

**Pupil Transportation
Beginning of School Year Checklist**

**State/Federal Requirement*

#Best Practice Recommendation

Review driver files for required information and check expiration dates:

- Documents showing the driver's Level Training is current * (*valid for five years*)
 - ✓ Annual In-Service training, minimum of 2 hours
 - ✓ Activity drivers of small vehicles are exempt.
- Valid Class O license or CDL*
- Medical Certificate* (*valid for two years*)
 - ✓ Activity drivers of small vehicles are exempt.
- Criminal Background Check* (*valid for five years*)
 - ✓ Certificated individuals are exempt.
- DMV Driving Record* (*valid for one year*)

Confirm newly hired drivers have met all licensing requirements including the new Federal ELDT requirements for CDL drivers, and are considered qualified to drive

- Physical completed by certified medical examiner * (complete prior to taking level class)
- Pre-Drive completed and submitted to Nebraska Safety Center*
- Level I training completed*
- 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 (drivers holding CDLs) 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 Emergency Evacuations are required per school year*
- All Emergency Evacuations must be conducted by a qualified school bus driver*

Schedule Emergency Evacuation Drills*

- A minimum of two emergency evacuation drills are required each school year.
- Usually, first drill is set within first couple weeks of school
- Consider scheduling the second drill sometime in February or early March – weather permitting. Students are being transported frequently during early spring so holding a drill during that time frame would be beneficial for the students.

School Finance & Organizational Services
Nebraska Department of Education

Coordinate driver in-service for all drivers. *

This in-service must be a minimum of two hours. Required in-service topics:

- Emergency Evacuations
- Loading/Unloading
- Student management
- Vehicle inspections
- School's Safe Pupil Transportation Plan

Other suggested topics for in-service:

- ✓ Reminders about school policies related to pupil transportation
- ✓ Documentation for inspections
- ✓ Conducting post-trip inspections
- ✓ Use of cell phone on routes
- ✓ Crossing railroad tracks
- ✓ Accident procedures
- ✓ District emergency response info relating to pupil transportation
- ✓ Building specific expectations relating 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?

If contracting for pupil transportation, confirm the contractor:

- Employs qualified drivers current with Level Courses and hold the appropriate licenses
- Uses 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/post-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