

# Springfield School District 19

Code: **EEACD**  
Adopted: 3/17/05  
Readopted: 2/26/07  
Orig. Code(s): EEACD

## Use of District Activity Vehicles for Student Transportation

The district may provide for the use of vehicles which do not meet the requirements of a “school bus.” Such vehicles, more commonly designated as “vans,” do not need standard designation, lights, etc. that are mandated for a school bus. The maximum number of occupants for a van will be 10, including the driver.

Volunteers, parents, students, student teachers, sub-contracted workers, workers leased through temporary service companies, and non-district employees (e.g. ESD employees) are not authorized to operate district-owned vehicles.

Type 10 Van: Capacity - 10 persons including driver for activity or home-to-school use.

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

1. Driver must be at least 18 years of age;
2. Driver shall meet all State/District established criteria for driving a van;
3. Driver shall hold an Oregon drivers license, an Oregon class 1, 2, 3, 4 license, any commercial drivers license or a non-commercial Class C license;
4. Driver shall pass a criminal records check (Licensed staff are exempt);
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. 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 10/20 Activity vehicle driver approval list maintained at ODE;
13. All Type 10 van 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 eligibility;
14. All types 10 van drivers shall be trained to use an EPI pen and in the proper dispensation of medications to students.

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

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

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

These are 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 and driver must possess a valid Class A, B or C commercial drivers license with a passenger endorsement.

END OF POLICY

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**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](#)