

## **TRANSPORTATION OF STUDENTS IN BOARD OWNED VEHICLES**

The Board of Directors has determined that there are situations in which it cannot reasonably provide for the transportation of students by school bus. Therefore, the Board authorizes the transportation of students to and from school and school-related activities and events in Board owned, leased, or contracted vehicles other than school buses subject to the provisions of this policy and O.A.C. 3301-83-06 and 3301-83-19.

The Executive Director and/or his designee may permit the transportation of students in Board owned, operated, or contracted vehicles other than school buses, when school bus transportation cannot be reasonably provided. However, these vehicles shall not be routinely used for service to and from regularly scheduled school sessions except for preschool children, special needs children, homeless children, children inaccessible to school buses, or students placed in alternative schools.

### **Vehicle Requirements**

All Board owned, operated, or contracted vehicles other than school buses used for the transportation of students must have been originally designed and constructed at the factory for nine passengers or less, not including the driver, and shall be equipped with the following:

- A. Safety equipment, including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors.
- B. A rooftop sign marked “school transportation.”
- C. The name of the School, or the name of the contractor, if applicable, shall be clearly marked on the side of the vehicle.

A qualified mechanic shall inspect these vehicles at least two times per year. The inspection shall cover, at a minimum, all applicable sections of the school bus inspection requirements set forth in O.A.C. 3301-83-11(B). In addition, the Executive Director and/or his designee shall establish and implement periodic maintenance intervals for these vehicles. Documentation and proof of these inspections and service procedures, and all other vehicle records required under O.A.C. 3301-83-14, shall be kept on file in the transportation department.

### **Driver Requirements**

All drivers of vehicles other than school buses utilized for student transportation must comply with the following requirements:

- A. Be at least 21 years of age with a minimum of two years of driving experience;
- B. Completion of semi-annual driver record checks through the Ohio Department of Education (“ODE”) for which records shall be maintained by the employer and/or School

for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:

1. More than six points during the past two years;
  2. Having pled guilty to or been convicted of driving while under the influence of alcohol and/or a controlled substance during the past 10 years;
  3. Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years; or
  4. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
- C. Holding a valid driver's license.
- D. Proof of financial responsibility or be insured by the Board or other transportation provider.
- E. A satisfactory criminal background report in accordance with O.R.C. §§3327.10(J) and (K). A new report shall be required every six years with driver certification pursuant to O.A.C. 3301-83-10, and the standard for evaluation of this report shall be as provided for in O.A.C. 3301-83-23. Records shall be maintained by the employer and/or School for a minimum of six years.
- F. Be physically qualified as determined by O.A.C. 3301-83-07.
- G. Complete preservice driver training requirements as follows:
1. A four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the Pupil Transportation Office of the ODE.
  2. A driving performance evaluation and review.
  3. Submit evidence of training to the ODE.
  4. Have a certificate of acknowledgment of van driver training as issued by the ODE.
  5. A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.
- H. Complete two hours of annual inservice training.

A certificate of completion of these requirements for each driver shall be kept on file with the athletic director, transportation supervisor, principal, and Executive Director.

#### Vehicle Operation

The vehicles shall be operated at all times in accordance with all applicable laws, regulations, and ordinances, and the policies and procedures of the Board.

It shall be the responsibility of each driver or another qualified individual designated by the School or the transportation provider to complete and document a daily pre-trip inspection before transporting students. The pre-trip inspection records shall be kept on file for at least 12 months.

Loading and operation of the vehicles shall be in compliance with the passenger, weight, and other associated restrictions and instructions as identified by the original manufacturer of the vehicle.

#### Administrative, Staff, and School Security Personnel Requirements

No principal, teacher, security officer, staff member, or coach shall transport any student in any vehicle if they do not have a certificate and the vehicle is not appropriately marked with signage and equipped with safety equipment. However, this does not preclude a principal, security officer, or other staff member from transporting a student in his/her personal vehicle in the event of an emergency threatening the health and safety of the student or staff member.

LEGAL REFS.: O.R.C. §3327.10  
OAC §3301-83-06; 3301-83-19

Adopted: November 15, 2017