

# Multnomah Education Service District

Code: **EEBA-AR(2)**  
Adopted: 1/2/97  
Readopted: 10/10/05; 7/1/10  
Reviewed:

## Student Transporting Vehicles

### Requirements for Pupil Transporting Vehicles for Student Transportation

When an MESD vehicle is used to transport students to and from authorized school activities, the supervisor of the program transporting students will ensure compliance with the following requirements and maintain documentation as appropriate:

Each driver of a Type 10 or Type 20 vehicle will be trained by an authorized trainer and meet the requirements of OAR 581-053-0545 and 581-053-0550 including, but not limited to, the following:

1. Be at least 18 years of age;
2. Possess a valid driver license;
3. Possess or obtain a valid first aid card within 120 days of original vehicles use request;
4. Pass a driving and criminal records check. (Criminal record checks are not required for licensed staff);
5. If transporting special education students, receive specialized training designed for this purpose;
6. Demonstrate necessary vehicle operational skills to an authorized official through a behind-the-wheel test;
7. Demonstrate to an authorized official, a knowledge of laws and regulations applicable to the vehicle being used;
8. Receive emergency procedure and evacuation training;
9. Receive vehicle pre-trip inspection training and will follow this procedure prior to every trip;
10. Receive specialized training designed for special education transportation;
11. Demonstrate ability to operate the Type 10 vehicle safely and perform related duties;
12. Be placed on an approved driver list maintained at the Oregon Department of Education;
13. Complete accident reports, as necessary;
14. Report to his/her employer(s) within 15 days, any conviction for driving or criminal offenses or any involvement in an accident;

15. Not operate a vehicle with more passengers than the manufacturer's rated capacity;
16. Instruct passengers to use seat belts at all times the vehicle is in motion;
17. Maintain order in the vehicle at all times. The inside of the vehicle shall be kept clean;
18. See that all doors on the vehicle are kept closed while the vehicle is in motion;
19. Not permit anyone else to operate the vehicle except with the permission of authorized officials;
20. Make certain that all aisles and passageways are kept clear;
21. Make sure all rear doors (emergency exits) are unlocked during vehicle operation;
22. Not use tobacco on the vehicle and shall not permit passengers to use tobacco on the vehicle;
23. Not be under the influence of any alcoholic beverage or any drug likely to affect the person's ability to operate a vehicle safely while on duty;
24. Not consume any alcoholic beverage regardless of its alcoholic content or any drug likely to affect a person's ability to operate a vehicle safely while on duty or within eight hours before going on duty to operate or to have physical control of a pupil transporting vehicle;
25. Not permit signs of any kind to be attached to the vehicle except those specifically permitted by law or regulation;
26. Not permit animals in the vehicle (other than guide dogs and assistance animals);
27. Not permit firearms, other weapons, or potentially hazardous materials in the vehicle;
28. Secure any article likely to cause injury in the passenger compartment;
29. Not fill the fuel tank while passengers are in the vehicle;
30. Not leave the vehicle when passengers are on board until the motor is shut off, the brakes set, a manual transmission put in gear and the key removed from the ignition;
31. Report as soon as possible to the proper official any deficiency or malfunction of any equipment or component of the vehicle;
32. Not alter routes unless approved by school authorities; and
33. Use all securement straps and attachments for student with adaptive/assistive devices in a manner consistent with their design.

## **Use of Pupil Transporting Vehicle for Student Transportation**

Type 10 & 20 vehicles are vehicles which do not meet the requirements of a “school bus” for the purpose of transporting students, licensed, classified or other supervisory and administrative personnel to and from curricular and extracurricular activities sponsored by MESD.

A Type 10 vehicle shall have a capacity of not more than 10 persons, including the driver. It must meet state standards for construction and equipment.

A Type 20 vehicle shall have a capacity of not more than 20 passengers. Vehicles shall meet all minimum construction and equipment standard of a Type A school bus except for:

1. The words “school bus” may not appear on the vehicle;
2. The vehicle does not have to be painted yellow;
3. The vehicle may not be equipped with bus safety lights; and
4. A public address system is not required.

The vehicle shall be insured for bodily injury, property damage, liability and personal injury protection. The contracts and risk manager in consultation with the Risk Management Oversight Committee and the insurance agent of record shall determine amounts to adequately protect MESD against loss.