

# **Transportation**

**0520-12-01-13**



**Shelby County Schools**

**Division of Early Childhood**

**TDOE Notebook**

# GUIDANCE

## TRANSPORTATION OF STUDENTS

### IN PRE-KINDERGARTEN PROGRAMS

Pre-kindergarten education programs must comply with the following Tennessee statutes and State Board of Education rules and regulations:

- Tennessee Code Annotated (T.C.A.) Title 49, Chapter 21
- T.C.A Title 55, Chapter 8
- T.C.A. 55-9-601 (a)(2), Child passenger restraint systems  
Go to <http://www.tennesseeanyttime.org/law/laws.html> and click on "Tennessee Code and Constitution" to access the above statute online.
- State Board of Education Rule 0520-1-3-05(5), Pre-kindergarten, kindergarten and grades 1-3
- State Board of Education Rule 0520-12-1, School Administered Child Care Rules  
(<http://tennessee.gov/sos/rules/0520/0520-12/0520-12-01.pdf>)
- Department of Safety Rule 1340-3-3 ([www.state.tn.us/sos/rules/1340/1340-03/1340-03-03.pdf](http://www.state.tn.us/sos/rules/1340/1340-03/1340-03-03.pdf)) T.C.A 55-9-602-(a)(2), Child passenger restraint systems

All school-administered pre-kindergarten programs are inspected as directed by T.C.A. 49-1-1101-49-1-1109 for compliance with rules by the Department of Education Child Care Program Evaluators.

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The above listed state board rules may be accessed at:  
<http://www.state.tn.us/sos/rules/rules2.htm>

As part of compliance with the above listed laws and rules, early childhood education programs must develop a student transportation plan in conformance with state law and rules adopted by the State Board of Education. This plan must include but shall not be limited to the following provisions:

- If the Pre-K program determines the parents are able to transport the child to the school, the parents are instructed to follow the drop-off procedure policy of the school. (See your school's plan ) If Pre-K students are transported on the school bus, the local school system's transportation policy for the safe operation of school buses, as mandated by Rule 0520-1-5-01(6), must include procedures to ensure the safety of the 3 through 5 year old children. As defined in Rule 0520-12-1-06(8), the transportation policy and practice must address child safety on entering the vehicle, child safety during transport, supervision during transport, time in transit and child safety on exiting the bus.
  1. The school bus drivers must receive training in the transportation policy and procedures, amended to include the safety of transporting Pre-K children.
  2. The school bus driver/monitor will maintain an attendance rooster for the Pre-K children entering and exiting the bus.
  3. The school bus driver must check the bus to be certain that no child is left unattended on school bus and sign a daily log upon completion of the check.
  4. Durham Bus Service and Shelby County Schools Department of Transportation provide transportation for Shelby County Schools Children. They are responsible for hiring and training of all bus drivers and attendants.





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- T.C.A. Title 55, Chapter 8
- T.C.A. §55-9-602 (a)(2), *Child passenger restraint systems*  
Go to <http://www.lexisnexis.com/hottopics/tncode/> and click on "Tennessee Code and Constitution" to access the above statute online.
- State Board of Education Rule 0520-1-3-.05(5), *Pre-Kindergarten, kindergarten and grades 1-3*
- State Board of Education Rule 0520-12-1, *School Administered Child Care Rules*  
(<http://state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf>)
- State Board of Education Rule 0520-1-5, *Pupil Transportation* (<http://state.tn.us/sos/rules/0520/0520-01/0520-01-05.pdf>)
- Department of Safety Rule 1340-3-3 ([www.state.tn.us/sos/rules/1340/1340-03/1340-03-03.pdf](http://www.state.tn.us/sos/rules/1340/1340-03/1340-03-03.pdf)) T.C.A. §55-9-602 (a)(2), *Child passenger restraint systems*

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As part of compliance with the above listed laws and rules, early childhood education programs must develop a student transportation plan in conformance with state law and rules adopted by the State Board of Education. This plan must include but shall not be limited to the following provisions:

- If pre-kindergarten students are within close proximity to the pre-K site, the program may determine that it is the responsibility of the parents/guardians to escort their child. The parents/guardians are responsible to sign in and sign out their child.
- If the pre-K program determines the parents are able to transport the child to the school, the parents are instructed to follow the drop off procedure policy of the school. A teacher, teacher aid or school official meets the child at the student drop off and notes via list each child as they arrive or leave or has the parent sign an attendance roster.
- If the pre-K program determines that the children most educationally at-risk must be provided bus transportation, the local education agency (school system) may transport the four year old pre-K student on the school bus. If pre-K students are transported on the school bus, the local school system's transportation policy for the safe operation of school buses, as mandated by Rule 0520-1-5-.01(6), must include procedures to ensure the safety of the four year old children. As defined in Rule 0520-12-1-.06(8), the transportation policy and practice must address child safety on entering the vehicle, child safety during transport, supervision during transport, time in transit and child safety on exiting the bus.
  1. The school bus drivers must receive training in the transportation policy and procedures, amended to include the safety of transporting pre-K children.

2. The school bus driver must maintain an attendance roster for the pre-K children entering and exiting the bus.
  3. The school bus driver must check the bus to be certain that no child is left unattended on the school bus.
  4. The pre-K program must have a process in place for an adult to meet the children at the bus and escort them to the pre-K classroom.
  5. On the return route the school bus driver must not leave a pre-K child at the child's home or bus stop unless the parent/guardian is present on the same side of the road as the exit door from the bus. If the parent/caregiver is not present, the pre-K student is not to exit the bus and the school bus driver is to follow the process/policy developed by the school system and the local DCS office or Police/Sheriff's office.
- If more than 10 four (4) year old pre-kindergarten students are transported on the same bus, an adult attendant should be present to maintain an adult: child ratio of 1:10 for the pre-kindergarten population.
  - Any three year old child, participating in the preschool, must be in the proper child restraint as mandated by T.C.A. § 55-9-602(a)(2) during transport.
  - No pupil shall be allowed to remain in transit to or from school on a school bus more than one and one-half (1 1/2) hours in the morning or one and one-half (1 1/2) hours in the afternoon as mandated by T.C.A. § 49-6-2105.

For additional guidance regarding Early Childhood Education programs, please contact: Misty Moody, 615-741-0345 or email [Misty.Moody@tn.gov](mailto:Misty.Moody@tn.gov).