

# Pupil Transportation Director Beginning of School Year Checklist

\*State or Federal Requirement #Best Practice Recommendation

- **\* Review driver's files and check for expiration dates**
  - Level training
  - School Bus permit and or CDL
  - Annual Physical
  - Criminal background check (done every 5 years)
  
- **\* Confirm newly hired drivers have met all licensing requirements**
  - Physical completed by certified medical examiner (complete prior to taking level class)
  - Pre-Drive completed and submitted to Safety Center
  - Level I training completed
  - Received DMV school bus permit
  - Obtain info from DMV to verify good driving record
  - Criminal Background check complete
  
- **\* Contact DMV to verify driving records for all drivers**
  
- **\* Confirm district is participating in testing program for alcohol and controlled substances**
  
- **\* Verify all pupil transportation vehicles have been inspected before school starts**
  
- **\* Establish dates for Emergency Evacuations during the school year (two are required per school year)**
  
- **# Coordinate driver meeting before beginning of school including the following suggested topics:**
  - Reminders about school policies related to pupil transportation
  - Documenting Pre-trip inspections
  - Conducting Post-Trip Inspections
  - Use of Cell phone on routes – only used when vehicle is pulled off road
  - Crossing railroad tracks
  - Loading and unloading students
  - Conducting emergency evacuations
  - Accident procedures
  - Changes in school policies impacting transportation
  - District emergency response info relating to pupil transportation
  - How building specific expectations relate to transportation. For example:
    - What does driver do if unloading bus load of students at a building that is locked?
    - What does driver do if drop off point appears unsafe to leave students?
  - Other district specific reminders
  
- **\* If contracting for pupil transportation, confirm that contractor:**
  - Employs qualified drivers that hold the appropriate licenses
    - CDL with P and S endorsement
    - School Bus Permit
  - Use buses/small vehicles that have been inspected and are being inspected every 80 days by a qualified mechanic.
  - Requires drivers to do a pre-trip inspection at the end of each trip
  - Complies with all sections of Rule 91
  - Provides the school with VINs of vehicles used to transport school students