

Use of District Activity Vehicles for Student Transportation

Type 10 vehicle - Shall have a capacity of no more than 10 persons, shall have a gross vehicle weight rating of not more than 10,000 pounds, are used to transport students to and from school or authorized school activities. Shall not be marked with the words "School Bus."

Vehicle construction shall be according to manufacturers standards for all vehicles having a capacity of ten or fewer persons including the driver. Capacity shall be based on each vehicles manufacture designated seating capacity.

The driver shall meet the following requirement:

Type 10 vehicle - 10 passengers including the driver.

1. Driver must be at least 21 years of age;
2. Driver must have a valid Oregon driver license;
3. Driver must have a valid first aid card;
4. Driver must pass a driving and criminal records check;
5. Driver shall meet all state/district established criteria for driving a Type 10 vehicle:
 - a. Demonstrate knowledge of laws and regulations;
 - b. Have emergency and evacuation training;
 - c. Have pre-trip vehicle inspection training;
 - d. Have specialized training for special education transportation;
 - e. Be judged by an authorized official as having ability to operate the Type 10;
 - f. The driver and all occupants shall use seat belts at all times when the vehicle is in motion.
6. Driver must be on an approved driver list maintained at the Oregon Department of Education.
7. All Type 10 vehicle drivers are required to inform the district within 15 days of any change in their driving or criminal records that could affect their eligibility to maintain the necessary Oregon Department of Education approval for licensing. This includes convictions for moving violations, driving under the influence, involvement in chargeable accident in own personal vehicle or any change in licensing ability.

All driving criteria must be on file with the Transportation Department.

1. Copy of valid Oregon driver license.
2. Copy of valid first aid card.
3. Copy of required training records.

Type 20 vehicle – There are two types of Type 20 Vehicle. Divided by capacity. Capacity of not more than 11 to 15 passengers including the driver or capacity of not more than 16 to 20 passengers including the driver (Activity use only).

A vehicle whose design meets all school bus construction requirements (Except lights and color) and allows transportation up to 14 students plus the driver shall meet the following requirements:

Type 20 vehicle - 11 to 15 passengers including the driver (Activity use only)

1. Driver must be at least 21 years old;
2. Driver must have a valid Oregon Drivers license;
3. Driver must have a valid First Aid Card;
4. Driver must pass a driving and criminal records check.
5. Driver shall meet all state/district established criteria for driving a Type 20 vehicle:
 - a. Demonstrate knowledge of laws and regulations;
 - b. Have two hours behind the wheel training of the vehicle type being driven;
 - c. Have emergency and evacuation training;
 - d. Have pre-trip vehicle inspection training;
 - e. Pass a pre-trip and drive test;
 - f. Enforce the same student code of conduct in effect for bus riders;
 - g. The driver and all occupants shall use seat belts at all times when the vehicle is in motion.
6. Driver must have a Type 20 (11-15) certificate issued from the Department of Education
7. All type 20 vehicle drivers are required to inform the district within 15 days of any changes in their driving or criminal records that could affect their eligibility to maintain the necessary Oregon Department of Education approval for licensing. This includes convictions for moving violations, driving under the influence, involvement in chargeable accident in own personal vehicle or any change in licensing ability.

All driving criteria must be on file with the Transportation Department.

1. Copy of valid drivers license;
2. Copy of valid First Aid Card;
3. Copy of valid Type 20 (11-15) Certificate issued from the Department of Education;
4. Copy of required training records;
5. Copy of pre-trip and drive test;
6. Copy of Type 20 (11-15) certificate application.

A vehicle whose design meets all school bus construction requirements (except lights and color) and allows transportation up to 19 students plus the driver shall meet the following requirements:

Type 20 vehicle – 16-20 passengers including the driver (Activity use only)

1. Driver must be at least 21 years old;
2. Driver must have Oregon CDL with proper endorsements;
3. Driver must have a valid First Aid Card;
4. Driver must pass a driving and criminal records check.
5. Driver must have valid Medical card;
6. Driver must be enrolled in Drug & Alcohol testing program;
7. Driver shall meet all state/district established criteria for driving a Type 20 vehicle:
 - a. Demonstrate knowledge of laws and regulations;
 - b. Have two hours behind the wheel training of the vehicle type being driven;
 - c. Have emergency and evacuation training;
 - d. Have pre-trip vehicle inspection training;
 - e. Pass a pre-trip and drive test;
 - f. Enforce the same student code of conduct in effect for bus riders;
 - g. The driver and all occupants shall use seat belts at all times when the vehicle is in motion.
8. Driver must have a valid Type 20 (16-20) certificate issued from the Department of Education.
9. All Type 20 vehicle drivers are required to inform the district within 15 days of any changes in their driving or criminal records that could affect their eligibility to maintain the necessary Oregon Department of Education approval for licensing. This includes convictions for moving violations,

driving under the influence, involvement in chargeable accident in own personal vehicle or any change in licensing ability.

All driving criteria must be on file with the Transportation Department.

1. Copy of valid Oregon CDL with property endorsements;
2. Copy of valid medical card;
3. Copy of valid first aid card;
4. Records of enrollment in drug and alcohol testing program;
5. Copy of Type 20 (16-20) issued from the Department of Education;
6. Copy of required training records;
7. Copy of pre-trip and drive test;
8. Copy of Type 20 (16-20) certificate application.

The following steps must be taken when requesting a Type 10 or 20 vehicle:

1. Book the vehicle at least one week in advance. Driver's name **must** be given when request for vehicle is made;
2. All keys must be picked up at the district office before use and dropped off at district office after use. Drop keys promptly after use – Remember someone else may be booked to use the vehicle;
3. All vehicles are to be picked up and delivered back to the Transportation Department building. Buses shall **never** be parked at anyone's residence;
4. All rules and starting procedures posted in the vehicle must be followed at all times.

If the above procedures and driving criteria are not followed, your request for a district vehicle will be denied.

