

Scio School District 95

Code: **EEACD-AR**
Adopted: 9/22/99
Readopted: 5/23/01
Orig. Code(s): 6705

Use of District Activity Vehicles for Student Transportation

Type 20 vehicle - Capacity of not more than 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 of up to 19 students plus the driver shall meet the following requirements:

1. Driver must be at least 18 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 criminal records check (Licensed staff are exempt);
5. Driver shall meet all state/district established criteria for driving a Type 20 vehicle:
 - a. Demonstrate knowledge of applicable laws;
 - b. Pass a behind-the-wheel test;
 - c. Have pre-trip vehicle inspection training;
 - d. Know emergency and evacuation procedures;
 - e. Enforce the same student code of conduct in effect for bus riders;
 - f. The driver and all occupants shall use seat belts at all times when the vehicle is in motion.
6. Driver must be listed on the state Type 10/20 activity vehicle driver approval list maintained at the Oregon Department of Education.
7. All Type 20 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 DMV driving record printout.
3. Copy of valid first aid card.

4. Copy of criminal records check if not licensed staff.
5. Copy of required training records and behind-the-wheel test.

The following steps must be taken when requesting a Type 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.

Mini Bus Driver Training Record

I have completed the training and drive test required to drive one of Scio School District's Type 20 vehicles for activity use only.

I will provide each year, or as needed, current and valid copies of the following, to be on file with district's Transportation Department:

1. Valid driver license;
2. Driving record printout from DMV (for current school year);
3. Valid first aid card;
4. Criminal record check (Licensed teachers are exempt).

I will report to the district any conviction for any driving or criminal offenses or involvement in any accident.

Date of training and drive test _____

Name or signature of trainer _____

Signature of vehicle driver _____

Teaching license Yes _____ No _____

Social security number _____