

## BUS DRIVER EXAMINATION, TRAINING AND RESPONSIBILITIES

The transportation director shall be responsible for interviewing and reviewing the credentials of potential bus drivers. The Director of Transportation will assist any driver in preparing for either an initial or renewal application for a bus driver's commercial drivers license (CDL). Such preparation may include printed material, videotapes, and behind the wheel training.

The district will provide a bus for both the training and for the required CDL road test. The district will reimburse bus drivers up to a maximum of \$40 for the physical examination required for the CDL.

Additional inservice will be provided as needed including but not limited to CESA inservice programs as well as periodic transportation meetings scheduled on an as needed basis.

### Bus Driver Guidelines

Bus drivers will be responsible for:

1. Cleaning inside and outside of assigned bus used on regular routes and buses after returning from extra trips.
2. Reporting all accidents, regardless of how minor, to the Transportation Director.
3. Reporting all injuries which occur on the bus to the Transportation Director.
4. Checking the interior of the bus for damage following each bus run.
5. Completing discipline referral forms when students violate bus passenger rules as specified in Policy EEACC and returning such forms to the Transportation Director.
6. Conducting a minimum of one evacuation drill per year within the first two weeks of the school year.
7. Keeping doors closed except when crossing railroad tracks.
8. Following approved routes except in emergencies.
9. Never leaving the bus unattended with the engine running and/or the keys in the ignition.
10. Wearing the seat belt at all times.
11. Conducting a complete inspection prior to each run and trip.

In addition bus drivers are:

1. Authorized to assign seats to bus passengers leaving back row seats vacant whenever possible to provide additional protection in the event of a rear end collision.

2. Not to take students home who are not assigned to their bus unless the student has a note from his parents approved by a teacher and the transportation director authorizing the student to ride on your bus.
3. Not to exceed the listed maximum number of passengers for their bus.
4. Not to drop off students anywhere except at the regular drop-off place without a written note from parents or guardians and approved by the building principal or designee.
5. Expected to stop at each regular pickup and look to see if students are coming to the stop. If they do not see anyone, they may proceed. Bus drivers are not expected to wait for a specified period of time.
6. Authorized to transport only bus drivers, students, assigned chaperones, and other passengers specifically given permission by either the district administrator or the transportation director.
7. Required to limit the use of two-way radios to essential official communications.

Approved: April 5, 1995