

# Dyer County Board of Education

Descriptor Term:

## Student Transportation Management

Descriptor Code:

**ED**

Board Approved:

**6/5/18**

Rescinds:

**ED**

Board Approved:

**9/30/03**

1 All plans for transportation should take into account the safety of the children.

2  
3 Children living within the legal boundaries of Dyer County who are legally enrolled in the Dyer County  
4 School System, and who are eligible for transportation under state laws, may be transported to and from  
5 school. Children living outside the legal boundaries of Dyer County may be accepted for enrollment in  
6 a Dyer County School but, if accepted, must provide their own private transportation.  
7

8 Transportation provided to Dyer County children shall be subject to all state laws. (Note: State Law  
9 provides that the county shall not be entitled to receive State Transportation Funds for any student, other  
10 than physically handicapped children, who live less than one and one-half miles from the nearest school  
11 of appropriate grade and type.) Children may be transported who live outside the one and one-half mile  
12 radius as defined by maps located at the Board Office and at each school. It is the intention of the Dyer  
13 County Board of Education to transport children who live under one and one-half miles that are on an  
14 existing route as long as space is available. Children living in rural areas 1/4 mile from the established  
15 bus route may be transported. (Buses will not travel private roads). Children living within 1/4 mile of  
16 the route will provide their own transportation to the pick-up point on the main route.  
17

18 Any principal may for good and sufficient reason, suspend a pupil from attendance at school or from  
19 riding a school bus up to ten (10) days. For serious problems, the principal may suspend a student  
20 unconditionally for a specified period of time or upon such terms and conditions are deemed reasonable,  
21 following due process as described in TCA 49-6-3401.  
22

23 When any pupil is suspended, said principal shall immediately make written report of such suspension  
24 to the Director of Transportation. The principal shall attempt to notify the pupil's parents of the  
25 suspension by telephone and confirm with a letter which delineates their right to appeal to the  
26 Disciplinary Hearing Authority.  
27

28 A pupil shall be ineligible for transportation when his behavior is such as to cause problems on a school  
29 bus, damage to school system property, or when he disobeys state or local rules and regulations  
30 pertaining to pupil transportation.  
31

32 School principals shall be responsible for the discipline of children during the bus loading and unloading  
33 process and while buses are enroute between home and school, for operation of buses while on school  
34 campus, and for the conduct of all children, regardless of the school in which they are enrolled, while on  
35 school property.  
36

### 37 *General*

38  
39 School buses shall be maintained and operated in accordance with state law and State Board Rules and  
40 Regulations.<sup>1</sup>  
41

42 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
43 appear on the rear bumper.<sup>2</sup>  
44

1 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt  
2 to replace a certain number of buses each year on a rotating basis.

3  
4 The Director of Schools shall develop procedures to ensure compliance with the statutory and  
5 regulatory requirements for the transportation program.

### 6 7 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

8  
9 The Director of Schools shall appoint a transportation supervisor for the system. He/she shall be  
10 responsible for the monitoring and oversight of transportation services for the district.

11  
12 The transportation supervisor shall complete a student transportation management training program  
13 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)  
14 hours of training annually.

15  
16 The Director of Schools shall ensure that training is completed and provide the state department of  
17 Education with appropriate documentation.

### 18 19 **VIOLATIONS / ACCIDENTS**

20  
21 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,  
22 including incidents in which any part of the bus rubs, scrapes or touches any other object or vehicle.

23  
24 Any bus driver who receives a traffic violation or has an accident while driving a Dyer County school  
25 bus will be counseled by the supervisor of transportation or his/her designee. The driver may be  
26 required to view two videos on safety and take a Driver Risk Index Test.

27  
28 The result of the test will be reviewed by a panel consisting of the supervisor of transportation or  
29 his/her designee, the safety director, and a recommendation will be made as to appropriate action.

30  
31 Upon any infraction, the Director of Schools or the supervisor of transportation can suspend any driver  
32 pending completion of an investigation.

### 33 34 **COMPLAINT PROCESS<sup>4</sup>**

35  
36 The following procedure will govern how students, teachers, staff, and community members shall  
37 submit bus safety complaints:

- 38  
39 1. All complaints shall be submitted to the transportation supervisor or his/her designee via  
40 phone, email, or in person.

41  
42 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-  
43 four (24) hours of receipt.

44  
45 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall  
46 submit a preliminary report to the Director of Schools. This report shall include:

- 47  
48 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) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Director of Schools that details the investigation’s findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

**RECORDKEEPING<sup>5</sup>**

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

- 1. Bus maintenance and inspections forms;
- 2. Bus driver credentials, including required background checks, health records, and performance Reviews;
- 3. Driver training records; and
- 4. Complaints received and any records related to the investigation and complaints.

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Legal References

- 1. TCA 49-6-2109; TRR/MS 0520-01-05
- 2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
- 3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
- 4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
- 5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

*Note: Lines 8 - 16 are Dyer County policy.*