

TRANSPORTATION OF STUDENTS IN BOARD-OWNED VEHICLES

The Board of Education has determined that there are situations in which it cannot reasonably provide for the transportation of students by school bus. Therefore, the Board of Education authorizes the transportation of students to and from school and school-related activities and events in Board owned, leased, or contracted vehicles other than school buses subject to the provisions of this policy and O.A.C. 3301-83-06 and 3301-83-19.

The Superintendent and/or his designee may permit the transportation of students in Board owned, operated, or contracted vehicles other than school buses, when it is determined that school bus transportation cannot be reasonably provided. However, these vehicles shall not be routinely used for service between home and regularly scheduled school sessions except for preschool children, special needs children, children inaccessible to school buses, and students placed in alternative schools.

Vehicle Requirements

All Board owned, operated, or contracted vehicles other than school buses used for the transportation of students must have been originally designed and constructed at the factory for nine passengers or less, not including the driver, and shall be equipped with the following:

- A. Safety equipment, including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors;
- B. A rooftop sign marked “school transportation;” and
- C. The name of the school district or the name of the contractor clearly marked on the side of the vehicle.

A qualified mechanic shall inspect these vehicles at least two times per year. The inspection shall cover, at a minimum, all applicable sections of the school bus inspection requirements set forth in O.A.C. 3301-83-11. In addition, the Superintendent and/or his designee shall establish and implement periodic maintenance intervals for these vehicles. Documentation and proof of these inspections and service procedures shall be kept on file in the transportation department.

Driver Requirements

All drivers of Board owned, operated, or contracted vehicles other than school buses must comply with the following requirements:

- A. Be eighteen years of age with a minimum of two years of driving experience;
- B. Complete an annual driver record check and have no more than eight points and/or no six point convictions within the last twenty-four months as verified by an abstract driver record from the Bureau of Motor Vehicles;

- C. Hold a valid driver's license;
- D. Provide proof of financial responsibility or be insured by the Board of Education;
- E. Provide a satisfactory report from the Bureau of Criminal Identification and Investigation every six years;
- F. Be physically qualified as determined by O.A.C. 3301-83-07;
- G. Pass drug and alcohol testing;
- H. Complete a minimum of four hours of preservice driver training; and
- I. Complete two hours of annual inservice training.

A certificate of completion of these requirements for each driver shall be kept on file with the Athletic Director, Transportation Supervisor, Principal, and Superintendent.

Vehicle Operation

The vehicles shall be operated at all times in accordance with all applicable laws, regulations, and ordinances, and the policies and procedures of the Board of Education.

It shall be the responsibility of each driver to complete and document a daily pre-trip inspection.

Loading and operation of the vehicles shall be in compliance with the passenger, weight, and other associated restrictions and instructions as identified by the original manufacturer of the vehicle.

Administrative, Staff, and School Security Personnel Requirements

No principal, teacher, security officer, staff member, or coach shall transport any student in any vehicle if they do not have a certificate and the vehicle is not appropriately marked with signage and equipped with safety equipment. However, this does not preclude a principal, security officers, or other staff member from transporting a student in his/her personal vehicle in the event of an emergency threatening the health and safety of the student or staff member.

Adopted: July 18, 2006