

Use of District Activity Vehicles for Student Transportation

The district prohibits non-employees (either relatives or acquaintances) or individuals who are not students currently enrolled in this district (grades K-12) from riding in our school transportation vehicles at any time. During activity/athletic trips, only employees and district students who are enrolled in the activity or participating in the sport may ride on the buses. The justifications for this prohibition include the following:

1. Employees are paid for the work they do for the district, whether coaches, bus drivers or school aides. The district's expectation, when employees are hired, is that they will be unencumbered during the time they are performing their duties in order to focus attention on the job at hand.
2. Safety concerns mandate that employees devote total concentration to the district job at hand, and not be interrupted by the needs of non-employee, non-student individuals.
3. The school bus transportation system, either home-to-school or activity/athletic trips, is funded and operated for the benefit of the district's students and no one else.
4. The presence of non-students in district transportation vehicles exposes the district to additional risks which create the potential for lawsuits and which may impact the premiums paid for liability insurance coverage.

The only exceptions to the foregoing are rooter buses and adult volunteers who chaperone or assist on activity trips. The presence of the adult volunteers on our activity trip buses would require prior approval of the building principal.

The Board may provide for the use of vehicles, commonly designated as Types 10, 20 or 21 pupil transportation vehicles, which do not meet the requirements of a "school bus" for the purpose of transporting students, licensed, classified or other supervisory personnel to and from curricular and extracurricular activities sponsored by the district.

When a district vehicle is used for student transportation, the following requirements will apply:

Type 10 Vehicle: Capacity - 10 persons including driver (activity or home to school use)

1. Driver must be at least 18 years of age;
2. Driver shall meet all state/district established criteria for driving a vehicle;
3. Driver shall hold an Oregon drivers license, an Oregon class B license or any commercial drivers license;

4. Driver shall pass a criminal records check;
5. Driver shall pass a driver records check;
6. Driver shall obtain and hold a valid first-aid card within 120 days from first use of vehicle;
7. Driver shall know emergency and evacuation procedures;
8. Driver shall have pre-trip vehicle inspection training;
9. Driver shall enforce the same Student Code of Conduct in effect for bus riders;
10. The driver and all occupants shall use seat restraints at all times when the vehicle is in motion;
11. Driver who transports students regularly to and from school must also:
 - a. Pass a behind-the-wheel test;
 - b. Demonstrate knowledge of applicable laws.
12. Driver shall be listed on the state Type 10120 Activity vehicle driver approval list maintained at ODE;
13. 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 a chargeable accident in own personal vehicle, or any change in licensing ability.

Type 20 Vehicle: Capacity 11-15 persons including the driver (activity use only.)

Drivers of vehicles whose design meets all school bus construction requirements (except lights and color) and allows transportation of up to 14 students plus the driver shall meet the same requirements as for Type 10 vehicles except must pass a behind-the-wheel test.

Type 20 Vehicle: Capacity 16-20 persons plus the driver (Activity use only.)

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage and personal injury protection. The business manager or designee will recommend amounts to adequately protect the district against loss.

The district will meet or exceed minimum driver requirements and procedures as set forth in OARs 581-053-0545, 581-053-0550 and 581-056-0555. The district will require in-class instruction as part of its driver training approval process. The district shall meet child safety system requirements and minimum standards and specifications as set forth in ORS 811.210, 815.055 and 815.080 and OAR 735-102-0010.

Drivers of vehicles whose design meets all school bus construction requirements (except lights and color) and allows transportation of up to 20 persons plus the driver shall meet the same requirements as 11- 15 capacity except must possess valid Class A, B or C commercial drivers license with a passenger endorsement.

END OF POLICY

Legal Reference(s):

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[ORS 820.110](#)

[ORS 820.190](#)

[OAR 437-002-0220 to -0227](#)

[OAR 581-053-0006](#)

[OAR 581-053-0010](#)

[OAR 581-053-0545](#)

[OAR 581-053-0550](#)

[OAR 581-053-0555](#)

[OAR 735-102-0010](#)