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# **BUS TRANSPORTATION FOR ESOL ELEMENTARY SCHOOL STUDENTS (TRN-P011)**

Clarksville-Montgomery County School System

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## **1.0 SCOPE:**

- 1.1 This procedure outlines the process for obtaining bus transportation for ESOL Elementary School Students in the Clarksville-Montgomery County School System who do not live in a school zone offering an ESOL Program.

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

## **2.0 RESPONSIBILITY:**

- 2.1 Senior Routing Specialist

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

## **4.0 DEFINITIONS:**

- 4.1 ESOL: English Speaking Other Language (please note ESOL programs are available at the following elementary schools: East Montgomery, Glenellen, Hazelwood and Minglewood)

## **5.0 PROCEDURE:**

- 5.1 School notifies Transportation Department Senior Routing Specialist about new ESOL student.
- 5.2 School faxes registration form to routing department.
  - 5.2.1 Information is verified and student is assigned to bus.
- 5.3 Driver is notified to locate address for assigned student.
- 5.4 School is notified of transportation start date, time and bus number.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Registration Form

## **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>
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1/23/04		Initial Release
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## **9.0 FLOWCHART:**

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

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

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