
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 Routing Specialist/School Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

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>
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

9.0 FLOWCHART:

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

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

