



Transportation Requests

- Request for use of Metropolitan Nashville Public Schools (MNPS) school buses must be completed and submitted to the MNPS Transportation Department two weeks in advance.
- If charter buses are being used, those on the approved list of the MNPS Purchasing Department must be sought first. If there are no buses available on the approved list, bid procedures, as put forth by the MNPS Purchasing Department, must be followed to secure a bus. The bus company must have proof of \$1,000,000 of commercial liability insurance.
- The school activity bus may be used. The driver must be assigned by the principal, be a full-time employee of MNPS, complete the driver training program conducted by the Transportation Department, have a "Commercial Driver's License" (CDL), and meet all other requirements of the State of Tennessee. The driver must attend required State in-service for CDL drivers, and pass an annual physical exam. The expense of the physical exam is the responsibility of the school.
- The activity bus may be driven only in the State of Tennessee.
- The MNPS Transportation Department must be notified if the activity bus is going outside Metro-Davidson County.
- The school will be responsible for all maintenance and operational costs of the activity bus. The maintenance of the buses will be done by the MNPS Transportation Department and the cost billed back to the individual school.
- Only regularly enrolled students and official chaperones assigned by the principal may ride on the bus on any trip.
- A list of all passengers riding on the bus on a specific trip must be filed in the school office prior to departure.

*Date Published
July 2004*

Revision History

Review

Student Drivers

- No Metropolitan Nashville Public Schools employee shall assign nor require any student to either ride with or transport another student in a privately owned vehicle.
- Metropolitan Nashville Public Schools does not encourage students to drive or transport other students; however, if students voluntarily transport other students, they must possess and show a valid Intermediate Unrestricted License or a Regular

Transportation for Performing Organizations
SP 6.128

Driver's License as defined by regulations of Tennessee State law (see the Tennessee Driver Handbook). This law stipulates that drivers under the age of 18 cannot transport any minors except their siblings.