

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Transportation	Policy: 3400	Issued: 12/6/2019
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- 1 KIPP Nashville provides transportation for students to/from the following schools: KIPP
- 2 Antioch College Prep Elementary School, KIPP Nashville College Prep Elementary School,
- 3 KIPP Antioch College Prep Middle School, KIPP Nashville College Prep Middle School, and
- 4 KIPP Academy Nashville Middle School.

5 **TRANSPORTATION MANAGER**

6 KIPP Nashville has a Transportation Manager who is responsible for monitoring
7 compliance and oversight of transportation services in line with the Tennessee
8 Department of Transportation and Tennessee Department of Education. The
9 Transportation Manager will collect and maintain the following records and have them
10 available at any time for inspection:

- 11 • Bus maintenance and inspections as required under state and federal law and
12 regulations;
- 13 • Bus driver credentials, including background checks, health records, and
14 performance reviews; and
- 15 • Bus driver training records.

16 **BUS REGULATIONS**

17 All KIPP Nashville bus drivers meet the requirements approved by state law and all
18 applicable federal motor vehicle safety standards. School buses comply generally with the
19 Tennessee Minimum School Bus Standards approved by the State Board, but because of
20 special equipment, some modifications may be made for children with disabilities. All
21 school buses are inspected, maintained, serviced, and operated in accordance with state
22 law and the Tennessee Public Charter School Commission and regulations.

23 **Transportation of Students¹**

24 Bus Drivers will pick up and drop off students at their assigned bus stop daily. In order for
25 a student to be dropped off at a different stop, their parent/guardian must have
26 submitted a request in writing at least 24 hours in advance to the school, and the
27 Transportation Manager must have approved it and notified the bus driver of the change.
28 If the parent/guardian request is not approved, the Transportation Manager will notify
29 them.

¹ 28 CFR § 35.106; 34 CFR § 104.8

- 1 Under no circumstances are students allowed off the bus without a written request from
- 2 a parent/guardian, and advance approval of the Transportation Manager.

3 **COMPLAINT PROCESS**

- 4 Each bus is equipped with a phone number posted on the rear bumper for reporting
- 5 complaints.

6 In the event of a bus safety complaint, the following process is followed:

- 7 (1) The complaint is submitted via phone call to the Transportation Manager using
- 8 the number posted on each bus.
- 9 (2) Within 24 hours, the Transportation Manager will begin an investigation of the
- 10 complaint.
- 11 (3) Within 48 hours of receiving the complaint, the Transportation Manager submits a
- 12 preliminary report to the Chief Operating Officer, including:
 - 13 (a) The time and date the complaint was received;
 - 14 (b) The name of the bus driver;
 - 15 (c) A summary of the complaint; and
 - 16 (d) Any prior complaints or disciplinary actions taken against the driver
- 17 (4) Within 10 days of receiving the initial complaint, the Transportation Manager
- 18 submits a written report to the Chief Operating Officer that details the
- 19 investigation's findings as well as the action taken in response to the complaint.

20 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE**

21 Cameras or video cameras may be used to monitor student behavior on school buses

22 transporting students to and from school or extracurricular activities. Photographs and

23 video footage shall be used only to promote the order, safety, and security of students,

24 staff, and property.

25 Students in violation of bus conduct rules shall be subject to disciplinary action in

26 accordance with established board policy governing student conduct and discipline.

27 KIPP Nashville shall comply with all applicable state and federal laws related to

28 photographs and video footage. Materials shall be maintained for three (3) business days.

29 Parent(s)/guardian(s) may submit requests to view bus photographs or bus video footage

30 triggered by a specific incident involving their child to the Chief Operating Officer, School

31 Leader, Director of Operations, or Transportation Manager, and, if the viewing can be

32 done in compliance with applicable state and federal law, a time and location shall be

33 arranged for viewing. The Chief Operating Officer, School Leader, or Director of

34 Operations shall be present when parent(s)/guardian(s) are provided the opportunity to

35 review photographs and video footage.

36 Parent(s)/guardian(s) may not record or otherwise copy the video footage or receive a

37 copy of the footage without a valid court subpoena.

- 1 The Chief Operating Officer or his/her designee shall develop procedures governing the
- 2 use of cameras and video cameras in accordance with the provisions of state and federal
- 3 law and established board policies.

4 **Video Review Procedures**

5 A. Who May Request to Review Video

- 6 (1) A parent or guardian with authority to view the student's academic record may
- 7 ask to review a portion of video taken from a camera on a school bus when the
- 8 video depicts his/her child during a specific incident on the bus involving his/her
- 9 child.
- 10 (2) The requesting party may review video only of his/her own child and only of a
- 11 specific incident involving his/her own child.
- 12 (3) Appropriate KIPP Nashville personnel (in most instances the School Leader) shall
- 13 be present while the parent/guardian views the video.

14 B. Process to Request and View Video

- 15 (1) Within three (3) business days of the specific incident, the parent or guardian shall
- 16 request in writing to view the relevant portion of video. The request may be made
- 17 to the School Leader, Director of Operations, Transportation Manager, or the
- 18 Chief Operating Officer.
- 19 (2) If the request is made to the School Leader, Director of Operations, or
- 20 Transportation Manager, he/she shall forward the request to the Chief Operating
- 21 Officer.
- 22 (3) The Chief Operating Officer shall collect, gather, and review the video in question
- 23 and determine if the video can be viewed in compliance with federal and state
- 24 laws.
- 25 (4) When appropriate, the Chief Operating Officer shall forward the video to the
- 26 School Leader who will schedule a time with the parent/guardian to view the
- 27 video.
- 28 (5) The School Leader or other appropriate KIPP Nashville personnel shall be in
- 29 control of the video and the viewing process at all times with the parent/guardian
- 30 while the parent views the video.
- 31 (6) The video shall remain in the custody of KIPP Nashville at all times. Copies will not
- 32 be provided.
- 33 (7) The video may not be duplicated by the parent/guardian or principal in any way.
- 34 Reproduction, duplication, transmission, audio or video recording, and
- 35 photographs of the video are prohibited.

36 C. Video Storage and Availability

- 37 (1) KIPP Nashville shall keep photographs and video footage archived for no less
- 38 than three (3) business days after recording.