

Pupil Transportation Beginning of School Year Checklist 2019/20

**State/Federal Requirement*

#Best Practice Recommendation

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:
 - What does driver do if unloading bus load of students at a building that is locked?
 - 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