

CRITERIA	YES	NO	N/A	COMMENTS
4. The supervisor completes four hours of annual training approved by the department. **				
5. The supervisor has written procedures for, and documentation of, monitoring and evaluating transportation services for the district or school.				

*The student management transportation program will be completed within the first month of employment.

**The four hours of annual training are not required in the same year the student management transportation program is completed. NOTE: The required four hours of annual training is documented in a lagging timeline. For example, training received in the school year 2017-18 is credited for school year 2018-19; training received in school year 2018-19 is credited for school year 2019-20, and so on.

SECTION II: FEDERAL AND STATE LAW AND LOCAL POLICY AND PROCEDURES

CRITERIA	YES	NO	N/A	COMMENTS
1. The district/charter board has adopted a transportation policy.				
2. The transportation policy includes a procedure for students, parents, teachers and staff, and the community to report school bus safety complaints.				
3. A process is in place for annual notification to students and parents regarding the process for reporting complaints.				
4. The transportation policy includes a procedure for the transportation supervisor to investigate any safety complaint which includes: <ul style="list-style-type: none"> a. Investigation commences within 24 hours b. The director is notified by a preliminary report within 48 hours. c. A final written report is submitted to the director within 60 school days which includes action taken. 				
5. Every school bus is equipped on the rear bumper with a phone number for reporting complaints.				

CRITERIA	YES	NO	N/A	COMMENTS
6. A written policy or procedure is in place for the collection and maintenance of the following records: <ul style="list-style-type: none"> a. Bus maintenance and inspections. b. Bus driver credentials, including background checks, health records, and performance reviews. c. Driver training records. d. Complaints received and any records related to the investigation of those complaints.* 				
7. The supervisors, staff, and bus drivers have access to federal and state law and local policy regarding student transportation and the use and driving of a school bus.				

*If services are shared or contracted, a written or digital copy should be accessible, along with signed assurances from all shared/contracted transportation providers.

SECTION III: SCHOOL BUS DRIVER CREDENTIALS AND TRAINING

CRITERIA	YES	NO	N/A	COMMENTS
1. Beginning January 1, 2018, applicants must be at least 25 years of age with at least five consecutive years of unrestricted driving experience prior to the date of hire.*				
2. The department is fully satisfied as to the applicant's good character, competency, and fitness for employment.				
3. Prior to transporting students, new school bus drivers have completed a school bus driver training program based on standards established by the departments of education and safety.** Minimum standards include: <ul style="list-style-type: none"> a. Student management b. Distracted driving c. School and district policy d. Driving techniques e. Evacuations f. Loading and unloading 				

CRITERIA	YES	NO	N/A	COMMENTS
g. Mirror usage h. State and federal law regarding the use and driving of a school bus.				
4. Documentation of the following for all drivers is on file.** a. Employment application b. Current MVR check c. Criminal record check d. CDL license with 'P' and 'S' endorsements e. Current (annual) physical and mental record f. Annual employee evaluation				
5. The names of all persons authorized to drive a school bus have been submitted to the department of safety along with necessary documentation and are authorized in Portal Administrator Accounts Management System.				
6. Driver's with suspended or revoked license or driving privileges have been notified and are not driving for the district/charter.				
7. Drivers know and understand local transportation policies, procedures, and their duties with regard to a student exiting a bus at a point other than the student's designated stop.				
8. All drivers successfully completed the mandatory department of safety four (4) hour in-service training.**				
9. Drivers for school administered child care programs complete an annual drug screening; drivers and bus monitors are administered a new fingerprint sample every five years.				
10. Drivers and bus monitors for school administered child care complete training required per State Board of Education Chapter 0520-12-01 .				

CRITERIA	YES	NO	N/A	COMMENTS
11. Drivers and monitors have access to all required emergency contact numbers per State Board of Education Chapter 0520-12-01 .				

*Driver personnel files in-state should follow drivers immediately after the request is received by the previous employer/s.

**If services are shared or contracted, a written or digital copy should be accessible, along with signed assurances from all shared/contracted transportation providers.

SECTION IV: SAFETY AND EMERGENCY MANAGEMENT

CRITERIA	YES	NO	N/A	COMMENTS
1. A written department of transportation drug and alcohol testing procedure is in place which names the company or group that administers the test.				
2. Drug and alcohol testing records are on file.				
3. There is a designated supervisor or staff responsible for identifying the random driver and ensuring compliance with random testing.				
4. The supervisor is trained in reasonable suspicion.				
5. Driver pre- and post- trip records are up to date and on file.				
6. Drivers participate in evacuation drills and train student riders on emergency evacuation; this includes conducting an evacuation drill with their student riders annually.				
7. Safety complaints and any necessary disciplinary action taken against bus drivers are kept on file and reported to the director of schools.				
8. Students and parents are provided with and understand local policies and procedures on behavior expectations, including code of behavior and discipline.				

CRITERIA	YES	NO	N/A	COMMENTS
9. There is a structured procedure for drivers to document and report unacceptable student behavior.				
10. School bus accidents are reported immediately when the incident: <ol style="list-style-type: none"> Generated a police report or incident report. Involved any amount of property damage. Caused personal injury or fatality to occupants on the bus, in other vehicles, cyclists, or pedestrians. 				
11. All driver student discipline referrals are documented and followed up on in a timely manner per local policy and procedures.				

SECTION V: SCHOOL BUS MAINTENANCE RECORDS

CRITERIA	YES	NO	N/A	COMMENTS
1. Documentation tracks bus inspections at regular intervals, and any resulting service, maintenance, or repair.				
2. There is a standardized procedure for drivers to report vehicle problems to the mechanical staff.				
3. All vehicle service, repair, and maintenance records are retained for the full life of the vehicle plus five years after it has been sold or replaced.				
4. All buses are clean on the inside and the outside.				
5. All buses are free of equipment mounted on or debris located on the dash.				
6. All buses are free of any portable electronic device as prohibited in T.C.A. § 55-8-192.				
7. All buses are inspected annually by the department of safety and authorized in PAAMS.				

Action/s needed:

Transportation Supervisor's comments:

Signatures:

Transportation Supervisor or Designee

Date

Director of Student Transportation or Designee

Date