



## HOME/COMPLEX PARKING PROCEDURE (TRN-P015)

Clarksville-Montgomery County School System

### 1.0 SCOPE:

- 1.1 This procedure outlines the process of authorizing a bus driver to park his/her assigned bus at home or complex away from the Operations Complex.

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

### 2.0 RESPONSIBILITY:

- 2.1 Shop Supervisor, Routing Supervisor, Transportation Manager

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

### 4.0 DEFINITIONS:

- 4.1 None.

### 5.0 PROCEDURE:

- 5.1 Bus Driver completes Bus Parking Request memorandum (ref. TRN-F014).
- 5.2 Form is forwarded to Chief Dispatcher for processing, to Shop Supervisor for inspection and to Routing Supervisor for verification.
- 5.3 Shop Supervisor inspects requested parking location for following requirements for parking bus at home:
  - 5.3.1 Adequate space to park a school bus that is concrete or gravel.
  - 5.3.2 Verification of ownership of property.
  - 5.3.3 No safety concerns or hazardous conditions regarding access to public road.
  - 5.3.4 Parking location must be within a reasonable distance (100 feet) of an electric outlet.
- 5.4 Routing Supervisor verifies cost effectiveness of employee parking at home or Liberty complex.
- 5.5 Information is forwarded to Transportation Manager to review for approval or denial. Transportation Manager informs Chief Dispatcher of his decision.
- 5.6 Chief Dispatcher notifies bus driver of decision.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bus Parking Request (TRN-F014)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bus Parking	Employee file in Transportation	Duration of	Discard as	Secured



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Request	Dept.	Employment	Desired	Office/Building
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### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/07/04		Initial Release
11/13/06	A	Change "employee" to "requested parking location" in 5.3
2/29/08	B	Add 5.3.4

### 9.0 FLOWCHART:

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

**\*\*\* End of Procedure \*\*\***

