

Lebanon Special School District

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 02/12/18
		Rescinds: 3.401	Issued: 01/01/17

1 The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus transportation,
2 including the determination of bus stops and the assignment of students.

3 Appeals of transportation decisions shall be made to the director of schools.

4 Students shall not be in transit to and from school more than one and one-half hours each way.¹

5 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies
6 and procedures relative to the transportation program.²

7 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not
8 to make any nondesignated stops, except for emergencies, when transporting students.

9 No student may exit the bus at a destination other than that student's designated bus stop. The director of schools
10 shall develop procedures that would allow a student to exit the school bus at an alternative location. However, no
11 student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student provides
12 to the principal or designee a signed note from the parent or guardian giving student permission. The principal or
13 designee will approve or not approve the note and student shall deliver to bus driver.³

14 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's
15 designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove
16 the offending student from the bus provided that the driver secures the safety of the student for the uncompleted
17 trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any
18 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the
19 student's destination for that trip.⁴

20 All drivers of a bus or any other vehicle transporting students of the Lebanon Special School District shall fully
21 check the passenger area of each vehicle each time the vehicle is vacated by the driver for any purpose to ensure
22 that all children have left the vehicle. A bus driver's failure to comply with this requirement shall result in the
23 permanent disqualification of the non-complying individual's eligibility to provide transportation services for the
24 school district.

25 Students who ride school buses shall attend the school designated unless the Board designates an alternate
26 school. If a parent chooses to send his/her child to another school in the system, the parent must provide
27 transportation to and from that school.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c) & (d)

Cross References

Bus Conduct 6.308