Review Revised Rule 91 and Rule 92 (Effective July 1, 2019) to verify school transportation policies comply with new requirements. See the rule changes in the Summaries of Changes.

Review driver's files and check for expiration dates
- Level training*
- CDL*
- Physical – Valid for 2 years* (For physicals completed July 1, 2019 and after)
- Criminal background check* (Required every 5 years)
- DMV Driving verification* (Required annually)

Confirm newly hired drivers have met all licensing requirements and are considered qualified to drive
- Physical completed by certified medical examiner * (complete prior to taking level class)
- Pre-Drive completed and submitted to Safety Center*
- Level I training completed*
- Obtain info from DMV to verify good driving record*
- Criminal Background check complete*

Contact DMV to verify driving records for all drivers*

Confirm district is participating in testing program for alcohol and controlled substances*

Verify all pupil transportation vehicles have been inspected before school starts*

Establish dates for Emergency Evacuations during the school year
- Two Emergency Evacuations are required per school year*
- All Emergency Evacuations must be conducted by a qualified school bus driver*

Coordinate driver in-service before beginning of school.*
- This in-service must be a minimum of two hours. Required in-service topics:
  - Emergency Evacuations
  - Loading/Unloading
  - Student management
  - Vehicle inspections
  - School’s Safe Pupil Transportation Plan

Other suggested topics for in-service:#
- Reminders about school policies related to pupil transportation
- Documentation for inspections
- Conducting Post-Trip Inspections
- Use of Cell phone on routes
- Crossing railroad tracks
- Accident procedures
- District emergency response info relating to pupil transportation
✓ Building specific expectations relating to transportation. For example:
  o What does driver do if unloading bus load of students at a building that is locked?
  o What does driver do if drop off point appears unsafe to leave students?

**If contracting for pupil transportation, confirm the contractor:**

- Employs qualified drivers current with Level Courses and hold the appropriate licenses
- Uses buses/small vehicles that have been inspected and are being inspected every 80 days by a qualified mechanic.
- Requires drivers to do a pre-trip/post-trip inspection at the end of each trip
- Complies with all sections of Rule 91
- Provides the school with VINs of vehicles used to transport school students