

School Bus Driver Examination and Training

The following regulations have been lawfully adopted by the State Board of Education:

1. The driver must be at least 18 years of age and must possess a valid Oregon chauffeur's license and a school bus driver's license and attend all bus driver's training;
2. School bus drivers must pass a physical examination adopted by the State Department of Education;
3. Drivers shall observe the traffic laws of the state and of local communities;
4. The driver shall instruct the students at least twice during the year in the following:
 - a. Use of the emergency door;
 - b. Safe operation of the windows;
 - c. Proper use of the fire extinguisher.
5. It is the duty of the school bus driver to check his/her vehicle every time he/she starts a run to make sure that it is in a safe operating condition.

Responsibilities of Bus Drivers

1. The school bus driver is expected to comply with all motor vehicle laws of Oregon and regulations established by the State Board of Education.
2. The driver is responsible for enforcing all regulations governing the conduct of students from the time the students enter the bus in the morning until they alight from it at their regular stops. The driver's relationship with the students should be on the same plane as that expected of a teacher.
3. The driver shall keep a set of the "Regulations Governing Pupils Riding School Buses" posted in a conspicuous place in the bus.
4. The driver shall report all cases of student disobedience to the superintendent or principal.
5. Drivers shall not put students off the bus along the route for disciplinary reasons, excepting life threatening situations.

Responsibilities of School Administrators

The school administrator shall:

1. Cooperate with the county superintendent, Boards, state agencies and drivers in planning school transportation;

2. Cooperate with all agencies in promoting traffic safety;
3. Keep parents and students informed concerning the time schedules and their responsibilities in the transportation program;
4. Plan routes and designate bus stops that will provide maximum safety and convenience for those served;
5. Make certain that buses are in safe operating condition. Cooperate in getting buses inspected;
6. Plan for accident drills in methods of escape, use of fire extinguishers and other emergency procedures and see that these drills are carried out;
7. Secure first-hand information regarding operation by riding bus routes periodically;
8. Assist and advise the drivers in maintaining proper student behavior;
9. Be responsible for supervision of students when loading or unloading on school premises;
10. Keep accurate school attendance records of all transported students;
11. Forward to the Director of Transportation, State Department of Education, Salem, Oregon, a copy of all accident reports submitted to the school administrator within 48 hours after an accident occurs;
12. Administer the rules and regulations set forth by the Superintendent of Public Instruction;
13. See that all buses carry the equipment required by law (first-aid kits, flares, flags) and inspect equipment carefully to see that it is in proper working order;
14. Assign a responsible person to accompany the bus driver on all trips other than transporting students to and from school. This person shall be responsible for discipline. The bus driver may aid with discipline at his/her own discretion;
15. Organize and assign school bus patrols when deemed essential;
16. Plan and organize an instructional program for the students regarding the various facets of school transportation;
17. Be responsible for all phases of school transportation subject to rules and regulations of the Board and the statutes of the state of Oregon and regulation; lawfully adopted by the State Board of Education;
18. Be responsible for promptly notifying the Transportation Director, State Department of Education, Salem, Oregon, of any serious illness of a bus driver that might disqualify him or her for driving a school bus;
19. See that adequate insurance protection is carried;

20. Plan the program of the district so that children who arrive early or remain late on account of transportation schedules will be under school supervision at all times and will, insofar as practicable, have a planned program of activity.

General Duties of the Superintendent

1. See that policies of the Board are carried out.
2. Keep the Board currently informed on all phases of the transportation system.
3. Periodically check the supervisor to see that he or she is carrying out the policies of the Board.
4. Outline specific responsibilities for the transportation supervisor.
5. See that a transportation cost accounting system is maintained and at least the following data itemized:

Records kept by the deputy clerk or designate:

- a. Driver's salary;
- b. Mechanic's and other bus maintenance employees' salary;
- c. Supervisor's salary;
- d. Secretarial salary;
- e. Insurance: buses and garage;
- f. Depreciation of buses;
- g. Depreciation of bus garage;
- h. Employer's contributions: PERS, FICA, related costs;
- i. Payments in lieu of transportation;
- j. Payments to other districts for transportation;
- k. School buses contracted;
- l. Car and station wagons contracted;
- m. Payment received from other districts for transportation;
- n. Other.

Records kept by transportation supervisor and forwarded to the deputy clerk:

- a. Annual miles traveled by each bus (odometer reading, reading at end of year minus odometer reading at beginning of year);
- b. Mileage and costs on trips other than from home to school (athletic trips, band trips, other);
- c. Daily route mileage of each bus;
- d. Number of routes each bus travels;
- e. Number of students transported daily by each bus;
- f. Trip map of each bus route showing route and stops;
- g. Gas, oil and lubricants used in each bus;
- h. Tires, tire repairs, batteries for each bus;
- i. Time mechanics work on each bus;
- j. Repairs on each bus by privately owned garages;

- k. Vehicle repair parts for each bus;
- l. Other vehicle expense (chains, anti-freeze, etc.);
- m. Other.

The deputy clerk will consolidate all transportation accounts and records and compile a monthly report for the superintendent and the Board. A report will be made at the end of the school year for the superintendent and the Board itemizing the costs (listed above) for operating each school bus. As a matter of sound business management, it is essential that the superintendent and Board know exactly what it costs to operate each bus, as well as the management of the operation.