

**Dr. Ina Maxwell**  
**Director of Schools**



**Mr. Jim Inman**  
**School Board Chairman**

**Cumberland County Board of Education**  
368 Fourth Street • Crossville, TN 38555  
Phone 931-484-6135 or Fax 931-484-6491

### **GENERAL INFORMATION REGARDING TRANSPORTATION OF STUDENTS**

Routes are planned to achieve maximum economy of operations with reasonable safety. Routes are scheduled to reflect 100% of the rated bus capacity of eligible students, subject to the following conditions:

- Routes are neither extended nor are new stops scheduled unless an eligible student would be required to walk in excess of ½ mile on a road. Stops that meet this requirement must have an adequate turn around location for the school bus.
- Routes are planned to keep individual riding distance and times to a practical minimum.
- Route times are approximate and are subject to change.
- Any route is subject to changes, additions or deletions at any time.
- In the event of road closings, unsafe road conditions, and the like, the Transportation Department may temporarily alter routes until the conditions are remedied.
- Bus stops and routes are established on the basis of safety and efficiency, and in accordance with regulations and guidelines set forth by the State of Tennessee and Cumberland County Board of Education.

### **SCHOOL CLOSINGS OR DELAYS**

In the event that snow or other severe weather forces a delay or closing of school, local radio and T.V. stations are notified as soon as possible as well as contact personnel for each school.

### **SEVERE WEATHER PROCEDURES**

Cumberland County Director of Schools and Transportation Supervisor monitor the National Weather Service and notify all facilities as soon as information regarding adverse weather conditions becomes available. Cumberland County Schools Severe Weather Procedures are as follows:

#### **Tornado Watch:**

A tornado watch means that conditions are favorable for tornadoes to develop. If a tornado watch is issued, the school program itself will remain unchanged. Schools will be notified of the watch and, and school officials will be particularly alert for any further development.

#### **Tornado Warning:**

A tornado warning means a tornado has been sighted in the area. If a tornado warning is issued, school will not be dismissed. Students will be directed to prearranged locations selected for maximum safety in each building. Students are aware of procedures, as teachers discuss severe weather precautions with students and schools perform mock drills. If the immediate area is under a tornado warning at dismissal time, students will neither be sent home, nor will they be allowed to leave the building, unless a parent or authorized adult signs them out, or the warning has been lifted.

### **PROCEDURES FOR CHANGES IN REGULARLY SCHEDULED TRANSPORTATION**

Should a change in a student's regularly scheduled transportation become necessary, written authorization from the parent/guardian must be turned in to the school. This includes requests for a student to ride home on another bus with friends or relatives. This note must be signed by a school representative and presented to the bus driver when boarding the bus.

#### **What the note should include:**

- Student's name
- Address for newly requested destination
- Contact name and phone number for newly requested destination
- Parent/Guardian's name and phone number, should a question arise

Cumberland County School System is concerned about the safety and security of all students. Therefore, we cannot accommodate all requests to change the established pick-up/drop-off location(s) for a student on alternate days or weeks of the month. Bus stops must be consistent. The Transportation Department will accommodate short-term, temporary changes in a student's pick-up/drop-off location with advance written authorization from the parent/guardian and the approval of the Director of Schools and the Transportation Supervisor.

### **STUDENT DISCOVERED ON WRONG BUS:**

If a child should get on a wrong bus, and the driver is unaware of it, upon discovery of the child, the following procedure should occur:

- The driver should call the school on the required communication device to communicate the discovery and to notify the building level administrator that the bus will be returning the child to the school.
- In the event no school personnel are available, the driver should contact the Transportation Department.
- The building level administrator or his/her designee should alert the parents that the child is being returned to the school and finalize the plans for transporting the child home.
- The driver of the bus should notify the Transportation Department that the child is okay and explain how the situation is being resolved.

### **CHILD DID NOT GET OFF BUS AT HIS/HER DESIGNATED STOP:**

If a child's parent/guardian contacts the school system because the child cannot be located following the school bus arrival, the following procedure should occur:

- The party receiving the call should notify the building level administrator where the child and bus are assigned and relay the information.
- In the event no school personnel are available, the party receiving the call should call the Transportation Department.
- The building level administrator should contact the Transportation Department.
- The building level administrator should check the school for activities the child may be attending. Also, he or she should question staff, students, and other regarding any information related to the student's departure from school or possible whereabouts.
- The driver of the bus should be notified by the Transportation Department to see if the child was or is still on the bus.
- The Transportation Department should contact School Resource Officer and/or Central Office Security if the student is not located in a timely manner. School Security will determine when outside authorities should be contacted for assistance.
- When the child is located, all parties previously contacted to assist in locating the child should be called by the Transportation Department or building level administrator.



## **NON-STUDENTS BOARDING BUS**

No one is allowed to board the bus unauthorized. Bus driver should NEVER allow any person to get on the bus to reprimand any child, including the parent of the child. This is strictly forbidden. No such person is to have contact with students on the bus. Also, the driver cannot allow any person to come on the bus in an attempt to abuse, either physically or verbally, the driver. If an irate person attempts to board the bus, the Transportation department recommends that the driver contact 911. If action is severe enough for 911 to be contacted, the driver must REMAIN AT THE SCENE until the law enforcement officials arrive to give assistance (even if the person or persons causing the disturbance leave the scene).

## **STUDENT RESPONSIBILITIES**

- Understand that riding a school bus is a *privilege*, not a right.
- Arrive at the bus stop five minutes prior to scheduled pick-up time.
- Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus.
- Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to cross.
- NEVER run in front of or behind the bus, even if you have dropped something.
- Unsafe items (i.e. knives, and/or sharp instruments) are not allowed on the bus.
- Cell phones and other electronic items are permitted on the bus unless it becomes a distraction or problem. It is then up to the discretion of the driver to direct that the device be put away.
- Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
- The bus driver is the sole authority on the bus. Follow the bus driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
- Absolutely no misbehaving, yelling or moving out of seats while the bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
- Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene materials is not allowed on the bus.
- Respect other's rights, safety and comfort on the bus.
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
- Fighting, pushing, shoving and/or other inappropriate behavior will not be tolerated.
- The emergency door is to be kept obstruction-free and accessible at all times.
- Open windows with permission from the driver. NOTHING may be extended out a bus window. Shouting out the bus windows is not allowed.
- When the bus comes to a stop, keep hands, feet and other objects out of the aisle, to help ensure other passengers board/exit safely.
- Report any damage on the bus to the driver. Intentional damage to a bus will result in disciplinary consequences, including restitution.

## **BUS CONDUCT REPORTS**

If a student violates his or her responsibilities while riding the bus, appropriate actions will be taken as follows:

- 1st Offense: Warning and parent notification.
- 2<sup>nd</sup> Offense: Parent notification and 3 day bus suspension
- 3rd Offense: Parent notification and 5 day bus suspension
- 4<sup>th</sup> Offense: Parent notification and 10 day bus suspension
- 5<sup>th</sup> Offense: Bus suspension for remainder of semester

**STUDENT'S ITEMS ON BUS:**

Students may carry school-related items on the bus such as projects, band instruments, etc. that can be safely secured by the student and do not create a threat of danger to the occupants on the bus and do not impede passenger movement. The following guidelines should be followed when securing student's items on the bus:

- Nothing can be placed in the bus aisle. The aisle must remain a clear passageway from the front to the rear of the bus.
- Nothing can be placed under the bus seats.
- Nothing can be placed against the emergency exits.
- No live animals shall be transported on the bus. Animals can be easily excited, which could create an unsafe situation for the driver.
- In addition, no item(s) identified by the base school as inappropriate or disallowed by the school shall be transported on the bus (e.g. yo-yos, laser lights, skateboards, glass items, balloons, etc.)

**STUDENT MEDICATION:**

Students needing to take medication during the school day must consult with the school principal, the school nurse, or the teacher to get the proper instructions for the medications to be administered to the student at school.

When a student requires medication on the bus or at school, the following procedures should be followed:

- The parent must package the medication needed by the student for that day ONLY. The child's name and his or her teacher's name should be clearly labeled on the package. Directions for the administration of the medication should also be included.
- The parent must notify the school principal or his or her designee that the child's medication package is being delivered by the school bus.
- The parent must give the medication package to the bus driver to transport to the school.
- The principal or his or her designee must make arrangements to receive the medication package from the bus driver. Drivers cannot leave the bus while other students are on board.

**USE OF VIDEO CAMERAS:**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy and regulations governing student conduct and discipline.

Photographs and video footage shall be used only to promote the order, safety and security of students, staff and property. The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for a minimum of 60 days. Parent(s)/guardian(s) may submit a written request to view photographs and video footage to the Director of Schools/designee, and a time shall be arranged for viewing at the Central Office within 7 days after the request is made. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

---

Parent/Guardian Signature

---

Date