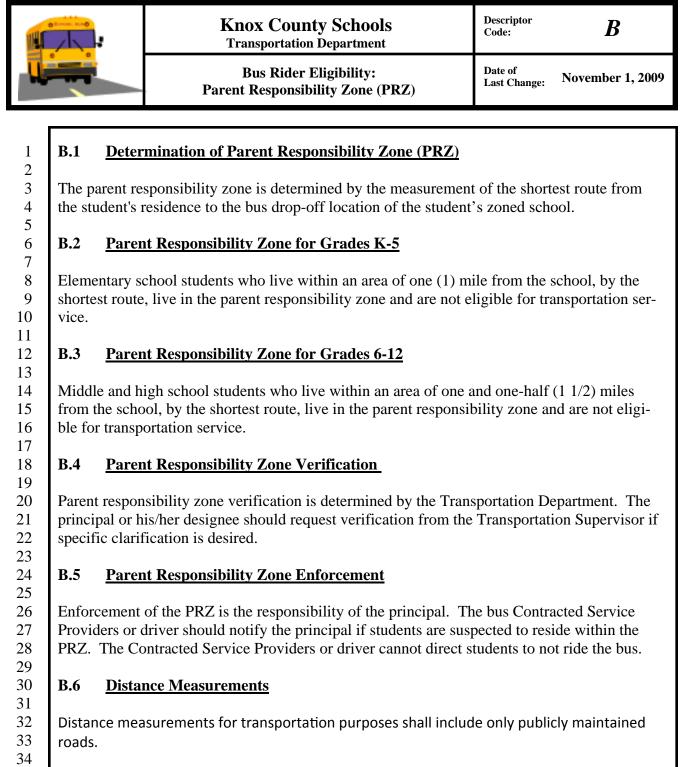
The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his campus and shall submit it to the Director of Schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading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

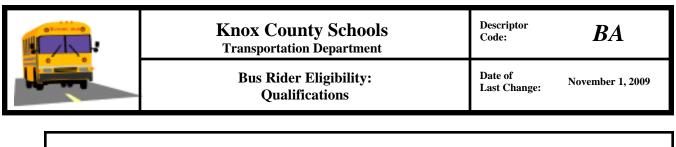
AA.2 Bus Loading and Unloading Area

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

AA.3 Loading and Unloading Alternative Buses

If feasible, the principal should avoid placing alternative buses in the regular bus loading zone since it causes a significant delay for the regular buses and other campus traffic. Historically, this delay has been resolved by requesting that special needs and lift buses arrive before the regular buses arrive in the afternoon and before parents arrive, blocking the driveway. This "early-out" approach is illegal since it significantly shortens the "regular" school day, unless each of the riders' IEP's include shortened school day provisions (IDDF).

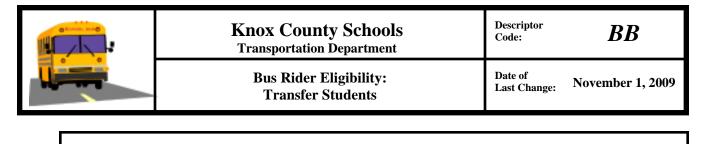




1	BA.5 <u>Transportation Service Parameters</u>
2	
3 4	Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned
5 6	based on the proximity from a student's primary residential address. The principal or his de- 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 17	 School buses are not required to deviate from an established route;
17	 No additional buses or other costs are incurred and seating is available;
10 19	• The service facility's location and the school of the student's enrollment are located with-
20	in the same attendance zone;
21	The student's primary residential address does not lie within the parent responsibility
22	Zone;
23	The program provider shall provide supervision when students board or leave the school
24	bus at their facility.
25	This policy has no impact on transportation convises apositied in a student's IED on 504 plan
26	This policy has no impact on transportation services specified in a student's IEP or 504 plan. The IEP or 504 team determines a student's related transportation services and the parameters
27	of the service needs as well. In the event a student's transportation services are modified by an
28 29	IEP or 504 team, the team shall inform the student's parent/guardian and the Transportation
29 30	Department.
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BA.1	Non-Student Passengers
The d	river shall permit only those students enrolled in a Knox County School to ride a bus
excep	t children of a bus driver or bus driver assistants.
BA.2	Bus Driver Assistants
The T	ransportation Department or a building level administrator from the school where the
assign	ed student riders attend may place an adult monitor or driver assistant on the bus to ac-
	any the driver and the students for physical and/or behavioral management purposes. In
	ase, principals, lead routers, and the Transportation Supervisor are jointly responsible for
driver	assistant assignments.
	BA.2a <u>Pick-Up and Return of Driver Assistants</u>
	Bus Contracted Service Providers/drivers should make reasonable accommodations to
	pick-up and return assigned driver assistants to and from their base school(s).
	pick-up and return assigned univer assistants to and from their base school(s).
	BA.2b Driver Assistant Responsibilities
	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.
BA.3	Riding Unassigned/Alternative Bus
Only	students who are assigned by the Transportation Department or given normission terms
•	students who are assigned by the Transportation Department or given permission tempo- or permanently from the principal/designee of their school may ride an alternative bus
(EDD	
(LDD).
BA.4	Children of Bus Driver
Child	ren of a bus driver may ride the bus (ED) during a regularly scheduled route providing
the fo	llowing 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 angelifications established by the Tennessee Department of
	within compliance of all specifications established by the Tennessee Department of
	Safety.

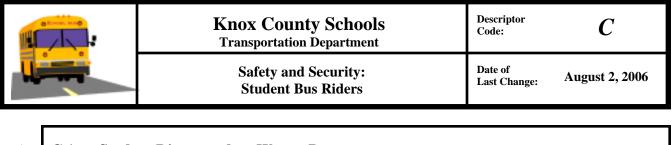


1 2	BB.1 <u>Bus Service for Transfer Students</u>
3 4 5 6 7	Transportation of transferring students from base school to receiving school will be provided by the Board of Education only as expressly provided and defined in Board Policy JBCD (Transfers Within the System). Unless so stated such transportation shall be the responsibil- ity of the parents, guardians or students.
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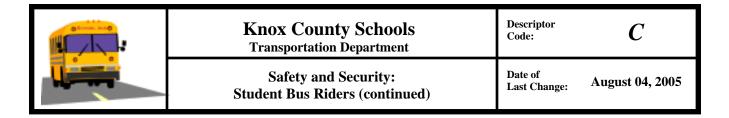
1	BC.1 <u>Students Receiving Alternative Transportation as a Related Service</u>
2 3 4 5 6	During an Individualized Education Program (IEP) team meeting, a student may be recom- mended for placement on an alternative bus to enhance his or her potential for success. This action is a team decision.
7	BC.2 <u>Authorization for Placement of Students on Alternative Transportation</u>
8 9 10 1	The Central Office Pupil Personnel Supervisor/Consultant for the specific school to serve the student should contact the alternative bus lead router for placement on a route. Any unique or specific requirements should be given as part of the request for each placement.
12 13	BC.3 <u>Responsibility to Inform Drivers Regarding IDEA</u>
4 5 6	It is the responsibility of the special education case manager to ensure that drivers receive any notices on necessary transportation procedures relating to students with IEP's.
17 18	BC.4 <u>Reduction or Revocation of Transportation Related Services under IDEA</u>
19 20 21 22	A student's related services (including transportation) under IDEA should be provided so that the least restrictive possibility be considered first. Services cannot be reduced, changed, or revoked without recommendation of a student's IEP documentation establishing new recom-
23 24	mendations and/or guidelines. Special transportation is an IEP team decision.
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	Student Discovered on Wrong Bus
	ild should get on a wrong bus, and the driver is unaware of it, upon discovery of the the following procedure should occur:
1.	The driver should call the school on the required communication device to communicate the discovery and to notify the building level administrator that the building be returning the child to the school.
2.	In the event no school personnel are available, the driver should contact the Transportation Department (594-1550 594-1532).
3.	The building level administrator or his/her designee should alert the parents that the child is being returned to the school and finalize the plans for transporting the child home.
4.	The driver of the bus should notify the Transportation Department that the child is okay and explain how the situation is being resolved.
C.2	Child Did Not Get off Bus at His or Her Designated Stop
	ild's parent/guardian contacts the school system because the child cannot be located f g the school bus arrival, the following procedure should occur:
lowing	
lowing 1.	The party receiving the call should notify the building level administrator where the
lowing 1. 2.	g the school bus arrival, the following procedure should occur: The party receiving the call should notify the building level administrator where the child and bus are assigned and relay the information. In the event no school personnel are available, the party receiving the call should cal
lowing 1. 2. 3.	g the school bus arrival, the following procedure should occur: The party receiving the call should notify the building level administrator where the child and bus are assigned and relay the information. In the event no school personnel are available, the party receiving the call should cal the Transportation Department at 594-1550. The building level administrator should contact the Transportation Department
lowing 1. 2. 3.	g the school bus arrival, the following procedure should occur: The party receiving the call should notify the building level administrator where the child and bus are assigned and relay the information. In the event no school personnel are available, the party receiving the call should can the Transportation Department at 594-1550. The building level administrator should contact the Transportation Department at 594-1550. The building level administrator should check the school for activities the child may be attending. Also, he or she should question staff, students, and others regarding any information related to the student's departure from school or possible

	Knox County Schools Transportation Department	Descriptor Code:	С
	Safety and Security: Student Bus Riders (continued)	Date of Last Change:	July 1, 2000
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	river of the bus should be notified by the Transp was or is still on the bus.	ortation Departm	ent to see if the
locate	Fransportation Department should contact Schoo ed in a timely manner. School Security will deter d be contacted for assistance.	•	
	the child is located, all parties previously conta d be called by the Transportation Department or		0
C.3 <u>Non-</u>	Students Boarding Bus		
forbidden. N allow any per driver. If an mends that th driver must	the bus to reprimand any child, including the per- to such person is to have contact with students of rson to come on the bus in an attempt to abuse, e- irate person attempts to board the bus, the Trans- ne driver contact 911. If action is severe enough REMAIN AT THE SCENE until the law enfo even if the person or persons causing the disturbation	n the bus. Also, t either physically o portation Departm h for 911 to be co prcement official	he driver cannot r verbally, the nent recom- ontacted, the s arrive to give
C.4 <u>Stude</u>	ent's Items on Bus		
that can be sa on the bus an	a carry school-related items on the bus such as prafely secured by the student and do not create a t and do not impede passenger movement. The following students' items on the bus:	hreat of danger to	the occupants
	ing can be placed in the bus aisle. The aisle mus ont to the rear of the bus.	t remain a clear p	assageway from
	ng can be placed under the bus seats.		
	ing can be placed against the emergency exits. we animals shall be transported on the bus. Anim	aala oon ha aasilw	avaited which
	create an unsafe situation for the driver.	liais call be easily	excited, which
	no item(s) identified by the base school as inappr be transported on the bus (e.g. yo-yo's, laser light	-	•
	be transported on the bus (e.g. yo yos, faser light	,	c.).

	Knox County Schools Transportation Department	Descriptor Code:	С
	Safety and Security: Student Bus Riders (continued)	Date of Last Change:	July 1, 2000
	(continued from previous page)		
C4.a	Student's Electronic Devices		
	can be taken on the bus IF the student has written a device from his or her IEP-team, 504 committee	documentation , or teacher wi	n allowing such th the princi-
C4.b	Student Mobility Aids		
	up and can be secured in either another bench seat	t or next to the	student.
C4.c	Student Medications		
	the school principal, the school nurse, or the teach	er to get the p	roper
	When a student requires medication on the bus or cedures should be followed:	at school, the	following pro-
	ONLY. The child's name and his or her teache beled on the package. Directions for the admin should also be included.2. The parent must notify the school principal or her the school	r's name shou istration of the	ld be clearly la- e medication
	3. The parent must give the medication package to the school.	the bus drive	-
		-	
	C4.b	Transportation Department Safety and Security: Student Bus Riders (continued) (continued from previous page) C4.a Student's Electronic Devices Radios, tape players, video games, and other "han can be taken on the bus IF the student has written a device from his or her IEP-team, 504 committee pal's approval. All devices must be used only wit turned off when requested by the bus driver. C4.b Student Mobility Aids Mobility aids should be secured firmly beside the up and can be secured in either another bench seat Folded walkers, canes, or crutches should not be I unsecured during the bus ride. C4.c Students needing to take medication during the sc the school principal, the school nurse, or the teach instructions for the medications to be administered When a student requires medication on the bus or cedures should be followed: 1. The parent must package the medication needed ONLY. The child's name and his or her teache beled on the package. Directions for the admin should also be included. 2. The parent must give the medication package to the school. 3. The parent must give the medication package to the school.	Code: Code: Transportation Department Date of Last Change: Student Bus Riders (continued) Last Change: (continued from previous page) C4.a Student's Electronic Devices Radios, tape players, video games, and other "hand-held" electric can be taken on the bus IF the student has written documentation a device from his or her IEP-team, 504 committee, or teacher wip al's approval. All devices must be used only with ear/head phot turned off when requested by the bus driver. C4.b Student Mobility Aids Mobility aids should be secured firmly beside the child. Walker up and can be secured in either another bench seat or next to the Folded walkers, canes, or crutches should not be left underneath unsecured during the bus ride. C4.c Student Medications Students needing to take medication during the school day must the school principal, the school nurse, or the teacher to get the p instructions for the medications to be administered to the studen ONLY. The child's name and his or her teacher's name shou beled on the package the medication needed by the studer ONLY. The child's name and his or her teacher's name shou beled on the package. Directions for the administration of the should also be included. 0. The parent must notify the school principal or his or her desig child's medication is being delivered by the school bus. 3. The parent must give the medication package to the bus driver the school. 4. The principal or his or her designee must make arrangements medication package from the bus dri



C.5 <u>Alternate School Phone Numbers</u>

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 <u>Post Important Numbers</u>

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 <u>Suspicious Activity near a Bus Stop</u>

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 <u>Backing a School Bus</u>

- **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.

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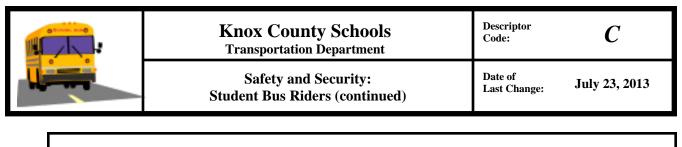
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C.10 School Bus Safety Drills

School bus safety drills should be an important part of every school's master safety plan. Students, parents, staff, emergency personnel, bus drivers, and community members each have important roles and should have a clear understanding of their roles in the event of an emergency involving a school bus. The following items are recommended by the Transportation Department:

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- The emergency plan should be in writing.
- 10 Specific information and descriptions should be made for each member of the safety team.
- Parents should receive a copy of the emergency plan. 11
- 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.
 - All students should view appropriate school bus safety video(s) early each school year.

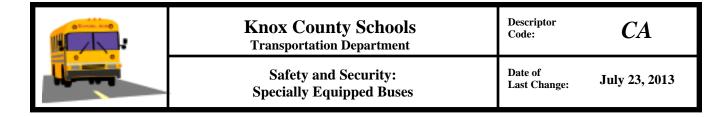
Video Tapes on School Buses C.11

- 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 tapes. In the event criminal charges are to be placed, the tape becomes evidence and should 24 25 be treated as such. The video equipment and taped images are property of Knox County 26 Schools.
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C.12 Health Risk Students

- 30 If the school is notified through appropriate channels that medical precautions are recommended for a child while riding the school bus, the school nurse will review the recommenda-31 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. 35
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Knox County Schools makes available buses with special equipment as they are needed. The IEP team determines a student's related services and any special apparatus needed to enhance the delivery of these services.

CA.2 Electric Lifts

Drivers are responsible for securing the wheelchair and student during lift movement. It is not a bystander's responsibility even if that bystander is a parent or school personnel.

No others should be on the lift platform when it is moving. There are no circumstances whenit is safe for two or more people to ride the lift platform.

15CA.3Loading and Unloading Students with Lifts16

Parents of students who are in wheelchairs or who use the lift for getting on/off the bus must
assist at the home in the loading/unloading process each day. The transfer of the student using
the wheelchair by the parent or the school personnel at school must be complete but should
not extend to assisting the driver operate the lift or to keeping hands on the wheelchair as the
lift moves.

CA.4 Seat Belts

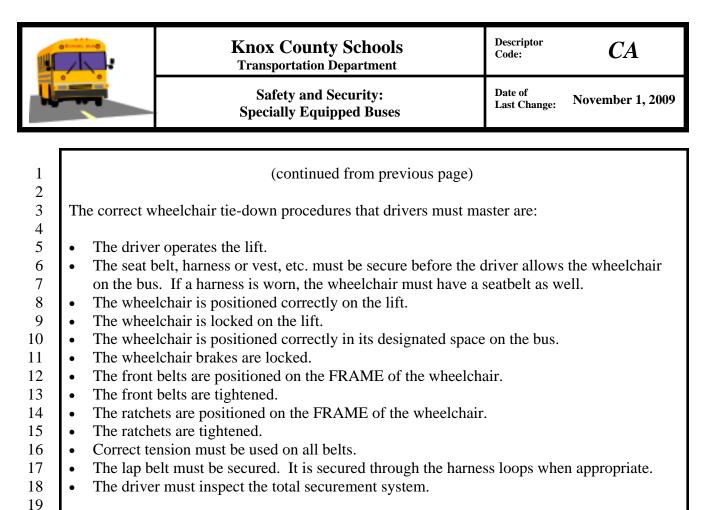
All alternative buses are equipped with seat belts. All riders on alternative buses are expected
to stay within the fastened seat belt at any time the bus is in motion.

CA.5 <u>Wheelchair Tie-downs</u>

Wheelchair tie-down equipment must be provided on all lift-equipped buses and must be used
to secure wheelchairs and their occupants. Tie-downs must be in good operational condition.
Tie-down cleaning, maintenance, and replacement are the responsibility of the bus Contracted
Service Providers.

Before transporting a student in a wheelchair, the bus driver must pass the Knox County
Schools training on wheelchair tie-down procedures. To do so, drivers must contact the OT/
PT Department at 594-4449 or 594-5041 and schedule a time for training.

(continued on next page)



20 CA.

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
Name of Street	Safety and Security: Specially Equipped Buses	Date of Last Change:	July 1, 2012

1		(continued from previous page)
2 3 4	C.8	Air Conditioning
5 6 7	capaci	ontracted Service Providers shall equip each bus that has less than sixty-five (65) seat ty with air conditioning. The Transportation Department shall determine upon inspecthe air conditioning system for the bus is adequate.
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Knox County Schools Transportation Department	Descriptor Code:	СВ
Safety and Security: Home Stops for Special Needs Children	Date of Last Change:	July 23, 2013

CB.1 Home Stops

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

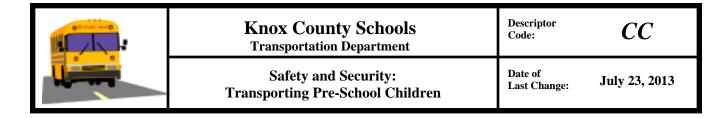
CB.2 Student Supervision When Bus Returns to Home

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

CB.3 Student Supervision Not Present at Home

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

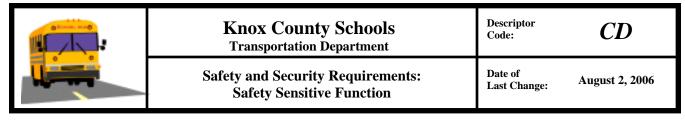
- 1. The bus driver will wait three (3) minutes. If supervision does not arrive, the driver will contact the Transportation Department and will continue his or her route. The driver should return to the former stop again after delivering students to the next area of the route.
- 2. If supervision is still not present, the driver or the Transportation Department will contact the school to inform the principal or his or her designee that there is no one at the student's residence, and the student is being returned to the school. The principal or his or her designee will then supervise the returned student and locate the parents.
- 3. If the principal or his or her designee is not at the school, the driver or Transportation Department will contact the parents by phone (either at home or work). If the parents cannot then be located, the Transportation Department will determine appropriate care of the students.



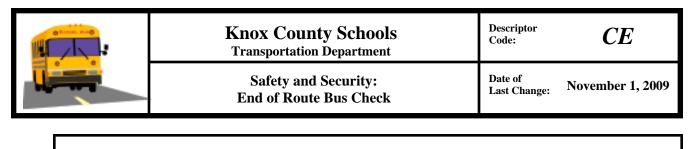
CC.1	Stop 3	<u>Locations</u>
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Knox County Schools transports many pre-school students on alternative buses. Bus stops located at the child's residence, may be recommended as part of a student's IEP. Pre-school program students should not use regular bus services without specific written permission from the Transportation or Pre-school Supervisor.

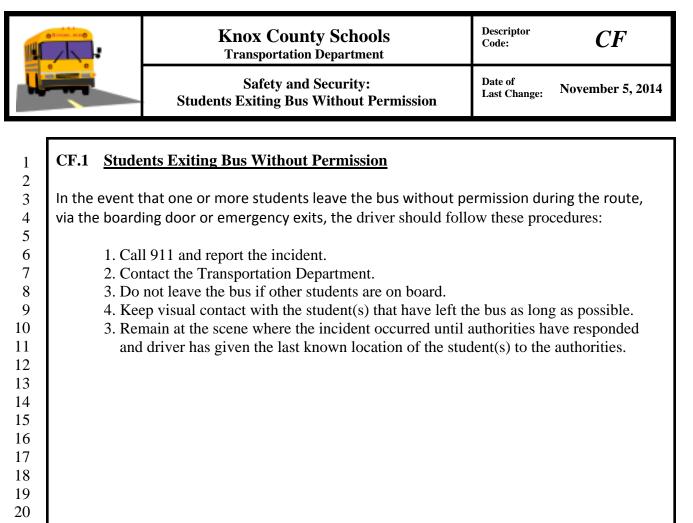
8	CC.2 <u>Pre-school Student Supervision When Bus Returns to Home</u>
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10 11	Pre-school students must have supervision at home when the bus arrives. When a child's par- ent or other caretaker is not present, the following procedures should occur:
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13	1. The bus driver will wait three (3) minutes. If supervision does not arrive, the driver
14 15	will contact the Transportation Department and will continue his or her route. The driver should return to the former stop again after delivering students to the next
15 16	area of the route.
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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 26	Transportation Department will contact the parents by phone (either at home or
26 27	work). If the parents cannot then be located, the Transportation Department will determine the appropriate protective care for the student until the parents are
27	located.
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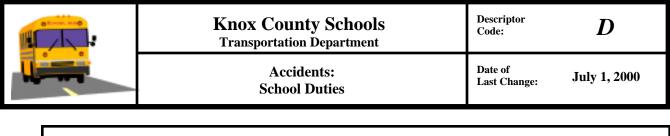


1	CD <u>Safety Sensitive Function</u>
2 3 4	Pursuant to Part 382.107 of the Code of Federal Regulations safety-sensitive functions include, but are not limited to:
$\begin{array}{c} 5 \\ 6 \\ 7 \\ 8 \\ 9 \\ 10 \\ 11 \\ 12 \\ 13 \\ 14 \\ 15 \\ 16 \\ 17 \\ 18 \\ 19 \\ 20 \\ 21 \\ 22 \\ 23 \\ 24 \\ 25 \\ 26 \\ 27 \\ 28 \\ 29 \\ 30 \\ 31 \\ 32 \\ 33 \\ 34 \\ 35 \\ 36 \\ 37 \\ 38 \\ 39 \\ 40 \\ 41 \\ 42 \end{array}$	 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 at the driving controls of a commercial motor vehicle in operation; All time spent approximation of the driving controls of a commercial motor vehicle. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.



1	CE.1 Post-Run Inspection for Remaining Riders
2 3 4 5 6	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).
7 8 9	The contracting party shall be responsible for supplying the name, address and telephone number of the checker to the local Board of Education.
10 11 12 13	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.
13 14 15	Refer to section C.1 for procedures for any child found during the post-run inspection
16 17 18 19	A bus driver's failure to comply with this requirement shall result in the permanent disqualifi- cation of the non-complying individual's eligibility to provide transportation services for Knox County Schools.
20 21 22 23	A Contracted Service Provider's failure to comply with this requirement shall result in imme- diate termination of the service assignment.
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1		When a bus accident occurs, the school that the bus serves has the following duties:
2 3	D. 1	Upon Report of Accident
4 5 7 8 9 10 11		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. Activate the Safety Response Team (SRT) if needed. The principal or his/her designee should report to the accident scene with a cell phone.
12	D.2	Safety Response Team (SRT)
13 14 15 16 17 18	3.	Select and train Safety Response Team (SRT) members. Activate the SRT. Designate team members to remain in school and man telephones AND team members to go immediately to the site with the principal if possible. Distribute a list of students assigned to the bus if available.
19 20	D.3	School-Site Duties
21 22 23 24 25 26 27 28	2. 3.	Pull emergency cards of the students and call those parents who can be reached. Man all office telephones. 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. Upon return to school, provide guidance and counseling services to students and/or parents.
29	D.4	Bus-Site Duties
30 31 32 33 34 35 36 37 38 39 40 41 42	2. 3. 4. 5. 6. 7.	 Take cellular phones. Principal or designee and staff members will work under the direction of the Incident Coordinator (designated by 911). Gather students in a safe area when instructed and provide comfort and care. Take roll and ensure students are not removed from the site by parents or anyone else without permission of the Incident Coordinator. Keep media away from students. Designate a member to write down the names of each student sent to the hospital. Maintain continuous communication with the school. Collect student belongings for return to school.

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

1	D.5	Post-Accident Duties
2 3	1.	Verify with the Transportation Department that transportation arrangements have been
4		made for remaining students.
5	2.	Prepare a list of students with full names, home addresses, and parents' names for the
6 7	3	police report. Refer all questions regarding the accident to the Director of Schools, Chief of Staff (594-
8	5.	1620), or the Director of Public Affairs (594-1902).
9	4.	Prior to the next school day, the principal or designee should check on all injured
10		students.
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Accidents:

Driver Duties

DA

1 2	DA.1 Driver Action Following an Accident Involving His or Her Bus
2 3 4	In the event a driver is involved in an accident, the following steps should be followed:
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 10	5. DO NOT "attempt to place the blame for the accident or admit responsibility for the 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).
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26	DA.2 <u>Post-Accident Testing for Alcohol and Controlled Substances</u>
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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 33	from the scene or an involved vehicle is disabled and requires towing. Screening is required in any accident involving a fatality regardless if the driver is cited.
33 34	in any accident involving a fatality regardless if the univer is clied.
34 35	Additionally, the Knox County Drug-Free Workplace Policy requires bus drivers to be tested
35 36	following any accident at the discretion of the Transportation director, or his designee.
30 37	ionowing any accident at the discretion of the Transportation director, or his designet.
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DA.3 <u>Report ALL Accidents</u>

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

)

In the event law enforcement determines that damage to property of any one person is in excess of four hundred dollars (\$400), a police report will be completed. A copy of the police report must be submitted of such accident to the Transportation Department within five (5)

- days and Tennessee Department of Safety within twenty (20) days.
- 16DA.5Accidents Less Than \$400 in Damages17

DA.4 Accidents Exceeding \$400 in Damages

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

DA.6 Accidents Occurring in Locations Other Than Roads

These requirements shall apply to accidents occurring upon highways and the premises of any shopping center, trailer park or any apartment house complex, or any other premises which are generally frequented by the public at large.

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Knox County Schools Transportation Department

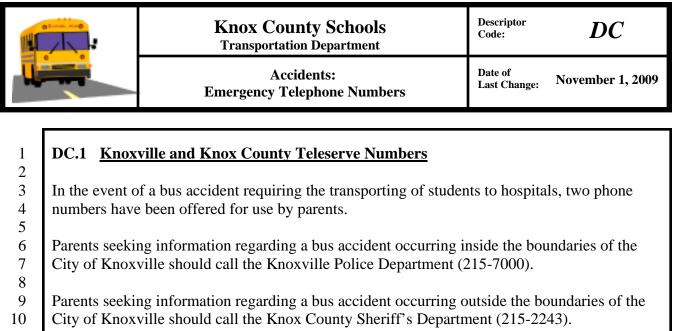
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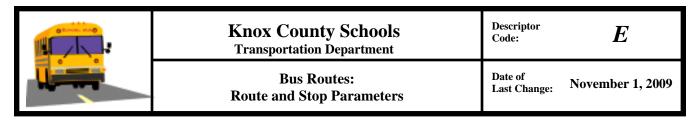
Date of Last Change:

Accidents: **Contracted Service Providers Duties**

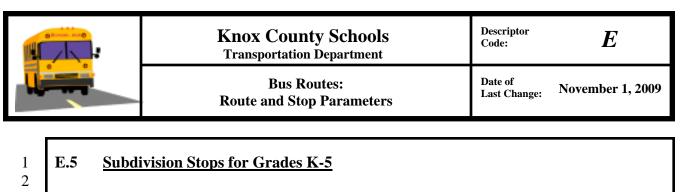
August 2, 2006

1 2 3	DB.1 <u>Contracted Service Providers Action Following an Accident</u> <u>Involving His or Her Bus</u>		
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 7	tracted Service Providers:		
8 9	1. Initiate and complete arrangements for their driver's post-accident substance abuse testing.		
10 11	2. Report any and all accidents to the Transportation Department in writing within twenty-four (24) hours of the accident.		
12 13	2. Submit a copy of the police report and the state accident report to the Transportation Department within five (5) days.		
14 15	3. Inform the Transportation Department of any and all moving violations by any driver operating a bus contracted to Knox County Board of Education.		
16 17 18 19	4. In the event law enforcement determines that damage to property of any one person is in excess of four hundred dollars (\$400), a police report will be completed. A copy of the police report must be submitted of such accident to the Transportation Department within five (5) days and Tennessee Department of Safety within twenty (20) days.		
20 21	whilm five (5) days and Tennessee Department of Safety whilm twenty (20) days.		
22 23	DB.2 <u>Report Accident to Transportation Department</u>		
24 25 26 27	The Contracted Service Providers or the Contracted Service Provider's employed driver shall inform the Transportation Department immediately following the occurrence of any accident or incident involving a school bus while providing services to Knox County Schools in any capacity. The Contracted Service Providers shall inform the Transportation Department of any		
28 29	and all moving violations by any driver.		
30 31	DB.3 <u>Report Accident to State Inspector</u>		
32 33 34 35	ALL accidents must be reported to the Lead School Bus Inspector assigned to Knox County by the State Department. No repairs may be initiated without approval from a State School Bus Inspector.		
36 37	DB.4 <u>Impounding Buses</u>		
38 39 40	Following an accident, a school bus is required to be impounded if any of the following have occurred:		
41 42	 The driver states that vehicle failure impacted the accident. One or more fatalities are associated with the accident. 		





1 2	E.1 <u>Assignment of Routes</u>
2 3 4 5 6	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).
7 8 9	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).
10 11 12 13	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).
14 15 16	E.2 <u>Route Path and Time Parameters</u>
17 18 19 20 21 22 23 24 25 26 27 28 29 30	 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 <u>Distance between Stops</u> 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
31 32 33 34	nated 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).
35	E.4 <u>Service Assignment Number</u>
36 37 38 39 40 41 42	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.



3 Students within an area of one (1) mile from the school, by the shortest route, are not eligi-4 ble for and shall not have transportation services provided by the Knox County Schools. 5 Those students residing on a road with continuous travel should have a designated bus stop 6 located no further than one-fourth (1/4) mile from their home unless a bus stop cannot be 7 situated at a location within the one-fourth (1/4) mile range which allows adequate visibility 8 between the bus driver and other motorists. Eligible students residing in a subdivision devel-9 opment or other roads with NO continuous route will have a designated bus stop located 10 near the development entrance or nearest intersection. Designated stops should be added 11 within these areas 12 if the distance from the entrance to the last residence along the shortest road route exceeds

13 If the distance from the entrance to the last residence along the shortest road route exceeds 14 three-fourths (3/4) mile or where fifteen (15) or more K-5 grade students are eligible for ser-15 vices and a suitable turnaround location for the bus exists. In cases where there is a continu-16 ous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile 17 from the nearest entrance to the last eligible student's residence. The only exception to this 18 policy shall be where a subdivision has fifteen or more elementary or fifteen or more middle 19 and high school students who ride the bus on a regular basis. In the aforementioned excep-20 tion

the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision
 (EDD).

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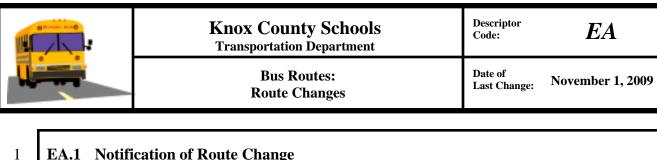
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E.6 <u>Subdivision Stops for Grades 6-12</u>

26 Students within an area of one and one-half (1 1/2) miles from the school, by the shortest 27 route, are not eligible for and shall not have transportation services provided by the Knox 28 County Schools. Those students residing on a road with continuous travel should have a des-29 ignated bus stop located no further than one-half (1/2) mile from their home unless a bus 30 stop cannot be situated at a location within the one-half (1/2) mile range that allows ade-31 quate visibility between the bus driver and other motorist. Eligible students residing in a sub-32 division development or other roads with NO continuous route will have a designated bus 33 stop located near the development entrance or nearest intersection. Designated stops 34 should be added 35

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.

- 41 The only exception to this policy shall be where a subdivision has fifteen (15) or more ele-
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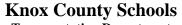
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EA.1 Notification of Route Change Drivers and Contracted Service Providers cannot change a bus route or add or delete stops unless the change has been approved by the Transportation Department. Once the Transportation Department has approved the change, notified students, parents, and all impacted schools before the change takes effect. EA.2 Student's Request to Change Bus Stop Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. The principal or his designee shall have the discretion to grant permission for a student to ride a nonassigned bus on a temporary basis. A parent or guardian may request for the child to exit a school bus at a destination other than the student's regular bus stop on the student's return bus route after dismissal of school. The parent or guardian shall provide the building level administrator, or his designee, with a signed note from the parent or guardian requesting the change for that specific day. The driver shall be provided a copy of the request to include the signature of the individual approving the request (EDD). The driver should only drop students off at their assigned stops. However, the student's principal may approve the student to ride a different bus or use another bus stop if the following requirements are satisfied: 1. The student has written approval from a parent or guardian. 2. The principal believes the request is justified. 3. The change does not result in overloading/overcrowding a bus. 4. The bus does not have to make an extra stop. The principal should send a note to the driver indicating that the student has permission to use a different bus or stop. If a student tells a driver of alternate plans while still on school or adjacent property (and the child has lost the note or left it in his/her classroom), the bus driver should ask a teacher or other staff member to verify with the school office whether such a note exists. This process may cause a slight delay, but the primary objective is the child going to the stop designated by the parent and approved by the principal (TCA, 49-6-2118).



Transportation Department

Bus Routes:

Route and Stop Parameters

Descriptor Code:

Date of Last Change: E

E.7 Distance Measurements for Transportation Purposes Distance measurements for transportation purposes shall include only publicly maintained roads. All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete. **E.8 Private Property Obstructions Students Crossing Multiple Lanes of Traffic Standing on Buses**

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

E.10

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 Transportation Department upon discovery if students riding their bus are crossing more than two 20 lanes of traffic and offer suggestions to find a solution to better serve our students. 21

E.11 Bus Passenger Capacity

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

E.12

Standing is allowed by T.C.A. although it is not recommended. Bus drivers should not tell riders to get up prior to their stop and proceed to the front of the bus for quicker de-boarding (TCA, 49-6-2110).

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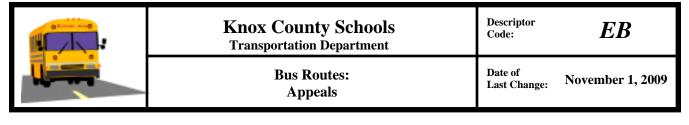
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1	EB.1 <u>Eligibility, Bus Route, or Bus Stop Appeals</u>
2 3	Any appeals of transportation decisions or procedures regarding eligibility, stops, routes, and
4 5	other daily operation practices shall be made in the following order:
6	1. Principal
7	2. Transportation Department Staff
8	2. Transportation Lead Router
9	3. Transportation Supervisor
10	3. Transportation Director
11	4. Assistant Director of Schools for Administrative Services
12	5. Director of Schools
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Descriptor Code:

Date of

EC

EC.1 Notification to School and Transportation Department 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. EC.2 Substitute Driver's Knowledge of Route 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 Trans-portation 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:
 ED

 Bus Routes:
Hazards and Inclement Weather
 Date of
Last Change:
 November 1, 2009

ED.1 <u>Temporarily Closed Roads</u>

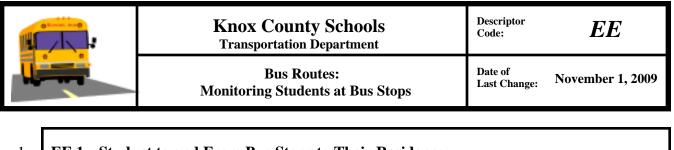
If the driver is unable to complete a run because of a closed road, traffic accident, etc., the driver should call the school and/or the Transportation Department. Transportation Department staff will evaluate the situation and suggest alternate bus route directions. If no viable solution can be arranged, 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

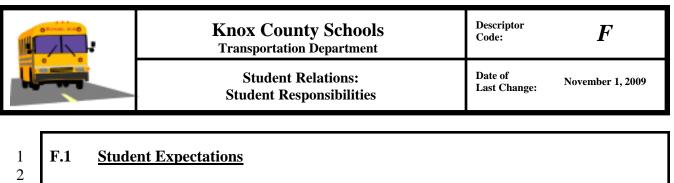
The responsibility for determining whether weather and other conditions are such to allow for safe driving conditions or to close schools early is the responsibility of the Director of Schools. Some roads may become hazardous during severe weather conditions. Under such condition, the decision shall 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.



1 2	EE.1	Student to and From Bus Stops to Their Residence
2 3 4 5		e parent's responsibility to determine by what means and what path children use be- their residence and their assigned bus stop (EDD).
6 7	EE.2	Student Safety at Bus Stops
		Student Safety at Bus Stops arent shall monitor the child's safety and security at the bus stop (EDD.
 31 32 33 34 35 36 37 38 30 		
39 40 41 42		



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 include, but are not limited to, the following: 6

- 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.
- Report any inappropriate behavior on the bus or near a stop to the driver and principal. 17
- 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.
- Keep hands and head inside the bus. 24
- 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.

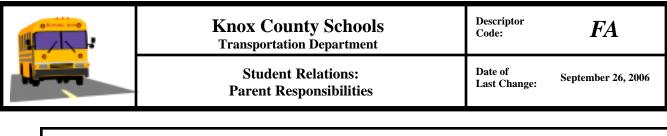
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F.2 Students Disembarking Bus during a Route

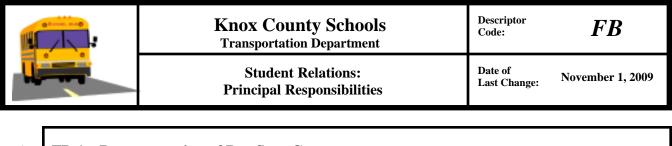
- 32 Once the official route is begun, stops shall only be made to take on, discharge or transfer 33 students. Buses are not to make any non-designated stops except for emergencies when 34 35 transporting students (EDD).
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37 During the PM run, students 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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FA.1 <u>Supervision at the Bus</u>
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.



1	FB.1 Documentation of Bus Stop Concerns
2 3	Principals or their designees should document all parent complaints and offer to investigate
3 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 <u>Making Bus Contracted Service Providers and Drivers Aware of IDEA Modifications</u>
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10 11	The Contracted Service Providers and driver will be informed of specific accommodations,
11 12	modifications, and other support strategies that must be provided for any children in accord- ance with the IEP.
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The Knox County Board of Education states that the "driver shall deal with children in a firm, fair, and friendly manner" (ED). Following are some suggestions for drivers on how to effectively manage students on their buses: NEVER leave a stop ahead of schedule and seldom arrive late. Be consistently firm, friendly, and fair with ALL students. Do not "play favorites" with certain students. • Do not give an order and then back down; see it through. "If you don't mean it, don't say it." Do not be inconsistent with discipline. If you threaten to discipline misbehavior, don't be talked out of it by the student who pleads, "I won't do it again," "You're always picking on me," ...etc. Allowing students to manipulate you will cause you to lose control of a situation and lose student respect as well. Be a friend to ALL students on your route, but do not discuss one student's faults or problems with another student. Respect the students on your bus. School bus drivers do not have the authority to refuse bus-riding privileges to students on their routes. Never put a student off the bus as a method of punishment. Use the School Bus Incident Report that has been specifically developed for your use in • reporting problems that occur on your bus. Post a copy of the bus rules approved by the Knox County Schools Director of Schools. Encourage riders to arrive at the bus stop 5 minutes before scheduled time. However, this is not a window of opportunity for the bus to run 5 minutes early. FC.2 Drivers Contacting a Student at Home Bus drivers should not call a child's home to gain information about a child. If a student leaves an important item on the bus, the driver should communicate only with the parent at the

- leaves an important item on the bus, the driver should communicate only with the parent at the
 child's residence or wait until the next day to return the item. Drivers should conference with
 individual students, male or female, in the presence of witnesses to protect themselves, the
 student, and the Contracted Service Providers. The school will provide a place to conference
 with students.
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FC.3 Drivers Leaving a Student at a Stop

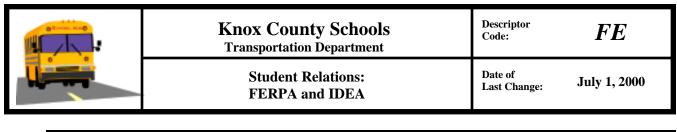
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- Drivers cannot leave students at a bus stop as a form of punishment for failing to obey the
 driver's request to board in an appropriate manner. If a student is suspended from riding his/
- 40 her regular bus and is at a stop, the driver should pick 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 discipline issue.

Knox County Schools
Transportation DepartmentDescriptor
Code:FDStudent Relations:
Contracted Service Providers ResponsibilitiesDate of
Last Change:July 1, 2000

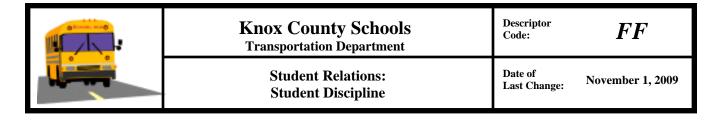
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1	FD.1 <u>Student Interaction Training</u>
2 3 4 5	It is the Contracted Service Provider's responsibility to develop policies regarding appropriate interaction between drivers and students and to train all his or her employees regarding appropriate interaction with students. The Contracted Service Providers further agrees to provide to
6 7 8	the Knox County Board of Education copies of policies developed and documentation that these policies have been communicated to all employees.
9 10	FD.2 Implementation of IDEA Modifications
10 11 12 13 14 15 16 17	The principal and case manager are responsible for making sure the Contracted Service Pro- viders 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 Ser- vice Providers is responsible for making certain all specific accommodations, modifications, and other support strategies are implemented on his or her bus.
18	FD.3 Confidentiality of Student Information
19 20 21 22 23 24 25 26 27 28 29 30	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.
31 32 33 34 35 36 37 38 39 40 41 42	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:	FD	
U		Student Relations: Contracted Service Providers Responsibilities	Date of Last Change:	July 1, 2000	
1	FD.4 <u>Audic</u>	o/Video Media on the Bus			
2 3	The Contract	ad Samuina Duravidana in nanonaihla fan anaunina tha	this on hon on	mlavaa daaa not	
5 4		ed Service Providers is responsible for ensuring that optiate broadcasted or recorded media to be played of			
5	11	s are on board. This applies when the driver is tran			
6		egular route and when transporting students to scho	1 0		
7		ver must use caution when selecting channels and/o			
8		ng on radios, tape/CD players, video-players, etc. or			
9	· 1	cit programs such as Mancow, Phil and Billy, or ot	her inappropri	ate live or rec-	
10		are not allowed			
11	on the bus.				
12 13	FD.5 Stude	ent-On-Student Harassment or Discrimination			
13 14	FD.5 <u>Stude</u>	int-On-Student Harassment of Discrimination			
15	The Contracte	ed Service Providers agrees to inform the administr	ation of the sc	hool(s) served	
16		portation Department of any instances of student-or			
17		hat occur on the bus. If the Contracted Service Prov			
18	or she knows	of such an instance, or should have known about su	uch an instance	e, the Contract-	
19		oviders agrees to indemnify and defend the Board of		U U	
20		es from any costs, losses, damages, or judgments re-			
21		on-student harassment or discrimination. The Cont			
22 23		have known about student-on-student discrimination			
23 24	tion or harass	ce Providers or his or her employee observed such s	ludent-on-stuc	ient discrimina-	
24 25	tion of narass	ment.			
26	The Contracte	ed Service Providers further agrees to provide to the	e Knox County	Board of Edu-	
27		of policies developed and documentation proving t	•		
28	communicate	d to all employees.	-		
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1	FE.1 What are FERPA and IDEA?
2 3 4 5 6	The Family Educational Rights and Privacy Act (FERPA) applies to all educational agencies receiving federal funds. The purpose of FERPA regulations is to limit the access of student records by others without prior parental consent.
7 8 9 10 11 12	In addition, the Individuals with Disabilities Education Act (IDEA) includes a number of pro- visions concerning access to the records of certified special education students. IDEA re- quires that information about a student's Individualized Education Program (IEP) be provided to all parties responsible for implementing the student's services. IDEA also specifically ad- dresses requirements about confidentiality.
13 14 15 16	Bus Contracted Service Providers and/or drivers may need to know about a student's emer- gency information, medical needs, or disciplinary history and how these factors may impact their bus service.
10 17 18	FE.2 Specific Accommodations, Modifications, and Other Support Strategies
19 20 21	The principal and case manager are responsible for making sure the Contracted Service Pro- viders 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.
22 23	FE.3 Discipline Procedures for Students under IDEA
24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	All disciplinary procedures required for a student who qualifies under IDEA and misbehaves at school also apply when the student is riding a bus either to and from school or to a school- sponsored activity.



FF.1 Student Bus Discipline

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

FF.2 Student Discipline at Bus Stops

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

FF.3 Student Monitors on a School Bus

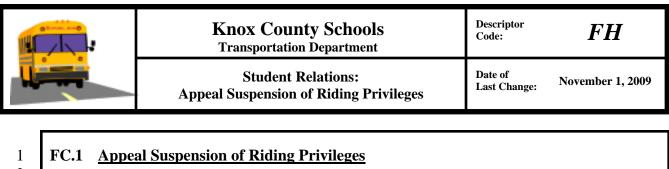
Students are not to be asked to monitor behavior of other students on a school bus.

FF.4 Fiscal Responsibility for Student Vandalism of a Bus

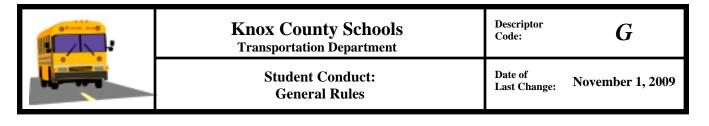
Students who commit any act of vandalism (marking on the bus, cutting the seats, writing on the sides, etc) should be reported to the student's building level administrator. Parents could be responsible for providing fiscal compensation for any damages created by their child when on the bus if deemed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

	Knox County Schools Transportation Department	Descriptor Code:	FG
	Student Relations: Suspension of Riding Privileges	Date of Last Change:	July 1, 2012
FG.1 <u>Suspe</u>	nsion of Riding Privileges		
discipline pro the privilege of disruption on	of the student transported shall be informed by blem and may be called upon to assist if necess of riding the bus if the principal determines that the bus, or if he disobeys state or local rules an tation (JCBD).	ary. A student mathematic his behavior is s	ay be denied uch as to cause
FG.2 <u>Discip</u>	linary Hearings for Suspension of Riding Pri	<u>vileges</u>	
•	on of a student from riding the school bus shall f school suspension (JCBD).	follow the same p	procedures as
FG.3 <u>Stude</u>	nt Suspension Applies to All Buses		

Principals should not suspend a student from one bus for disciplinary reasons and place that student on another bus before the suspension has been served except as required by state and/ or federal regulations. However, a principal may utilize another bus for diagnostic time periods if the student's interest will benefit from such a temporary placement.



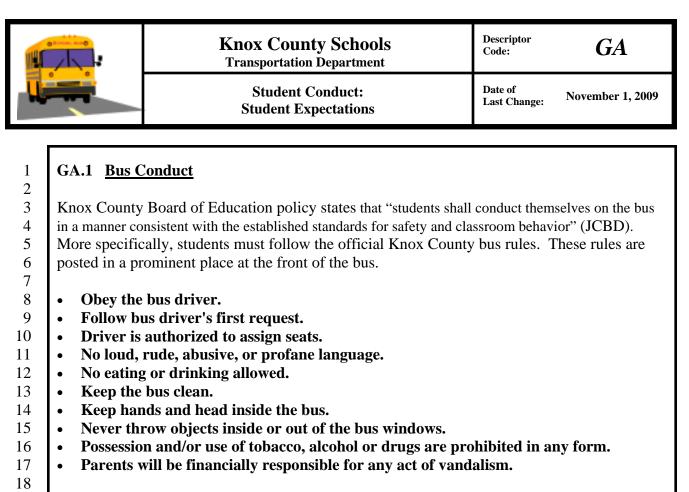
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2 3	The principal or his or her designee will investigate and determine any consequence to impose
4	when a student violates school bus rules. Only the principal or his or her designee may reduce
5	or suspend a student's bus-riding privileges (ED). Appeals relating to a reduction or suspen-
6	sion of bus privileges must be initiated by the parent/guardian at his or her child's base school
7	with the administrator assigning the consequence. This appeal must occur on or before five
8	(5) school days following the parents' notification of the incident.
9	(c) sensor augs rono wing the parents incurrention of the incluent.
10	Any appeals of transportation decisions or procedures relating to a reduction or suspension of
11	bus privileges shall be made in the following order:
12	ous privileges shan be made in the following order.
13	1. Principal or his or her designee assigning specific consequence
14	2. Transportation Supervisor
15	3. Transportation Director
16	4. Disciplinary Hearing Authority
17	5. Assistant Director of Schools for Administrative Services
18	6. Director of Schools
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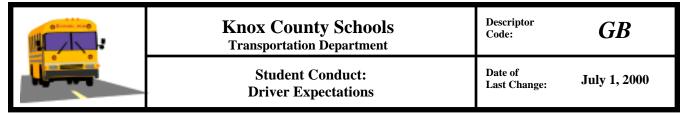
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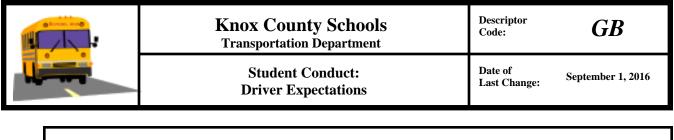
2 School bus drivers must immediately report any student misconduct to the principal of the 3 student's school (ED). To do this, drivers must complete a School Bus Incident Report when a 5 student misbehaves. Drivers must complete the entire form and give it to the principal; the 6 principal must send it in to the Transportation Department. The driver is to keep the golden- 70 copy for his/her records. 10 The driver does not have the authority to suspend a pupil from transportation privileges (ED). 11 The driver does not have the authority to suspend a pupil from transportation privileges (ED). 12 ED 13 The driver does not have the authority to suspend a pupil from transportation privileges (ED). 14 School Bus drivers must complete a student misconduct is the principal of the student is to be principal must send it in the transportation privileges (ED). 14 School Bus driver does not have the authority to suspend a pupil from transportation privileges (ED). 11 The driver does not have the authority driver does not have drite does not have driver does not have driver does not	1	G.1 <u>Student Misconduct Reports</u>
9 G.2 Drivers Not Authorized to Suspend Students from Bus 10 The driver does not have the authority to suspend a pupil from transportation privileges 13 (ED). 14 . 15 . 16 . 17 . 18 . 19 . 20 . 21 . 22 . 23 . 24 . 25 . 26 . 27 . 28 . 29 . 30 . 31 . 32 . 33 . 34 . 35 . 36 . 37 . 38 . 39 . 41 .	3 4 5 6 7	student's school (ED). To do this, drivers must complete a School Bus Incident Report when a student misbehaves. Drivers must complete the entire form and give it to the principal; the principal must send it in to the Transportation Department. The driver is to keep the golden-
11 The driver does not have the authority to suspend a pupil from transportation privileges 12 (ED). 13 . 14 . 15 . 16 . 17 . 18 . 19 . 20 . 21 . 22 . 23 . 24 . 25 . 26 . 27 . 28 . 29 . 30 . 31 . 32 . 33 . 34 . 35 . 36 . 37 . 38 . 39 . 39 . 40 . 41 .	9	G.2 Drivers Not Authorized to Suspend Students from Bus
	$\begin{array}{c} 10\\ 11\\ 12\\ 13\\ 14\\ 15\\ 16\\ 17\\ 18\\ 19\\ 20\\ 21\\ 22\\ 23\\ 24\\ 25\\ 26\\ 27\\ 28\\ 29\\ 30\\ 31\\ 32\\ 33\\ 34\\ 35\\ 36\\ 37\\ 38\\ 39\\ 40\\ 41 \end{array}$	The driver does not have the authority to suspend a pupil from transportation privileges



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).



1 2	GB.1 <u>Implementing Bus Rules</u>
$\frac{2}{3}$	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 19	This is one of the most serious violations that occurs on school buses, and one of the 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
20	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 34	• Keep hands and head inside the bus; no throwing objects in or out of the bus. Self-explanatory. Bus windows cannot be open more than six inches (6") from the
34 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.
37	etc., around in the ous of out the ous window.
38	
39	
40	
41	
42	(continued on next page)



$\frac{1}{2}$	(continued from previous page)
2 3 4 5 6 7 8 9 10 11 12 13 14 15	 Possession and/or use of tobacco, alcohol or drugs are prohibited in any form. Knox County Schools has a strict tobacco policy, and students are not to use or possess tobacco. The bus is an extension of the school, and rules applicable to the school remain in effect. In addition, bus drivers are NOT to use tobacco on the bus with students present or prior to students boarding the bus. The principal will designate a restricted area for drivers to use tobacco on school property. Fiscal responsibility for any act of vandalism. Students who commit any act of vandalism (marking on the bus, cutting the seats, writing on the sides, etc) should be reported to the student's building level administrator. Parents could be responsible for providing fiscal compensation for any damages created by their child when on the bus if deemed appropriate by the building level administrator. The appropriate amount of compensation and method of payment is determined solely by the building level administrator.
16 17	GB.2 <u>Unruly Student Riders</u>
 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 	 If students should fight on the bus, become unruly, etc. after leaving the campus, the driver should comply with the following procedures: 1. Driver must pull safely off the road and place bus in park and remove ignition key. 2. Driver of bus must engage 4-way emergency lights. 3. Driver is to verbally direct the students to discontinue inappropriate behavior. Driver may only use verbal commands. Physical contact is not permissible. 4. If students continue inappropriate behavior, driver must contact the Transportation Department via radio. 5. Transportation Department will then asses the severity of the situation with the driver and notify the school, Knox County Schools Security, and/or law enforcement. 6. If 911 is called, the bus must remain at the scene until officials respond. If any of the above is utilized, a School Bus Incident Report must be submitted to the building level administration by the driver no later than the next run to the school. It is recommended that the driver speak personally with the building level administrator regarding an incident of this nature.
36 37 38	GB.3 <u>Returning Bus Riders to School for Disciplinary Reasons</u>
39 40 41 42	An entire bus load of students shall not be returned to a school and offloaded without prior authorization from a building level administrator or a central office administrator.

		Knox County Schools Transportation Department	Descriptor Code:	H
3		Field Trips: Contracted Service Providers & Cost	Date of Last Change:	November 1, 2009
1				
3 4	H.1 <u>Field</u>	Trip Contracted Service Providers		
5 6 7		buses are used, principals are encouraged to use th h school attendance zone involved, subject to cost a).		•
8 9	H.2 <u>Cost</u>	of Services		
0 1 2 3 4	ranged by the	nts pay the cost of a bus, a commercial carrier, or a post school, the rate shall be negotiated by the owner an esponsible for payment of transportation providers a	d the principa	al" (IFCB). The
+ 5 6	H.3 <u>Schoo</u>	l Bus Insurance		
7 8 9 0	any and all bu	provider shall provide continuous liability and pro uses used to meet contractual obligations. Coverag uired by the rules and regulations of the State Boar	e shall be no	less than
1 2	H.4 <u>Interf</u>	erence with Regular Route		
3 4 5 6 7	contracted bu available for	that are used for off-campus trips must be available s routes or arrangements must be made by the owner the scheduled routes - and on time! Principals shou modifications to accommodate conflicting field trip	er for the "ex Ild not reques	tra" bus to be
8	H.5 <u>Drive</u>	r Designation		
0 1 2 3 4	driver's name	iders shall submit in writing to the building level as and driver identification number for all services or rement shall occur prior to initiating services" (ED	riginating at t	-
5 5 7				
8 9				
0 1				
2				



Transportation Department

Date of

Field Trips: Vehicle Eligibility HA

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 driv-ers" (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 Scho Transportation Departm Field Trips: Chartered Bus Servio	ent	Descriptor Code: Date of Last Change:	HB April 9, 2018
1 2 3 4 5 6	A school can Coach. This ville Space C	ered Bus Service charter bus service for a short-term ncludes one day or multiple day tri enter, Chattanooga Aquarium, Colc es are not included. For all trips ou	lease on a Feder ps and must be f onial Williamsbu	or a special evrg, etc). Regu	vent (i.e. Hunts- larly scheduled
7 8 9 10 11 12 13 14 15 16	 Department o coach or tour Steel or si Emergence Fire exting All seats a 	f Transportation (DOT) certified, w bus must meet the following specif milar material used for framing; y windows, doors, or hatches with guishers and first aid kits identified and luggage secured; carried in a separate compartment.	vith a satisfactory fications: approved glass;	y rating, can be	
17 18 19 20 21 22 23 24 25 26 27 28 29 30	 Prior to the deit is the response mation is commation is commation. A copy of transport set tran	nce binder describing coverage am	ce arrangement n designee to verify ice: for the specific ve ounts that meet the n provides safety	y that the follo ehicle(s) being he five millior and insuranc	wing infor- gused to h dollar liability
31 32 33 34 35 36 37 38 39 40 41 42	U	a.dot.gov/Passenger/search_results.			



Driver Eligibility

Descriptor

Last Change:

Date of

Field Trips:

November 1, 2009

HC

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 School 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 ex-clusive to reports, memorandums, medical records, drug testing information and results, com-plaints, 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.



Descriptor Code:

HD

Field Trips: Chaperones

November 1, 2009

HD.1 Certified Employee Requirement

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

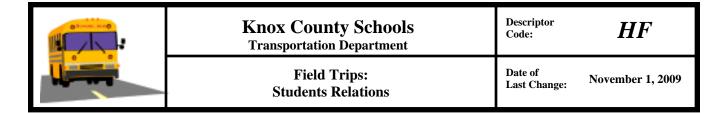
HD.2 Adult-to Student Ratio

"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).

	7		Knox County Schools Transportation Department	Descriptor Code:	HE
ų			Field Trips: Seating Requirements	Date of Last Change:	November 1, 2009
1		E.1 Seatin	ng Annongomonta		
1 2		E.I <u>Seatti</u>	ng Arrangements		
3 4	er	should offe	g with principals and/or teachers planning the off-c er seating plan advice. Following are the guidelines	-	-
5	fie	eld trips:			
6 7 8 9 10	•	an out-of- whicheve	anty Board of Education policy states that buses tra- county location or to a location that is greater than r is the greater distance, shall have no more than tw school and three persons per seat for grades kinderg	thirty (30) m to persons per	iles one way, r seat for middle
11 12 13	•	On buses two to a s	with less than 36 seats or equipped with lifts, stude eat.	nts should ric	le no more than
14					
15 16	•	NO passe	nger is allowed to stand on an off-campus trip.		
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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.

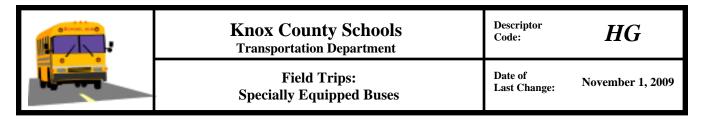
"The safety of the students while on the bus is a joint responsibility of the professional staff, the chaperones and the bus driver. The bus driver's primary responsibility is for providing a safe transportation method for students during the field trip. Once the students are off the bus, their conduct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

HF.2 Student Items on Bus

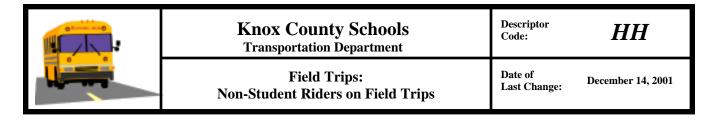
Any items brought on the bus (luggage, sleeping bags, ice chests, picnic items, etc.) must be adequately secured in the bus seats. Belting/webbing that is used to secure these items must be of sufficient strength to hold them in place on the bus seat. Absolutely nothing can be placed in the bus aisles 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.



1	HG.1 <u>Vehicles to Accommodate Special Needs Students</u>
2 3 4 5	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.
$\begin{array}{c} 4\\ 5\\ 6\\ 7\\ 8\\ 9\\ 10\\ 11\\ 12\\ 13\\ 14\\ 15\\ 16\\ 17\\ 18\\ 19\\ 20\\ 21\\ 22\\ 23\\ 24\\ 25\\ 26\\ 27\\ 28\\ 29\\ 30\\ \end{array}$	should have the same equipment on all school-related field trips. Every effort should be made
31 32 33 34 35 36	
37 38 39 40 41 42	

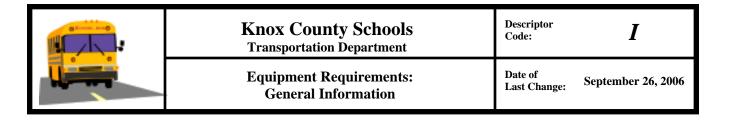


HH.1 Non-Student Riders on Field Trips

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

HH.2 Children of Bus Driver

/		
8		en of a bus driver may ride the bus during a school field trip providing the following
9		tions are met:
10	1.	The Contracted Service Providers has requested and received prior approval from the
11		principal, or their
12		designee for the bus driver's child to be present during the field trip.
13	2.	Appropriate behavior is displayed by the child.
14		Proper passenger restraint devices meet all legal requirements.
15		Passenger restraint devices secured to the bus seat have been inspected and are within
16		compliance of all specifications established by the Tennessee Department of Safety.
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I.1 School Bus Specifications

According to Knox County Board of Education policy, the Board "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 (EDAC)".

I.2 Display of Bus Number

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

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

I.3 <u>Substitute Bus Numbers</u>

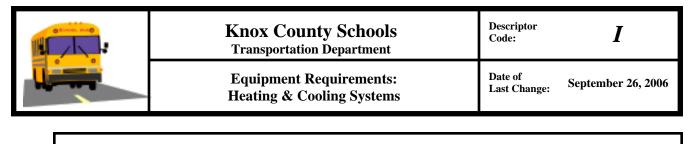
If the Contracted Service Providers has an "extra" bus to be used when the regular bus is not running, then that bus must be appropriately numbered. (Example: If bus #789 is "down" and unable to run, and the Contracted Service Providers plans to use his or her extra bus in the interim, that extra bus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

I.4 Substitute Bus Certification

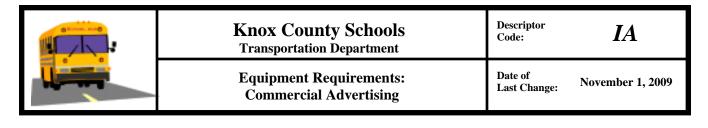
Contracted Service Providers are not permitted to use an "extra" bus that has not been inspected and approved through the annual state inspection and does not have its current state inspection sticker in place. If a bus is borrowed from another owner/Contracted Service Providers to use on a route, the responsibility lies with the Contracted Service Providers assigned the route to verify that the bus meets all requirements. The owner of the vehicle is not responsible for ensuring the bus meets certification unless the owner uses the vehicle to perform services for Knox County Schools.

I.5 <u>School Bus Markings</u>

Knox County Schools, company name, or the Contracted Service Providers name must be displayed at the beltline on both sides. Contracted Service Providers shall remove any and all markings referencing Knox County Schools while conducting transportation services for entities other than Knox County Schools.



1	I.6 School Bus Heating System Requirements
2	
3 4	Buses shall equipped with a heating system complying with all applicable FMVSS, including 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	r
7	I.7 <u>Air Conditioning Systems Requirements</u>
8	
9	Buses shall provide an air-conditioning system for climate control on school buses that have
10 11	less than a sixty-five (65) seat capacity as determined by the manufacturer of said vehicle. Air -conditioning minimum specification requirements include:
11	-conditioning minimum specification requirements include.
12	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:
17	• Near the driver's location;
18 19	Near the midpoint of the body; True fact formund of the organized door
19 20	• Two feet forward of the emergency door.
20	The test conditions under which the above performance shall be achieved by the following
22	procedure:
23	• Temperature shall exceed 85 degrees Fahrenheit;
24	• Humidity shall exceed 50 percent;
25	• The bus shall remain in open sun a minimum of one hour;
26 27	• Engine shall be started and shall run at the engine manufacturer's recommended low idle
27 28	speed;The Air Conditioning System shall be turned on and must provide a minimum
28 29	20 degree temperature drop in the 30-minute time limit.
30	20 degree temperature drop in the 20 minute time minu
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1	IA.1 Solicitation of Goods or Non-School Activities
	IA.1 Solicitation of Goods of Hon-School Activities
2 3	
	"Commercial advertising shall not be displayed inside the passenger area or exterior of a
4	school bus while providing services in any capacity. No items shall be displayed inside the
5	passenger area or exterior of a school bus while providing services in any capacity which
6	recommend, recruit or otherwise solicit student participation in any non-school sponsored
7	activity" (EDAC).
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IB.1 Required Inspections

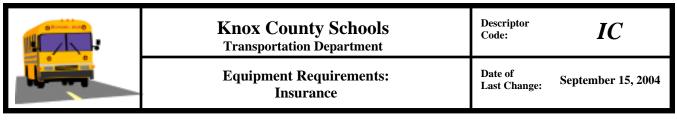
Knox County Board of Education policy requires that "Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education and National Highway Traffic Safety Administration" (ED).

IB.1a **Daily Inspection before AM and PM Runs**

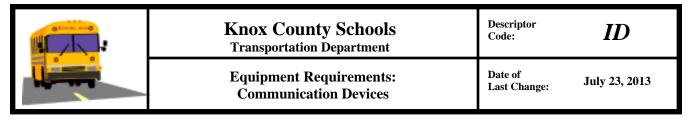
The driver shall check the maintenance operations of the vehicle before morning and afternoon runs. Procedures for completing pre-trip inspections are specified in the Tennessee Commercial Driver's License Manual. All faulty or improperly functioning equipment should be reported, in writing, to the owner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

IB.1b **Annual State Inspection**

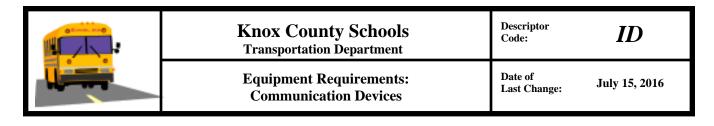
All buses and other vehicles owned or contracted and operated by the Board must pass annual safety inspections. The Transportation Department keeps a safety inspection record filled out and signed by the state inspector who conducts the investigation. Any defects noted by the state inspection shall be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



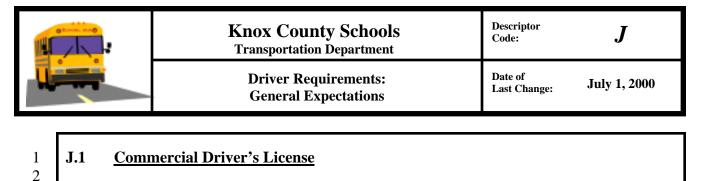
IC.1 Required Insurance The Contracted Service Providers shall provide continuous liability insurance coverage for any and all school buses used to meet requirements in such form that it will provide protection with the limits of not less than \$500,000.00 per person and with the limits of not less than \$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.



1	ID.1 <u>Voice Communications</u>				
2 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 17	3. Permit Knox County Schools to install devices on the bus designated by the Contractor				
18	for each service assignment. The Transportation Department shall determine the meth- odelegy for powering all devices (directly hard wired into the buses electrical penal(c)) or				
19	odology for powering all devices (directly hard wired into the buses electrical panel(s) or a standard 12 volt socket),				
20	a standard 12 volt socket),				
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 20	Department and the approved procurement policies and procedures.				
30 31					
32	In the event communication devices are not operational during a service assignment while				
32 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 <u>not</u> be compen-				
38	sated for any fuel index amounts.				
39	No one but an authorized representative of Knox County Schools shall attempt to access any				
40	KCS equipment installed on any bus for any reason. Unauthorized attempts to access KCS				
41	equipment or tampering with any KCS equipment installed on any bus will result in discipli-				
42	nary action against any parties involved.				



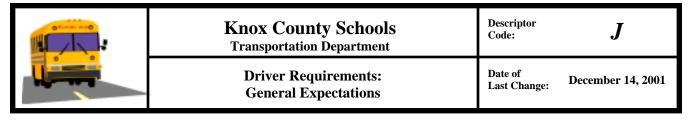
П	D.3 <u>Bus Driver Portable Electronic Device Use</u>
th tr ta ba er ha tr	No driver shall operate a school bus on any highway while using a portable electronic device, while the vehicle is in motion, and while the vehicle is transporting one or more children. A portable elec- ronic device means any: (1) Mobile, cellular, analog, wireless, or digital telephone; (2) Personal digi- al assistant; (3) Hand-held device with mobile data access; (4) Laptop computer; (5) Pager; (6) Broad- and personal communication device; (7) Two-way messaging device; (8) Electronic game; (9) Cam- ra; (10) Portable computing devices; (11) Global positioning system, if the driver is using at least one and to hold the device or to enter data into the device while the school bus is in motion; or (12) Elec- ronic device used to input, write, send, receive, read, or view text or media for present or future com- nunication (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.
	n the event of an emergency a portable electronic device may be used to contact 911.
	n the event the driver needs to contact a school, parent, or the Transportation Department using a port- ble electronic device the following procedure must be followed: 1. Driver <u>must</u> pull safely off road, 2. Driver of bus <u>must</u> engage 4-way emergency lights, 3. Driver of shuttle <u>must</u> engage emergency flashers.
T p	exting while children are aboard is <i>prohibited</i> . Any driver texting while children are aboard will be ermanently 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.
I	D.4 <u>Communicating With Contracted Service Providers</u>
C an tr "c ir vi	Contracted Service Providers shall provide a cellular telephone communication device, with a valid nd working telephone number to communicate information required by the Agreement. The Con- racted 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 Pro- ider chooses to modify the telephone number, all number modifications shall be submitted via fax to ne Transportation Department prior to the change.



- School bus drivers shall meet all requirements of the State of Tennessee Department of Safety,
 including a current Commercial Driver's License (CDL) with a P and S endorsement (ED).
- 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 Transportation. 11 The following list includes, but is not limited to, the continuous requirements expected by of a 12 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. 39 40 41 42



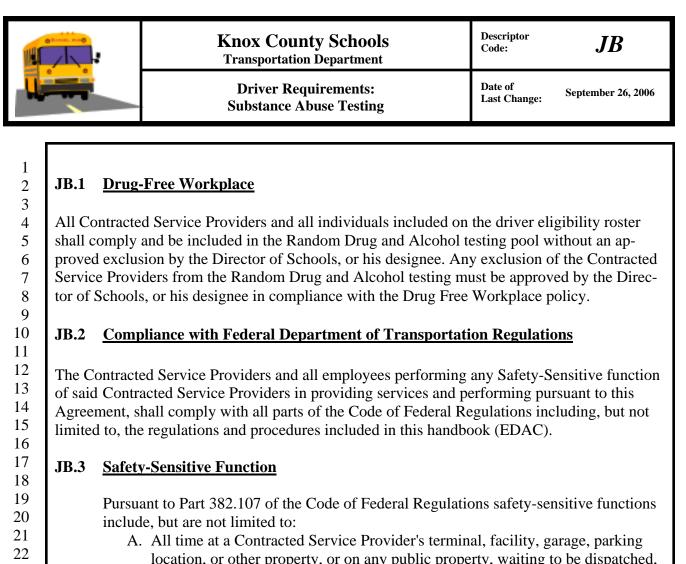
1		(continued from previous page)
2 3 4	•	Deal with children in a firm, fair, and friendly manner.
5 6	•	Clean the bus at least once a day (ED).
7 8	•	"Maintain a consistent time schedule, never early and seldom late" (ED).
9 10	•	Only stop at assigned stops once the route has begun.
11 12 13	•	Only drop off a student at his/her assigned stop unless the student presents written permission from the parent and signed by the principal.
14 15	•	Report all accidents promptly.
16 17	•	Have at least an elementary knowledge of first aid.
18 19 20	•	Determine safety of running route during severe weather conditions. The driver must assume personal responsibility for the children on his/her route.
21 22	•	"Maintain satisfactory working relationships with all school personnel" (ED).
23 24 25	•	Permit only those students enrolled in a Knox County School to ride a bus except children of a bus driver or bus driver assistants.
26 27 28	•	Notify the Transportation Department and the students if the bus is not going to run it's scheduled route.
29 30 31	•	Only use properly numbered and inspected buses as substitutes.
32 33 34		(continued on next page)
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Knox County Schools Transportation Department	Descriptor Code:	J
Driver Requirements: General Expectations	Date of Last Change:	November 1, 2009

1		(continued from previous page)
2 3 4	•	Notify the Transportation Department of any delays on your route.
5 6	•	Obey other laws.
7 8 9		Knox County Board of Education policy requires drivers to "obey all applicable state rules and regulations" (EDAC) and all local traffic regulations.
10 11	•	Prior to transporting any student, make sure cell phone is functioning.
12 13 14	•	Check the bus for safety before placing into service and before each and every run (ED).
15 16	•	Do not back the bus unless the required criteria are met.
17 18	•	Use your seatbelt.
19 20	•	Be sure no one is on board the bus during the fueling process.
21 22	•	Never leave the bus unattended with riders on board.
23 24 25 26	•	"The Contracted Service Providers or his or her employees shall not recommend, re- cruit or otherwise solicit students participation in any non-school sponsored activi- ty" (ED).
27 28 29	•	The driver shall have at least an elementary knowledge of first aid. The driver's employ- er is responsible for first aid training (ED).
30 31 32 33 34 35 36	•	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.
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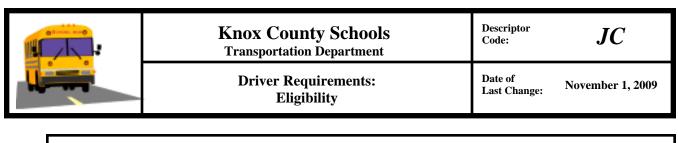


1		-
1 2	JA.1 <u>Physical Examinations</u>]
2 3 4 5 6 7	According to Tennessee Department of Safety Rules and Regulations 1340-1-1309(3), applicants for a commercial driver's license must meet the requirements 49 CFR, Part 391 in full. The Department of Safety, Drivers License Issuance, enforces these regulations including the possession of DOT Medical Cards while operating a school bus.	
7 8 9	JA.1a Physical Qualifications and Examinations	
10 11 12 13	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.	
14 15	JA.1b <u>Annual Physical Examinations</u>	
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37	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.	
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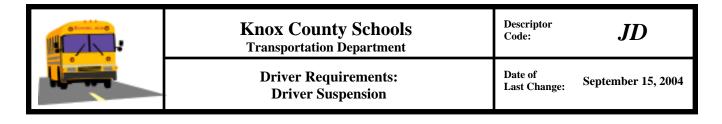


location, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;

- 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.



1 2	JC.1 <u>Background Checks</u>
2 3 4 5 6 7 8 9	Contracted Service Providers agrees to comply with the requirements of T.C.A. 49-5-413 which requires that any person applying for a position requiring proximity to school children (1) agrees to the release of all investigative records for the purpose of verifying the accuracy of criminal violation information as required by T.C.A. 49-5-406(a) (1)(A) and; (2) agrees to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.
10 11	JC.2 <u>Tennessee Department of Safety, Form 2-C</u>
12 13 14	A Certificate of Eligibility (Form 2-C) shall not be issued until results of the investigation as defined in part JC.1 in this handbook.
15 16 17	JC.3 <u>Contracted Service Providers Request to Include a Driver on the</u> <u>Eligibility Roster</u>
18 19 20	Contracted Service Providers must maintain and provide to the Transportation Department a complete file on each employee/driver containing at least the following information:
21 22 23 24 25 26	 Bus driver's name, current address, telephone number, and CDL license number A DOT physical examination with a DOT card A negative DOT (NIDA) drug screening A CDL license with proper endorsement Certification of the results of a criminal history background check
27 28	JC.4 <u>Ineligible Bus Drivers</u>
29 30 31	Conditions that make an individual ineligible to drive a school bus providing services to Knox County Schools include, but are not limited to, the following:
32 33 34 35 36 37 38 39 40 41 42	 Any "driver given a citation and found guilty of speeding and/or reckless driving while transporting students for the Knox County Schools" (EDAC). "Any driver who is found to be physically, mentally, or morally unfit" (EDAC). Any driver "who has been guilty of operating a vehicle while under the influence of intoxicants" (EDAC). Any driver who has a positive drug test. Any driver who demonstrates a pattern of inability to deal appropriately with students, parents, or employees of Knox County Schools. Any driver with a consistent pattern of failing to meet assigned schedules generated by the Transportation Department. Any driver who displays out-of-control behavior, cursing, threatening or profanity.

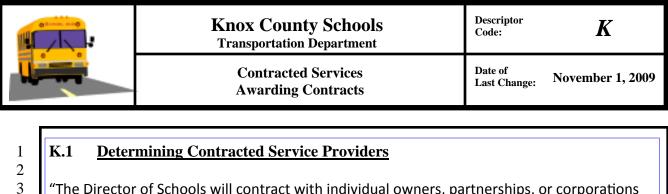


JD.1 Driver Suspension

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 en-forcement 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 contract-ed service to Knox County Schools. No reinstatement shall be considered before one (1) cal-endar year has passed.



0	012.1	Differ Designation for Daily benedicted between
2 3 4		acted Service Providers shall submit in writing to the Transportation Department the nated driver for each service assignment prior to beginning their daily assignment, to in-
5	<u> </u>	an additional written submission if the driver changes.
6 7	JE.2	Driver Designation for Building Level Services
8	JE.2	Driver Designation for Bunding Lever Services
9		acted Service Providers shall submit in writing to the Transportation Department and
10 11		ng level administrator, or designee, the driver's name and driver identification number services originating at the building level (EDAC).
12		
13	JE.3	Certificate of Eligibility & Driver Identification Badge
14	Ter and	enlighted with TCA 40 6 2107 and particulated the drive a school bus in this
15 16		npliance with TCA 49-6-2107, no person shall be authorized to drive a school bus in this inless such person possesses a certificate of eligibility (Form 2C) issued by the county
17		of education. The Transportation Department will issue a Certificate of Eligibility to an
18		dual after meeting the following requirements:
19	11101 (1	dual arter meeting are rono "ing requirements.
20	• Co	omply with the requirements of T.C.A. 49-5-413 that any person applying for a position
21	ree	quiring proximity to school children (1) agrees to the release of all investigative records
22		r the purpose of verifying the accuracy of criminal violation information as required by
23		C.A. 49-5-406(a) (1)(A);
24 25		grees to supply a fingerprint sample and submit to a criminal history records check to be nducted by the Tennessee Bureau of Investigation
26 27	me	esults of criminal history records check have been returned to the Transportation Depart- ent and inclusion of the applicant on the Knox County Schools Bus Driver Eligibility
28 29		oster; hile providing services to Knox County Schools all drivers, shall have on their person
30		lid driver identification badge provided by the Transportation Department.
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"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

21 The Transportation Department shall perform an annual review for each current Contracted 22 Service Providers. The review's summary will be used to determine a recommendation for a 23 renewal of the service agreement to the Director of Schools.

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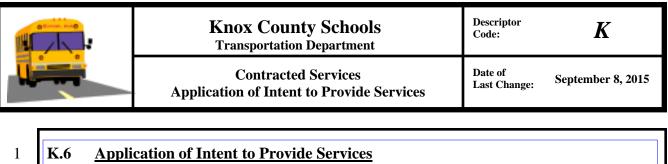
K.4 Limitations on Number of Contracts Held

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.

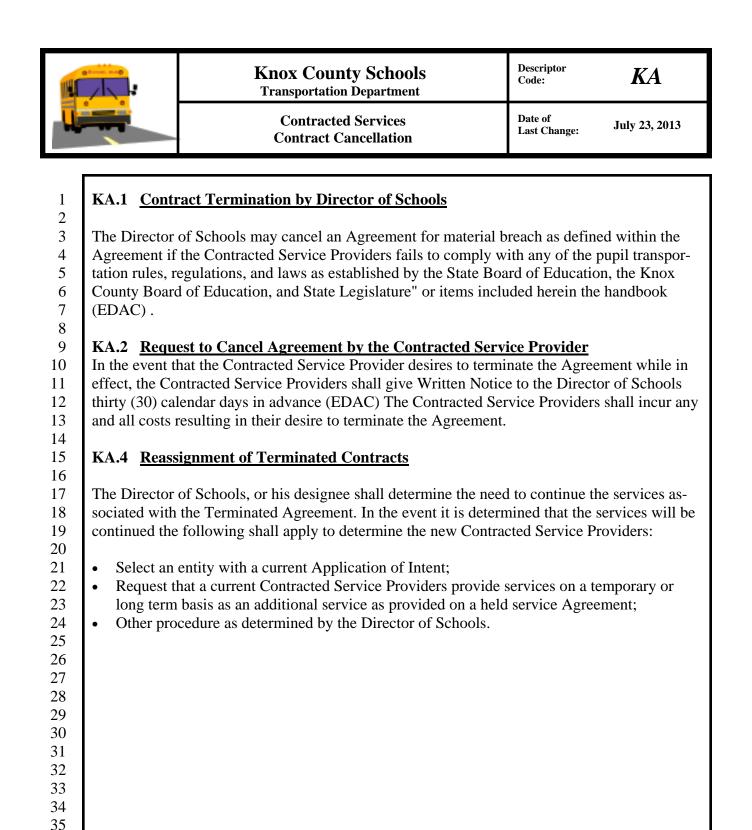
K.5 **Contracted Service Providers Requirements**

Contracted Service Providers must meet the following requirements:

- 34 • Contracted Service Providers shall be reputable citizens with records of responsibility and 35 sound business judgment (EDAC); 36
 - Demonstrated previous competent performance as a service provider;
- 37 Meeting criteria for inclusion of the bus driver eligibility roster;
- 38 Financial statement depicting adequate funding sources to successfully meet the criteria • 39 identified in the agreement for services;
- 40 Written documentation demonstrating the ability to acquire required insurance;
- 41 Satisfactory Local, State and Federal background check;
- 42 Documentation of employment and/or self-employment history with references;
- 43 Completion of a "Application of Intent" for the current school year.

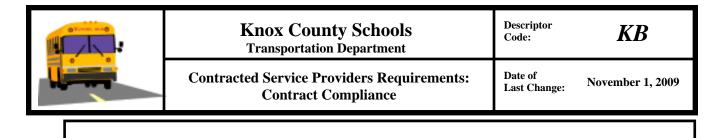


-	Application of Intent to Fronte Services
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	The Director of Schools or his designee shall conduct a plan of action annually to determine
4 5	potential school bus Contracted Service Providers for the upcoming school year (EDAC).
6	The Knox County Schools will continuously accept applications of intent from parties inter-
7	ested in providing transportation services to the school system. These applications will be
8	maintained until the Director of Schools determines it is necessary to award new contracts for
9	transportation services.
10	
11	Periodically as determined necessary, notification will be placed in a daily newspaper pub-
12	lished in Knoxville, Tennessee, notifying both existing and potentially new Contracted Ser-
13	vice Providers of the Knox County Schools' intent to award contracts for school bus services.
14	This is to allow all interested parties to file an application of intent.
15	
16	The completed application of intent shall be returned to the Transportation Department as
17	specified in the published intent to award notification.
18	
19	An application of intent must be submitted in order for the interested party to be considered.
20	
21	Applications of intent shall include all contact information for the interested party or entity
22	and should address the following areas:
23 24	A The notantial contractor's experiences conchilities and conceive
24 25	A. The potential contractor's experiences, capabilities, and capacity;B. The name and contact information for any school districts, where the party or
23 26	entity may have a previous service history;
20 27	C. The experience and qualifications of the key personnel who may be assigned to
27	provide services;
28 29	D. A safety record for the past five years including any accident;
30	F. A description and documentation of the party's or entity's financial health;
31	G. A description of the equipment you to be used in the performance of assigned
32	services;
33	H. Documentation from an insurer duly licensed and authorized to operate in the
34	state of Tennessee verifying the entity's or party's eligibility for insurance;
35	I. Three references from current or previous customers indicating service quality
36	and compliance;
37	J. A disclosure of any litigation with a current or former customer within the past
38	three years.
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Knox County Schools
Transportation DepartmentDescriptor
Code:KBContracted Service Providers Requirements:
Contract ComplianceDate of
Last Change:November 1, 2009

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38 39	devices, video system, data or voice communication devices, and safety devices.



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