

<u>Section E:</u> Business Management	Knox County Board of Education Policy		
	Descriptor Term: Agreement for Pupil Transportation Services	Descriptor Code: E-172	Issued: 7/95
		Reviewed: 3/24	Revised: 5/24

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AWARDING OF CONTRACTS

The Director of Schools or the Director’s designee shall conduct a plan of action annually to determine potential school bus service providers for the upcoming school year.

The Board of Education 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.¹

Service providers shall be reputable citizens with records of responsibility and sound business judgment. If the service provider is a partnership or corporation, all partners or shareholders shall meet the requirements of individual 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.

TRANSFERRING CONTRACTS

The Director of Schools shall have sole discretion in recommending to the Board any transfer or renewal of a school bus contractual agreement.

Service providers shall not attempt to or make any effort to sell rights under his/her agreement prior to the Director of Schools approving the assignment.

CANCELLATION OF CONTRACTS

The Director of Schools may cancel an agreement for material breach as defined within the agreement.

In the event a service provider wishes to terminate the agreement, the provider shall give thirty (30) calendar days written notice to the Director of Schools or his designee.

SERVICE ASSIGNMENT

The service provider, when called upon by the Transportation Department, shall make changes to assigned runs or routes, as directed by the Transportation Department. The Transportation Department has the sole discretion as to the service location, the time at which students are picked up and dropped off, the order in which students are picked up and dropped off, the path traveled between pick up points, the configuration of the bus or any other parameters necessary to the execution of the pupil transportation program in Knox County Schools.

RESPONSIBILITIES OF SERVICE PROVIDERS AND THEIR EMPLOYEES

1. 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, Tennessee Department of Safety, the National Highway Traffic Safety Administration, and the Knox County Schools Transportation Handbook.
2. Each bus driver shall obey all applicable state rules and regulations. Any driver who is found to be physically, mentally, or morally unfit shall be prohibited from operating a bus providing any services to Knox County Schools.
3. When a driver has been involved in an accident; is the subject of civil or criminal violations or charges; has been accused of sexual harassment, sexual assault, child abuse, or child endangerment; has received a traffic citation or a moving violation; or has failed to meet the obligations or performance standards as defined in Board of Education Policy, including but not limited to the Knox County Schools Civility Code, the contract for School Bus Services, or the Knox County Schools Transportation Handbook, the Contractor may be required to temporarily remove the driver from their driving position while an investigation is conducted. This temporary suspension may be lifted or extended based on investigative findings by school security, KCS administration and/or the appropriate law enforcement agency. If the findings of the investigation warrant, the driver may also be removed from the Driver Eligibility Roster.
4. Each service provider shall permit only drivers included on the Driver Eligibility Roster to drive a bus providing services to Knox County Schools in any capacity.
5. Each service provider shall provide continuous liability and property insurance coverage for any and all buses used to meet contractual obligations. Coverage shall be no less than amounts required by the rules and regulations of the State Board of Education.²
6. All buses shall have an operable electronic passenger safety alert system on the school bus as described in the Transportation Handbook.
7. Service providers and their employees shall represent Knox County Schools in a positive, appropriate, and professional manner.
8. Service providers and all individuals performing a safety-sensitive function in conjunction with said services shall comply with all federal Department of Transportation regulations and all applicable substance abuse programs.

SCHOOL BUS MARKINGS

Service providers shall display the bus number assigned by the Transportation Department on both sides, on the rear, and on the front of their bus. Knox County Schools, the company name, or the service provider's name must be displayed at the beltline on both sides. Service providers shall remove any and all markings referencing Knox County Schools while conducting transportation services apart from those provided specifically to Knox County Schools.

Commercial advertising shall not be displayed inside the passenger area or exterior of a school bus while providing services in any capacity.

1 No items shall be displayed inside the passenger area or exterior of a school bus while providing services
2 in any capacity which recommend, recruit or otherwise solicit student participation in any non-school
3 sponsored activity.

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5 **DRIVER DESIGNATION**

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7 Service providers shall submit to the Transportation Department the designated driver for each service
8 assignment prior to beginning their daily assignment. If that driver assignment is modified at any time,
9 the Transportation Department should be notified immediately.

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11 Service providers shall submit in writing to the building level administrator, or designee, the driver's name
12 and driver identification number for all services originating at the building level. This requirement shall
13 occur prior to initiating services.

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41 Legal References:
42 1. T.C.A. § 49-6-2101.
43 2. T.C.A. § 49-6-2111; TRR 0520-1-5-.01.

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46 Approved as to Legal Form
47 By Knox County Law Director 3/18/2024
48 /Gary T. Dupler/Deputy Law Director
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