

# Lake County School District 7

Code: **EEACD**  
Adopted: 6/26/06  
Readopted: 11/14/11; 2/11/13  
Orig. Code(s): EEACD

## District Minibuses – Authorized School Activities

It is the policy of the Board to provide minibus<sup>1</sup> transportation for authorized district activities in accordance with the following requirements:

1. Priority

Regularly scheduled district activities will have first priority, followed by first-come procedure on other approved uses.

2. Request for Use

Requests from district personnel for use of the minibus will be made on the district form provided and sent through the principal to the transportation supervisor and superintendent for approval.

3. Assigned Driver

The district reserves the right to assign the driver. Drivers must first be approved by the district and the Oregon Department of Education, Pupil Transportation, in accordance with Oregon Administrative Rules, Section 53 and possess a valid Type 20 certificate and first-aid/CPR card.

4. Physical Inspection

Prior to a trip, the driver must perform a physical inspection (pre-trip) of the vehicle, which includes inspection of:

- a. Windshield and wipers;
- b. All outside lights;
- c. Service door, emergency door and buzzer;
- d. Tires and wheel lug nuts;
- e. Battery, belts, oil and coolant level;
- f. Horns;
- g. Brakes;
- h. Steering;
- i. Exhaust system;
- j. Emergency equipment; and
- k. See that lights, windshield and mirrors are clean.

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<sup>1</sup>Types 10 and 20 pupil transportation vehicles which do not meet the requirements of a “school bus” for the purpose of transporting students.

5. Post-Trip Cleaning

At the conclusion of each trip, the designated driver shall clean the vehicle of all rubbish and mop the floors, if applicable.

6. Reports

Drivers shall complete a Mileage/Fuel and an Activity and Bus Rental Trip Report and shall report any damage and mechanical problems to the transportation supervisor or business manager.

7. Speed Limit/Traffic Violations

Speed limit of the vehicle must always be within the posted speed limits, and in no case, exceed 55 mph. Should a driver be cited for any moving violation (other than equipment related), the district shall assume no liability and the driver shall be fully responsible for any fines assessed.

8. Security

Care should be taken in parking the vehicle in an area safe from vandalism and the vehicle must be secured whenever it is not occupied.

9. Railroad Crossings

Type 20 vehicles must stop at all railroad crossings even if protected with crossing gates. In addition, Type 20 vehicles must stop at all other railroad crossings unless controlled by flag protection, an officer or traffic control lights. For specific exemptions refer to OAR 811.465 or the Type 20 Activity Driver Manual.

10. Seat Belts/Shoulder Harness Systems

All occupants in a Type 10 and Type 20 vehicle must wear a seat belt/safety harness. In addition, ORS 811.210(2)(a) and (b) Child Safety Restraints must be followed when transporting students who are under six years of age and weigh less than 60 pounds. The district shall provide the required child restraint system as defined in Board policy EEA - Student Transportation.

11. Driver Training

- a. All drivers shall be trained as Type 20 drivers. Drivers must meet all the requirements for training in accordance with Oregon Administrative Rules, Section 53. Requirements include a written test, two hours of behind-the-wheel, first aid/CPR, pre-trip, and emergency procedure and evacuation training. Additionally, each driver must pass a driving and criminal history check as specified in OAR 581-053-0050.
- b. Drivers must maintain a valid Type 20 certificate and a valid first-aid/CPR card or they will be removed from the list of active drivers. Certificates and first aid cards are valid for a two year period.
- c. Drivers shall also meet the training requirements of the district as set forth, from time to time, by the superintendent, transportation supervisor and behind-the-wheel trainer.

- d. The transportation supervisor and district safety officer shall develop a Type 20 training manual, maintain all training records on a permanent basis, and maintain a list of active drivers. The training manual shall be a separate document and incorporated herein by reference within this policy.
- e. Drivers shall report to the district within 15 days of any conviction for driving or criminal offenses as specified in OAR 581-053-0050 or any involvement in an accident as defined in OAR 581-053-0230(8)(b).

END OF POLICY

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**Legal Reference(s):**

<a href="#"><u>ORS 811.210</u></a>	<a href="#"><u>OAR 581-053-0310</u></a>	<a href="#"><u>OAR 581-053-0521</u></a>
<a href="#"><u>ORS 815.055</u></a>	<a href="#"><u>OAR 581-053-0320</u></a>	<a href="#"><u>OAR 581-053-0531</u></a>
<a href="#"><u>ORS 815.080</u></a>	<a href="#"><u>OAR 581-053-0330</u></a>	<a href="#"><u>OAR 581-053-0540</u></a>
<a href="#"><u>ORS 820.110</u></a>	<a href="#"><u>OAR 581-053-0340</u></a>	<a href="#"><u>OAR 581-053-0610</u></a>
<a href="#"><u>ORS 820.190</u></a>	<a href="#"><u>OAR 581-053-0410</u></a>	<a href="#"><u>OAR 581-053-0620</u></a>
	<a href="#"><u>OAR 581-053-0420</u></a>	<a href="#"><u>OAR 581-053-0630</u></a>
<a href="#"><u>OAR 437-002-0220 to -0227</u></a>	<a href="#"><u>OAR 581-053-0430</u></a>	<a href="#"><u>OAR 581-053-0640</u></a>
<a href="#"><u>OAR 581-053-0010</u></a>	<a href="#"><u>OAR 581-053-0440</u></a>	<a href="#"><u>OAR 735-102-0010</u></a>
<a href="#"><u>OAR 581-053-0220</u></a>	<a href="#"><u>OAR 581-053-0511</u></a>	