
ICON SAFETY PROCEDURE (TRN-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for issuing ICON Safety Bracelets.

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

2.0 RESPONSIBILITY:

- 2.1 Transportation Manager
2.2 Route Analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 ICON: An identification bracelet imprinted with an image issued to Kindergarten students that contains the student's name, address, teacher's name and bus number.

5.0 PROCEDURE:

- 5.1 Transportation purchases ICON bracelets and bus decals.
5.2 ICON bracelets are issued to each school based on number of buses and kindergarten students.
5.3 Transportation issues a different ICON bus decal for each school bus assigned to each school.
5.4 Parents are provided information on the program upon enrollment at their school.
5.5 Teachers explain the program to their students.
5.6 Kindergarten students are given a bracelet with an ICON to match with the ICON assigned to their school bus.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/28/03		Initial Release
4/23/03	A	Add School Staff to 2.1, Add ICON to 4.0, clarify 5.6
3/22/11	B	Change Routing Specialist/School Staff to Transportation Manager in 2.1.

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****