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 1 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
- ✓ 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