

## **STUDENT TRANSPORTATION & SAFETY**

### **PURPOSE**

This section describes procedures of satisfying financial, safety, and reporting obligations associated with the provision of home-to-school (HTS), field trip, and activities transportation.

### **GENERAL TRANSPORTATION INFORMATION**

MBA/MSA outsources all HTS and some field trip transportation to an external vendor. Employees should never provide HTS transportation, per the *Employment Policies*. Transporting students to field trips and activities in personal vehicles is not permissible.

### **TRANSPORTATION SAFETY PLAN**

This Transportation Safety Plan satisfies the requirements of TCA § 49-6-2116.

### ***TRANSPORTATION SUPERVISOR***

State law requires each school to designate a Transportation Supervisor and to communicate the name of the supervisor to the Tennessee Department of Education by August 15 each school year. If the identity of the Transportation Supervisor changes, it must be communicated to the Department within ten (10) days.

The Transportation Supervisor must complete a student transportation management training program approved by departments of safety and education upon being appointed and, thereafter, shall complete a minimum of four (4) hours of annual training approved by those departments;

MBA/MSA's Facilities Manager, or their designee, shall serve as the Transportation Supervisor.

### ***ANNUAL NOTICE TO PARENTS***

The procedures for submitting school bus safety complaints described below will be distributed to parents in the annual disclosures document presented to parents at the Title I meetings.

### ***SCHOOL BUS SAFETY COMPLAINTS***

Students, teachers, staff, and community members may submit bus safety complaints. Complaints may be submitted via phone by calling the number printed on the school bus bumper 1.800.950.0485, or by emailing busreport.com. In either case, all complaints will be forwarded to the Transportation Supervisor. The transportation supervisor is responsible for

ensuring that the individuals who manage these phone and email addresses know to forward complaints appropriately.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the Shelby County Schools Office of Transportation. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the COO that details the investigation's findings as well as the action taken in response to the complaint.

### ***SCHOOL BUS DRIVER TRAINING AND CERTIFICATION AUDITS***

Prior to the beginning of the school year, the Transportation Supervisor shall ensure that the bus transportation vendor collects and maintains the bus safety and bus driver records. The Transportation Supervisor should make an appointment with the vendor to go to their office and physically inspect the records. Records to be inspected shall include:

- Bus maintenance and inspections records;
- Bus driver credentials, including required background checks, health records, and performance reviews;
- Driver training records; and
- Complaints received and any records related to the investigation of those complaints

### ***BUS SAFETY INSPECTIONS AND SAFETY DRILLS***

Once each week, the Transportation Supervisor will conduct a visual inspection of each bus in accordance with the procedures communicated to them during their annual training.

---

Once per semester, the Transportation Supervisor will conduct a bus evacuation drill with the students riding the bus.