

## Pupil Transportation Beginning of School Year Checklist

*\*State/Federal Requirement*

*#Best Practice Recommendation*

### **Review driver files for required information and check expiration dates:**

- Documents showing the driver's Level Training is current\* (*valid for five years*)
  - Activity drivers of small vehicles are exempt.
- Valid Class O license or CDL\*
- Medical Certificate\* (*valid for two years*)
  - Activity drivers of small vehicles are exempt.
- Criminal Background Check\* (*valid for five years*)
  - Certificated individuals are exempt.
- DMV Driving Record\* (*valid for one year*)

### **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 (drivers holding CDLs) 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\*

### **Schedule Emergency Evacuation Drills\***

- A minimum of two emergency evacuation drills are required each school year.
- Usually first drill is set within first couple weeks of school
- Consider scheduling the second drill sometime in February or early March – weather permitting. Students are being transported frequently during early spring so holding a drill during that time frame would be beneficial for the students.

**Coordinate driver in-service for all drivers.\***

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
- ✓ Documentations 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