

Requirements of Bus Drivers

Random Drug Screen

Throughout the school year, all bus drivers shall be subject to testing for drugs and alcohol without advance notice. The school system is required to annually test fifty (50%) percent of all bus drivers, at random, for drugs and alcohol. Every possible effort will be made to make the required random tests as non-intrusive as possible. However, if the driver does not report for the said testing, as designated, the driver will be suspended and not be allowed to drive for one (1) school year. At that time, the driver must submit to drug testing resulting in a negative substance screening before being reinstated.

Required Drug Screen

If an employee reports an injury, or if an employee in a safety-sensitive position is involved in an accident which results in any of the following: a fatality, an injury requiring medical treatment away from the scene, property damage, or the towing of a vehicle disabled in the accident, then the employee is required to submit to substance screening.

Positive results on drug and alcohol screens will result in appropriate disciplinary action. All individual results from drug and alcohol screens, random and otherwise, will remain as confidential as possible.

School Buses and Mobile Telephones

A driver is prohibited from operating a school bus as defined by Section 55-8-101(53), which is school buses owned by a public or governmental agency, or privately owned and operated for compensation for the transportation of children to and from school, while using a hand-held mobile telephone while such vehicle is in motion and such vehicle is transporting children.

The associated, applicable state law bill does not apply to the use of a mobile telephone, or two-way radio, or communications made to and from a central dispatch, school transportation department, or its equivalent.

Reporting of a Bus Accident

Every accident involving a school bus must be reported immediately by the bus driver, if possible, to the Supervisor – Transportation, Safety, and Facilities. The appropriate law enforcement agency must also be notified if students are on board, if there is any property damage, or if there is any vehicle that must be towed. The following accident guidelines should be followed:

1. Determine as quickly as possible if anyone has been hurt.
2. If anyone has been hurt or there is damage to the vehicle(s) or property, call 911 for an ambulance and/or the proper law enforcement agency. Be prepared to give particulars - the site, extent of injuries, etc., of the accident.
3. Call the Supervisor – Transportation, Safety, and Facilities; if not available, then notify the Director of Schools/designee.
4. First, complete form "*Location of Students at Time of Accident*" (**Appendix D**), then gather vital information about all passengers on board the bus - names, addresses, phone numbers, school, and grade (include possible injury if it can be determined readily).
5. Make sure everyone injured is transported immediately to the hospital.
6. Do not release the students to another bus until a representative from the Board of Education arrives.
7. Complete the accident form.
8. Do not leave the scene of the accident until the investigation is completed.

The bus driver must submit to a drug screen immediately after an accident if students are involved, if there is any property damage, or if the bus is towed.

Required items on the School Bus

The following items must be on every school bus at all times:

1. Registration Sheet;
2. Insurance Certificate;
3. Route Form - titled 'Turn by Turn Bus route Report' - this must be kept up-to-date at all times in case a substitute driver is needed;
4. 'Pre-Trip/Post-Trip Inspection Log' – must be completed twice daily and for special trips, must be submitted at end of the school year; and
5. Student Rules and Regulation Data Sheets - these must be maintained in case of an accident.

Required Annual Up-Dates

The Transportation Coordinator must maintain a file for every driver. This file must be updated annually.

The following items must be submitted by the driver and/or owner:

1. Physical Examination Form(s) - must be completed by medical personnel authorized by the school system (annually physicals will be scheduled and funded by the school system). Physicals will not be accepted from other medical personnel.
2. MVR Report;
3. Current Route sheet;
4. Insurance Certificate (Contractors only);
5. Copy of Driver's License (CDL);
6. Copy of Contract (owners only); and
7. Annual Safety Training Certificate