

McCall-Donnelly School District  
Activity Bus Guidelines

- 1) The 14-passenger activity buses will be available for use in accordance with the following priorities:
  - a) Interscholastic competitions for which interschool contracts have been signed and for which there are penalties for breach of contract.
  - b) Interscholastic competitions for which interschool contracts have been signed, but for which there are no penalties for breach of contract.
  - c) Interscholastic competitions for which no interschool contracts have been signed.
  - d) Student activities directly related to academic courses; e.g., field trips.
  - e) Student activities not directly related to academic courses, but that are related to our educational mission; college visit, career fair, etc.
  - f) Student activities directly related to an established student organization.
  - g) All other student activities.
  - h) Staff/Faculty activities
  - i) Within each category, the decision for use will be on a first come first served basis.
- 2) The person responsible for driving the bus will provide the following information before being allowed to drive:
  - a) Name, driver's license number, date of birth, and permission for the district to procure a driving record report from the division of motor vehicles
  - b) SafeSchools online training of 1 hour must be completed, please contact the District Office for access.
  - c) In-person pre-driving check off training must be completed.
  - d) Information regarding any health impairment that could influence his/her driving performance; e.g., diabetes, narcolepsy, etc.
  - e) Drivers must also have passed a background check through the State Department of Education.
- 3) The bus will be requested through ~~SchoolDude (Staff Portal)~~: **the districts online request platform.**
  - a) Bus requests should be entered online at least 48 hours before the scheduled event.
  - b) The District Office/Maintenance **Director or Designee** will be responsible to distribute and collect bus keys. Buses are to be picked up at the maintenance vehicle area ~~between the tennis courts and the maintenance facility~~. Buses are to be

left at the maintenance vehicle area when the trip is over along with a list of items that need attention.

4) Driver Responsibilities:

a) Drivers are limited to 11-hours of daily driving time or a 14-hour work day limit.  
Exhibit 8113

- i. Driver A departs McCall and drives 6 hours to location X. The return drive is also 6 hours. This driver could not complete this trip because it exceeds 11 hours of daily driving time.
- ii. Driver A reports to work at 8:00 am and begins driving the activity bus at 4:00 pm. The trip takes 2 hours and the activity lasts 3 hours. Driver A would not be able to drive the return trip of 2 hours because the total work/drive time exceeds 14 hours in one day.
- b) The driver is responsible for doing a walk around prior to driving the bus. The driver is also responsible for reporting accidents, or problems with the bus, and returning the keys to the District Office/Maintenance **Director or Designee** in a timely manner so the bus can be available for the next trip. The Maintenance Department will be responsible for a more thorough inspection periodically and will place the buses on a routine maintenance schedule.
- c) Each bus is to have windows cleaned, debris/trash picked up before leaving it at the maintenance vehicle area.
- d) The driver should read the information provided from the "Idaho Commercial Driver's License Manual 2013," prior to beginning ~~the trip~~ **of trips**. ~~This information is available in a binder that is kept in the bus at all times.~~
- e) Failure to follow the guidelines may result in denial of use on subsequent occasions.