

****738 – School Bus Driver:** Consistent with the new *Standards for Idaho School Buses and Operations*, we have included the requirement that the district maintain a personnel file for each driver employed by the district or the district’s contracted transportation provider. We have also specified what documents must be included in such personnel file. In addition, the *Standards* are included as a reference to the policy.

“Driver” means any person operating a school bus owned or operated by the district while transporting students to or from school or approved school activities. This includes full-time, regularly employed drivers; casual, or substitute drivers; leased drivers and independent owner-operator contractors.

The board of trustees will employ drivers only upon written application approved by the State Department of Education. Applicants must be over the age of eighteen (18), of good moral character, and not addicted to the use of intoxicants or narcotics. Persons or entities which provide student transportation services under contract with the district are required to supply the same information as required of school bus driver applicants.

A driver will be subject to the physical examination standards of the federal motor carrier safety regulations.

While operating a school bus, a school bus driver must, at all times, be in the possession of a current commercial driver’s license (CDL) including endorsements as specified in Idaho Code §49-105. The permit must be in a form approved by the State Department of Education and must be carried on the driver’s person or prominently displayed at all times that the driver is operating any school bus carrying students. The board, after a hearing and for cause, may revoke a driver’s permit.

The district will maintain a personnel file for each driver employed by the district or the district’s contracted transportation provider. The personnel file will include documents used for management decisions in assuring that all drivers meet high standards of safety and training. Items in the student transportation personnel file must include:

- Copy of original application;
- Copy of current CDL driver’s license;
- Most recent driving record check (check required annually between July 1st and the first day of regular school);
- Copy of DOT physical/medical examiner’s certificate with any applicable waivers;
- Documentation of all training, including, at a minimum: (i) accurate information certifying attendance and satisfactory completion of all state, federal or district and/or company required training; (ii) details about all topic specific school bus drivers training supported by a training program agenda, including the number of hours of instruction, date of instruction, instructor and driver’s signature; (iii) copy of SDE/classroom

curriculum tests (11 total) with a score of eighty percent (80%) or better plus classroom training, pre-service, in-service, and behind-the-wheel training;

- Copy of all annual driver and route evaluations (new drivers shall have a driver evaluation before being allowed to drive a school bus loaded with students); and
- Copies of driver emergency evacuation drills shall be maintained for a period of three (3) years.



LEGAL REFERENCE:

Idaho Code Sections

33-1508

33-1509

49-105

Standards for Idaho School Buses and Operations, July 2018

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