

Williamson County Board of Education



Adopted Date:
8/20/18

3.402

STUDENT TRANSPORTATION MANAGEMENT
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1 School buses shall be maintained and operated in accordance with state law and State Board
2 Rules and Regulations.

3
4 Each bus shall be equipped with the phone number for reporting safety complaints. This number
5 shall appear on the rear bumper.
6

7 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall
8 attempt to replace a certain number of buses each year on a rotating basis.
9

10 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.
12

13
14 The Superintendent shall develop procedures to ensure compliance with the statutory and
15 regulatory requirements for the transportation program.
16

17 TRANSPORTATION SUPERVISOR

18
19 The Superintendent shall appoint a transportation supervisor for the system. He/she shall be
20 responsible for the oversight of transportation services for the district.
21

22 The transportation supervisor shall complete a student transportation management training
23 program upon appointment. Each year the transportation supervisor shall complete a minimum of
24 four (4) hours of training.
25

26
27 The Superintendent shall ensure that training is completed and provide the state department of
28 education with appropriate documentation.
29

30 COMPLAINT PROCESS

31
32 The following procedure will govern how students, teachers, staff, and community members shall
33 submit bus safety complaints:
34

- 35
- 36 1. All complaints shall be submitted to the transportation supervisor on forms designated by
37 the District.
38
 - 39 2. Forms may be submitted in person, via mail or e-mail. The forms designated by the District
40 will be located on the District website.
41

42 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
43 four (24) hours of receipt.
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1 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
2 submit a preliminary report to the Superintendent. This report shall include:

- 3
- 4 1. The time and date the complaint was received;
- 5
- 6 2. The name of the bus driver;
- 7
- 8
- 9 3. A copy of summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.
- 12

13 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
14 submit a final written report to the Superintendent that details the investigation's findings as well as
15 the action taken in response to the complaint.
16

17 An annual notice of this complaint process shall be provided to parents and students. This
18 information shall be made available in the student handbook.
19

20 RECORDKEEPING

21 The transportation supervisor shall be responsible for the collection and maintenance of the
22 following records:
23

- 24 1. Bus maintenance and inspections forms;
- 25
- 26 2. Bus driver credentials, including required background checks, health records, and
27 performance reviews;
- 28
- 29 3. Driver training records; and
- 30
- 31
- 32 4. Complaints received and any records related to the investigation and complaints.
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42 Legal References:

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