

(Rule 0520-12-01-.13, continued)

children on a regular basis. (Not applicable to occasional transportation by volunteers). All items must be secured.

- (14) Transportation routes shall be (school bus routes) in compliance with T.C.A. § 49-6-2105 to ensure no child is on a school bus more than one and one-half (1½) hours in the morning and one and one-half (1½) hours in the afternoon.
- (15) Firearms are prohibited in vehicles used to transport children.
- (16) Supervision of children in vehicles shall meet the following requirements:
 - (a) An adult must be in the vehicle whenever a child is in the vehicle.
 - (b) An adult must be seated behind the steering wheel if the motor is running and children are being loaded and/or are on board.
 - (c) Transportation of children with special needs shall be in compliance with the Individual Education Plan (IEP) for each child.
 - (d) Adult Monitor Requirements.
 1. An adult monitor, in addition to the driver, is required on the vehicle for the transportation children ages six (6) weeks through Pre-K.
 2. An adult monitor shall not be seated in the front passenger seat, but shall be seated in the vehicle in a position which will allow:
 - (i) Each child to be seen with a quick glance;
 - (ii) Each child to be heard at all times;
 - (iii) Each child's activities to be observed; and
 - (iv) The monitor to respond immediately should there be an emergency.
- (17) A passenger log shall be used to track each child during transportation.
 - (a) The first and last name of each child received for transport shall be recorded on the passenger log. A sibling group shall not be listed as a single group entry, for example, "Smith children".
 - (b) The driver of the vehicle or the monitor shall be designated as the person responsible for completing the log.
 - (c) As each child is loaded onto the vehicle the time the child was placed on the vehicle shall be recorded on the passenger log.
 - (d) The passenger log shall be updated immediately upon the child being released from the vehicle. The time the child was released shall be recorded and initialed by the person responsible for completing the log.
- (18) All drivers shall comply with the following:
 - (a) Bus drivers who do not return to a central depot shall check at the end of every run to make sure that no person remains on the bus as defined in T.C.A. § 49-6-2114. Immediately upon unloading the last child the driver shall: