

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

## STUDENT TRANSPORTATION POLICY

Clarksville-Montgomery County School System operates a school bus fleet to offer a mass transportation option to the citizens of Montgomery County. The fleet has priorities for providing transportation services. They are:

Priority I: to and from school transportation,

Priority II: to and from extracurricular school activities transportation, and

Priority III: transportation support of the local community.

All Priority I transportation services must be complete before Priority II and Priority III transportation request will be approved. Student Athletic Trips are the exception. When athletic trip transportation is approved, elementary students that will be affected by the trip will be held in the school under the supervision of school administrators until a substitute bus can be assigned.

Tennessee Code Annotated §49-6-2101 requires that school bus transportation be available to all students who live more than one and a half (1½) miles from the school they are zoned to attend.

To this end:

1. In Montgomery County, school bus transportation may be made available to all students residing in Montgomery County who live more than:
  - a) 1/2 mile from their zoned elementary school,
  - b) 1 mile from their zoned middle or high school, or
  - c) as required by a Special Needs IEP.
2. School bus stops will be established throughout the county to support this policy and the student transportation procedures ([TRN-P001](#) and [TRN-P002](#)). A student can have only one bus and one bus stop (i.e., a student cannot be picked up at one bus stop in the mornings, and dropped off at a different bus stop in the afternoons). If the bus stop is a day care center, the day care center must be located within the school zone.
3. Bus routes will be established annually using logistics software. The routes will be established to provide the most direct route to school while also considering the capacity of the bus. In no instance will a child's time in transit on the bus (to or from school) exceed 90 minutes.
4. Students shall not be allowed off the bus until they reach their school or their bus stop. Students requesting transportation to a bus stop other than their assigned bus stop must provide the bus driver with a note signed by the student's parent/guardian and by the school principal.
5. With the exception of families with students requiring special education transportation, no family shall be served by more than one elementary, one middle and/or high bus.

6. Middle and high school students will not ride on a school bus with elementary students.
7. Regular education students will not ride on a special education bus. Special education students may ride on a regular education bus.
8. Hardship exceptions to items 2 & 4-7 above will be considered on a case by case basis. Request for exception to policy should be forwarded to the Transportation Manager. The request should include all information the requesting individual would have considered, such as a letter of request for exception to policy, medical statements, custody documents, etc. Submit completed package to Transportation Manager, 2620 Madison St., Clarksville, TN 37043. Exceptions to this policy will be for a specific period of time not to exceed through the end of the current school year.
9. Exception to policy will be considered by the Transportation Manager on the last Friday of each month as required. No transportation exceptions will be considered until the last Friday in September to allow for student enrollment to stabilize, bus ridership to be established, kindergarten to begin and routes to be adjusted accordingly.

Implementing Procedures: [TRN-P001](#) Student Transportation Procedure  
[TRN-P002](#) Special Transportation Procedure

Associated Documents: T.C.A. §49-6-2101

**Revision History:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 11/28/05     |             | Initial Release   |
| 9/19/07      | A           | Addition of priority statement in opening paragraph and Student Athletic Trips exception, add second sentence in Number 9 and expand Number 4.  |
| 9/14/09      | B           | Insertion of Tennessee Code Annotated requirement and changed wording in #1 (under "To this end") from <i>will</i> be made available to <i>may</i> be made available.   |
| 10/04/10     | C           | Change "Chief Operations Officer" to "Transportation Manager" in Number 8. Add emphasis to last sentence in Number 9.   |
| 1/07/13      | D           | Add "athletic trip transportation is approved". 2. Add "the day care center". Implementing Procedures: Name of TRN-P002 changed to Special Transportation Procedure. 9. Change Student Transportation Advisory Committee to Transportation Manager. |
| 4/13/15      | E           | Correct changes not updated from previous revisions C & D. Updated logo.  |
| 5/11/15      | F           | Added students residing in Montgomery County to bus stop rules. Added statement about one bus and one bus stop to number 2. Changed wording in #5 to read middle or high school bus.  |
| 6/8/15       | G           | Removed "All decisions of the Transportation Manager are final" from #9.  |

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