# Hickman County Board of Education

| | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| | **Use of Emotional Support Dogs** | **3.218** | **03/03/25** |
| | | Rescinds: | Issued: |

## *General*

The Hickman County School District recognizes the importance of creating a positive and supportive learning environment for all students, staff members, and visitors. We believe that the presence of a trained dog can provide numerous benefits to our school community, including enhancing the school culture, increasing attendance, and boosting morale among students and staff members. This policy outlines the guidelines for the use of a trained dog in each school in the Hickman County School District.

## Policy

1. Each school in the Hickman County School District may have a trained dog on the premises to support the school culture, encourage attendance, and boost morale among students and staff members. There shall be a limit of one dog per school campus.
2. The dog must be trained and certified by an agency approved by The American Kennel Club as a good citizen.
3. The dog handler must complete a dog safety training program approved by the school district.
4. The dog must be current on all vaccinations and have regular check-ups by a licensed veterinarian. The dog must be at least two years of age.
5. The dog must be clean, well groomed, in good health, and housebroken.
6. The dog must be on a leash at all times while on school premises.
7. The dog may only interact with students or staff members with permission from the dog handler and under the supervision of the dog handler or a designated school staff member.
8. A letter will be sent home for parents and guardians to opt out or alert the school of allergies and to express any concerns regarding the school dog.
9. The dog handler will be responsible for any damages caused by the dog.
10. The use of all trained dogs in the Hickman County School System will be managed and overseen by the Coordinated School Health Program. The dog handler must apply to the Principal and Director of Schools for approval and reapply every 3 years. The Director of Schools shall approve each dog on a case by case basis, and provide notification to the Board when approved.

## Supervision and Care

The Handler is solely responsible for the supervision and care of the dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a trained dog.

## Authorized Area(s)

The Handler shall only allow the dog to be in areas in school buildings or on school property that are authorized by Coordinated School Health and shall not be in areas where a parent noted a concern or an allergy.

## Insurance

The Hickman County School system provides liability coverage for injuries sustained by the dog through HCSS insurance provider.

## Exclusion and Removal from School

A school dog may be excluded from school property and buildings if:

1. A Handler does not have control of the dog;
2. The dog is not housebroken;
3. The dog presents a direct and immediate threat to others in the school; or
4. The animal's presence otherwise interferes with the educational process. The Handler shall be required to remove the dog from school premises immediately upon such determination by the Principal and/or Director of Schools.

## Allergic Reactions

If any student or school employee assigned to a room in which a dog is permitted suffers an allergic reaction, the Handler will be required to remove the animal to a different location.

## Conclusion

The use of a trained emotional support dog in the Hickman County, TN school district will provide a positive and welcoming environment for students and staff members, while also complying with all applicable laws and regulations. The district will take all necessary steps to ensure the proper care and training of the dog, as well as provide accommodations for students with disabilities who require the assistance of a Service Dog.

# Hickman County Board of Education

| | Descriptor Term: | Descriptor Code: | Issued Date: |
|---|---|---|---|
| | **Use of Unmanned Aircraft Systems (Drones)** | **3.219** | **05/06/24** |
| | | Rescinds: **3.219** | Issued: **03/07/22** |

An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

1. Does not carry a human operator and is operated without the possibility of direct human intervention from within or on the aircraft;

2. Uses aerodynamic forces to provide vehicle lift;

3. Can fly autonomously or be piloted remotely; and

4. Can be expendable or recoverable.[1]

**Appropriate Use**

Visitors and unsupervised students are prohibited from operating drones on district property. District personnel are authorized to use aerial drones.

Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated clubs shall operate any and all district drones in accordance with this policy and all applicable Federal Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.[2] This includes any additional certifications or authorizations that may be required from the Federal Aviation Administration based on the drone's intended use.[3]

The following guidelines must be adhered to by anyone flying a drone on district property:

1. All drones operating on district property must weigh no more than 55 lbs.

2. Operators must not operate a drone within five (5) miles of any airport without prior notification and confirmation from airport authorities.

3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain clear of surrounding obstacles.

4. Operators must maintain safe control and line of sight with the drone during all stages of operation.

5. Operators must maintain a safe operating distance from crowds and ensure drone operations do not interfere with manned aircraft operations.

6. Data collected by a drone can only be used for hobby (educational) purposes and may not be sold for profit.

7. If there is a plan to fly drones over property that is not owned by the district, the director of schools shall first obtain written permission from the owner of the property at issue. District personnel operating drones on property not owned by the district must adhere to all requirements of this policy.[3]

8. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of district owned drones.

*Inappropriate Use*

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any local, state, or federal statutes or regulations;[4]

2. Taking pictures of property or persons without consent;[5]

3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;

4. Failing to follow a district policy while using the district's drone technology or failing to follow any other policies or guidelines established by district administrators or their designees; and

5. Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others.

*Violations*

District staff shall monitor for inappropriate use of district drone technology as defined by this policy. Violators may be subject to disciplinary action, up to an including suspension and/or expulsion for students or suspension and/or termination for employees.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, 49 USCA § 40101; 49 USCA § 44801
3. FAA Modernization and Reform Act of 2012, 49 USCA § 40101 ; 14 CFR § 21.1
4. TCA 39-13-903; TCA 39-14-405
5. TCA 39-13-903(a)(3)

# Hickman County Board of Education

| | Descriptor Term: **Access to Private Facilities** | Descriptor Code: **3.220** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.220** | Issued: **03/07/22** |

Students, employees, or teachers may request reasonable accommodations if they desire greater privacy when using multi-occupancy restrooms or changing facilities located in the school building or when using multi-occupancy sleeping quarters while attending a school-sponsored activity.[1]

Such requests shall be submitted in writing to the principal, and any appeals regarding the principal's decision shall be in accordance with state law.[1]

The Director of Schools shall develop an administrative procedure on access to private facilities.

Legal References

1. TCA 49-2-803

# Hickman County Board of Education

| | Descriptor Term: **Equipment and Supplies Management** | Descriptor Code: **3.300** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.300** | Issued: **04/04/22** |

*General*

All equipment and materials placed in school buildings by any group or organization become the property of the Board. The Board reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The director of schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective and economical operations and maintenance program and providing adequate insurance coverage. Equipment management shall be in accordance with federal and state laws, regulations and guidelines.[1]

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to him. In addition, he/she is responsible for the preservation and protection of materials, equipment and supplies not under his/her direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

*Technology*

All technology hardware and related technology peripherals must remain within the school to which it has been assigned, except when a principal makes a request to take technology hardware and/or peripherals off campus for a specific school related purpose, and the request is approved by the appropriate supervisor and by the technology coordinator.

Legal References

1. *Tennessee Internal School Funds Manual*, Section 4-21 - Section 4-23; 2 CFR § 200.311-315

Cross References

Inventories 2.702

# Hickman County Board of Education

| | Descriptor Term: **Use of Phones and Faxes** | Descriptor Code: **3.3001** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.3001** | Issued: **06/05/22** |

Telephones, faxes and cellular/mobile telephones funded with school district funds shall comply with the following procedures:

1. Absolutely no personal and/or non-school district use is allowed.

2. Long-distance calls shall be held to a minimum and a monthly long distance log sheet must be maintained for cellular/mobile telephones. If the monthly bill reflects charges greater than the customary minimum monthly bill, the excess shall become the responsibility of the employee to whom the cell phone has been issued.

3. Official or employee must have a narrative explaining need on file with the director of schools' office and the finance office for any cellular/mobile telephone.

4. The director of schools' office and the finance office reserves the right to obtain a complete list of monthly calls for audit purposes.

5. The Board will not be responsible for the loss of any cellular/mobile telephones, or for damages to privately owned vehicles vandalized as a result of an attempt to steal the phone.

6. Optimum rates must be obtained, through competitive bids for any cellular/mobile telephone, and placed on file with the director of schools' office and finance office.

7. Only the director of schools' office or designee are authorized to sign contracts for cellular/mobile telephones and service.

8. The director of schools by this policy has the authority to cancel contracts for cellular/mobile service, when in his/her opinion, abuse has occurred, and he/she has the authority to require that identified abuse shall be reimbursed to the County.

9. Facsimile transmissions shall be for official school district business only.

# Hickman County Board of Education

| | Descriptor Term: **Equipment and Supplies: Leasing and Renting** | Descriptor Code: **3.301** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.301** | Issued: **04/04/22** |

Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

Staff members may borrow school equipment and materials at no cost when such use is related to their employment.

Students may borrow school equipment and materials at no cost when used in connection with their studies or extracurricular activities.

The general public may rent audio-visual equipment such as movie, filmstrip or public address systems when requested by responsible parties or organizations.

Staff members borrowing school equipment for personal use will be subject to the same regulations, including fees, as for non-school usage.

School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop tools), and cleaning and maintenance equipment are not for personal use by anyone.

The principal shall establish proper controls to assure the return of all borrowed and rented equipment.

The Board will approve and periodically review a rental fee for the use of school equipment.

# Hickman County Board of Education

| | Descriptor Term: **Student Transportation Management** | Descriptor Code: **3.400** | Issued Date: **08/05/24** |
|---|---|---|---|
| | | Rescinds: **3.400** | Issued: **05/06/24** |

*General*

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations.[1]

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.[2] Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.[3]

To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to replace a certain number of buses each year on a rotating basis.

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

## SCHOOL BUS DRIVERS

Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the school district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Director of Schools.[4]

Annually, the Board shall require each school bus driver to have a physical and mental examination. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.[5]

## TRANSPORTATION SUPERVISOR[6]

The director of schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually.

The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

## COMPLAINT PROCESS[7]

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and

2. Forms may be submitted in person, via phone, mail, or email.
    a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

## RECORDKEEPING[8]

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;

2. Bus driver credentials, including required background checks, health records to include annual DOT medical/mental examinations on an approved FMCSA Medical Report, Motor Vehicle Reports and performance reviews

3. Driver training records; and

4. Complaints received and any records related to the investigation and complaints.

## SCHOOL BUS SAFETY RESTRAINT SYSTEMS

The Hickman County Board of Education operates some school buses with three-point lap/shoulder seat restraint systems (and integrated child restraint systems).

Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this safety technology.

## SEAT RESTRAINT NON-COMPLIANCE

Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students removing their seat restraint during the route or refusing to wear their seat restraint will be issued a written discipline referral. The local school authority will discipline the student in a manner consistent with other safety-related behavioral infractions.

## SEAT RESTRAINT TRAINING

The transportation supervisor will conduct annual training for all school bus drivers on the implementation and use of seat restraints.

School bus drivers will train students on the proper implementation and use of seat restraints annually at the start of each school year to ensure each passenger is familiar with the operation of seat restraints. The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened at all times during their ride.

All students will receive additional instruction on the proper use of seat restraints at least two (2) additional times per year.

Bus drivers will instruct students to put on their seat restraints at three time periods:

1. Morning: When students board the bus, the driver will inform student to buckle up.

2. On Route: If a student takes their restraint off (visibly) while riding.

3. Afternoon: The driver will walk from the front to the back of the bus one time prior to departure.

Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint and/or referring the student for discipline if the student refuses to be compliant with seat restraint utilization.

## SEAT RESTRAINT MALFUNCTION

If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and, if necessary, cut the belt to relieve the restraint and safely remove the passenger.

## SCHOOL BUS IDLING POLICY

This policy applies to the operation of every district-owned and/or contracted school bus.

Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste fuel and financial resources.

Purpose: Eliminate unnecessary idling by Hickman County Board of Education school buses (including activity buses) and minimize idling time in all aspects of school bus operation.

Guidance:

1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as extreme weather, idling in direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.

2. Limit idling time during early morning warm-up to what is recommended by the manufacturer (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip inspection and idling necessary to defrost windows and mirrors for safe operation of the school bus.

3. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.

4. In cold weather, schools are directed to provide a space inside the school where bus drivers can wait if they have shut down their bus.

5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down if there is a wait time of more than fifteen (15) minutes.

6. All currently employed drivers shall receive a copy of this policy and be trained regarding the policy's requirements. As a part of the onboarding and/or new hire process, all new drivers shall receive a copy of this policy and be trained regarding the policy's requirements.

7. Excessive idling by the driver may result in disciplinary action.

General Exemptions: The actions outlined in the guidance section above need not apply for the period(s) during which idling is necessary:

1. While stopped:
    a. For an official traffic control device;
    b. For an official traffic control signal;
    c. For traffic conditions over which the driver has no control, including, but not limited to, stopped in a line of traffic; or
    d. At the direction of a law enforcement officer;

2. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;

3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;

4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to exceed 5 minutes (as per the recommendation of the manufacturer);

5. To operate:
    a. A lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
    b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional medical needs aboard whose IEP requires such;

6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers;

7. To recharge a batter or other energy storage unity of a hybrid electric bus.

Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired heaters).

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116(d)(3)
3. TCA 49-6-2116(a)-(c)
4. TCA 49-6-2116(d)(1)-(2)
5. TCA 49-6-2116(d)(5)
6. Public Acts of 2024, Chapter No. 548
7. TCA 49-6-2107
8. TCA 49-6-2109 (c) (1); Public Acts of Chapter No. 122

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

# Hickman County Board of Education

| | Descriptor Term: **Scheduling and Routing** | Descriptor Code: **3.401** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.401** | Issued: **04/04/22** |

All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

The transportation supervisor will be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes is the responsibility of the Board. Bus stops will be reviewed annually by the bus driver and transportation supervisor. Concerns regarding bus stop locations and bus routes should be addressed through the transportation supervisor.

Appeals of transportation decisions shall be made to the director of schools. The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and

2. Forms may be submitted in person, via phone, mail, or email.
    a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

All children living within legal boundaries of Hickman County who are legally enrolled in Hickman County Schools and who are eligible may be transported from their home to school. However, it should be understood that transporting children within one and one-half miles (1-1/2) of a school is done without reimbursement from the State Department of Education and will be continued only as long as it is economically feasible.

Students shall not be in transit to and from school more than one and one-half hours each way.[1] Under no circumstances shall students be transported past their assigned school.

Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for transfer shall be permitted only after approval has been obtained from the Board.

Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless overlapping results from the necessity to travel the main highway to school centers. When more than one bus travels a main highway and each bus picks up some students along such routes, each bus shall be assigned a certain portion of the route and all students within this section shall ride the bus to which assigned.

Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the school year, at the time of hire, shall be informed of all the policies and procedures in place regarding the transportation of students.[2]

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when transporting students.

No student may exit the bus at a destination other than that student's designated bus stop. The Director may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus at an alternative location. If the Director adopts procedures, such procedures shall include, at a minimum, the following:[3]

1. No school bus driver shall require or permit a student to exit the bus in violation of the School System's policies and procedures. The Director shall immediately review the fitness to drive of a driver who permits or requires a student to exit a bus in violation of the School System's policies and procedures.

2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student provides the driver with a signed note from the parent or guardian informing the driver of the change in the student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.

3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip.

4. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.[4]

Students who ride school buses shall attend the school designated unless the Board designates an alternate school. If a parent chooses to send his/her child to another school in the system, the parent must provide transportation to and from that school.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c)-(d)

Cross References

Bus Safety and Conduct 6.308

# Hickman County Board of Education

| | Descriptor Term: **Special Use of School Vehicles** | Descriptor Code: **3.402** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.402** | Issued: **04/04/22** |

## SCHOOL BUSES

All standard rules of student and driver conduct shall apply to all extracurricular trips.

System-owned buses may be used by athletic teams and other school groups, provided such trips are recommended by the principal.

The principal will make all transportation arrangements with the director of transportation and the director of schools.

The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities. However, the Board may establish special rates for extended trips or in special cases. Forms for reporting extra use of buses will be furnished to each school principal.

Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity trips during the regular school year.

School buses may be used only for the transportation of school personnel on authorized school business. No other individual or group may rent a school bus without written request to the director of schools' office.

## BOARD-OWNED VEHICLES

The director of schools shall recommend for board approval a list of Board-owned vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements, including implications for reporting taxable income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

# Hickman County Board of Education

| | Descriptor Term: **Traffic and Parking Controls** | Descriptor Code: **3.403** | Issued Date: **05/06/24** |
|---|---|---|---|
| | | Rescinds: **3.403** | Issued: **04/04/22** |

The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his/her campus and shall submit it to the director of schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and dismissal times for car and bus students.

Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission is obtained from the principal to use said vehicle.

Parking regulations for each school will be developed by the principal and published in the school handbook.

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Cross References

Code of Conduct 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316