

Driver Training and Responsibility

“Driver” means any person operating a school bus owned or operated by the district while transporting students to or from school or approved school activities. This includes full-time, regularly employed drivers; casual, or substitute drivers; leased drivers and independent owner-operator contractors.

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District’s written rules for bus drivers and for student conduct on buses. Persons or entities which provide student transportation services under contract with the district are required to supply the same information as required of school bus driver applicants.

Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

1. Over the age of 21 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics
4. Possess a valid and appropriate commercial driver’s license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education;
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the state department of education as provided in Idaho Code § 33-1509.
6. At all times, be in the possession of a current commercial driver’s license (CDL) including endorsements as specified in Idaho Code Section 49-105.

When a teacher, coach or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

Driver Personnel File

The school district will maintain a personnel file for each school bus driver, which will include the following:

1. Employment application;
2. Copy of a DOT physical examination every 2 years;

3. Record of all school bus driver training;
4. Copy of current commercial driver's license;
5. Copies of drug tests, if any;
6. Copies of annual driving record check; and
7. Copies of driver evaluations.
8. Record of emergency evacuation drill

The district's transportation supervisor or appointee will ride on each route and with each driver at least one (1) time per year. The supervisor will evaluate the driver's performance and the safety of the route and bus stops. Documentation of the evaluation will be retained in the driver's personnel file.

#### Driver Procedures

The board of trustees adopts this policy to define the duties of all bus drivers transporting students of this district, whether on a regular route, field trip, or activity trip.

This policy applies to all regular and substitute bus drivers, whether employed by the district or on contract:

1. Prior to operating the bus, the driver will check the tires, lug nuts, lights, stop arm controls, and brakes to determine if they are in proper working condition. The driver will immediately report any equipment which is not in proper working condition;
2. The driver will regularly check the first-aid kit to see that it contains all required items and replace missing items;
3. Only properly enrolled students, eligible for transportation, and aides may ride the bus on a regular route. When special circumstances exist and space is available, the superintendent or designee may allow non-students to ride the bus. The driver will not allow non-students to board the bus, unless presented with prior written permission by the superintendent or designee. Teachers and other persons who have been officially appointed as chaperones may be allowed on the bus for field and activity trips;
4. The driver has complete responsibility, and final authority, for the operation of the bus and care of the student passengers. The driver is responsible for the proper discipline of students on the bus and will exercise discipline in compliance with the district's discipline policies. The driver will not remove any student from the bus for discipline reasons except at the student's school or the student's regular bus stop. The driver will report to the transportation supervisor any student whose behavior may endanger the operation of the bus, uses obscene language, or damages the bus;
5. The driver will load and unload students only from the right-hand side of the road and at a position from which the driver has clear vision of at least one hundred (100) yards in both directions. The driver will count the number of students exiting the bus at each stop and will ascertain the students' whereabouts prior to moving the bus. When loading or

unloading students on a roadway having more than three (3) lanes, the driver will load or unload only those students who live on the right-hand side.

6. Prior to crossing any railroad track, or entering or crossing any arterial highway, the driver will come to a full stop. If any railroad crossing, intersection, or access is obscured by trees, buildings, or other object, or wind, storm, fog, or any other restriction to visibility, the school bus driver will open any window or door that permits him/her to determine when it is safe to proceed;
7. The driver will require each passenger to be seated in a regular passenger seat. No passengers will be allowed to stand while the bus is in motion;
8. The driver will not allow students to carry weapons, inflammable or explosive materials, or animals onto the bus;
9. The bus driver will not, under any circumstances, exceed a rate of speed of sixty-five (65) miles per hour;
10. The driver will report to his or her immediate supervisor the license number of any vehicle that violates any law endangering students;
11. The driver will immediately report all traffic accidents in which the bus is involved to the local school authorities and the appropriate law enforcement agency. The superintendent will report all accidents to the State Department of Education. The driver or his or her supervisor will complete a School Bus Accident Report form and submit it to the State Department of Education within fifteen (15) days of the accident;
12. The driver will report to the transportation supervisor any condition on or bordering the route which constitutes a hazard to the safety of the students being transported;
13. The driver will not leave an occupied bus. In case of emergency, the driver will radio for assistance. If such communication is not possible, the driver should send a bus aide for assistance, ask a passing motorist to communicate the need for assistance to the local law enforcement authorities or school district administrative office, or wait for help;
14. When the driver leaves an unoccupied bus, he or she will shut off the motor, set the brakes, and remove the ignition keys;
15. The driver will comply, as much as possible, with the time schedule established for the route; and
16. A driver shall maintain route books, and other records as may be required by the board or State Department of Education.

Legal Reference: I.C. § 33-1508      Operation of School Buses

I.C. § 33-1509 School Bus Drivers – Definition – Qualification – Duties  
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

Policy History:

Adopted on: August 10, 2009

Revised on: April 13, 2015