

School Bus Safety Program

School Bus Maintenance:

All school buses shall have vehicle inspections annually, and the district shall certify to the Oregon Department of Education that all deficiencies have been corrected before September 1 of each year.

Competent mechanical services with trained personnel shall be accessible at the school bus center or through contracted services.

Each driver shall make a pre-trip inspection, including checking the lights, brakes and tires. Other items required in the inspection are windshield and wipers, service door, horn, steering, exhaust system, mirrors, emergency equipment and warning devices. Oil, water and batteries shall be inspected daily by a member of the transportation provider but not necessarily the driver.

Each driver shall make a written report regarding any mechanical defects as soon as defects are discovered.

Defects shall be corrected, the driver notified and a written report submitted as soon as possible.

1. Any bus with defects related to its safety and stability shall be removed from service immediately and shall not be put back into operation until such defect(s) has been repaired.
2. The driver shall not be required to drive a bus that is documented as unsafe.

Thorough inspections shall be conducted and inspection results shall be reported each time the vehicle is serviced. Vehicles shall be serviced according to factory specifications and recommendations.

Use of School Van for Student Transportation

1. The driver shall meet all state/district established criteria for driving a van.
2. The driver shall hold a valid first-aid card.
3. Each driver shall know bus evacuation procedures.
4. The driver shall enforce the transportation rules for bus riders.
5. The driver and all occupants shall use seat restraints at all times when the vehicle is in motion.

Transportation Records and Reports

The district transportation manager shall maintain the following transportation records:

1. Individual vehicle operating costs daily overage report, maintenance, supplies, labor and reasons for repair;
2. Mileage on all vehicles with a separate record for reimbursable mileage;
3. Other records as directed, such as numbers of students transported, student conduct records, accident reports, out-of-service time and service to stalled vehicles.

Such records shall be available to the superintendent and the Board upon request.

Bus Accident Reports

An accident is defined as an occurrence which results in any of the following:

1. Any injury requiring medical or dental treatment; or
2. Any damage to property other than the student transporting vehicle; or
3. Damage to the student transporting vehicle in excess of \$750.00

The driver involved in the accident shall use forms provided by or approved by the Oregon Department of Education. Reports shall be mailed within 72 hours of the accident. Drivers shall also be required to make other reports as requested by the district or the Department of Motor Vehicles.

The district shall require that the accident review committee, consisting of the transportation operations manager, two bus drivers selected from a list of at least five employees and elected by the drivers, and one member of the shop personnel investigate all accidents.

The accident review committee shall meet monthly or as needed following a bus accident involving either bodily injury or substantial bus damage.

The district shall require a meeting with the driver and the driver's manager following any incident that results in the driver being cited for a traffic violation while acting in their official capacity as a driver transporting students or staff.

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In the case where transportation is provided by an outside provider the district has legal authority as described in the contract.