

Fort Cherry School District

REQUEST FOR PROPOSAL

The Fort Cherry School District invites qualified vendors to submit proposals for:

CONTRACTED SCHOOL BUS TRANSPORTATION

MANDATORY PRE-BID MEETING

All interested vendors must attend a mandatory meeting at which time FCSD personnel will be available to answer questions regarding the proposal. The meeting is scheduled for **Tuesday November 12, 2019, at 6:00 p.m.** at Fort Cherry High School Learning Commons.

SUBMISSION OF PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of the completed proposal in a sealed envelope clearly marked **"TRANSPORTATION RFP"**.

Proposals are due by 12:00 p.m. – Monday. December 2, 2019

Mail or deliver proposal to the following address:

**Superintendent
Fort Cherry School District
155 Fort Cherry Road
McDonald, PA 15057**

724 796-1551 X 2420

TENTATIVE TIME SCHEDULE

Pre-bid Meeting: Tuesday November 12, 2019, 6:00p.m at the
Fort Cherry High School Learning Commons

Proposals Due: Monday, December 2, 2019, Noon at District Office.

Conduct Interviews with vendors, if necessary: Beginning week of December 9, 2019

Board Award of Contract(s): January 27, 2020 6:30pm, at the
Fort Cherry High School Learning Commons.

SUMMARY OF TRANSPORTATION DATA

FORT CHERRY SCHOOL DISTRICT

2019-20 SCHOOL YEAR TRANSPORTATION DATA (all figures are approximate)

Public Pupils Transported (2 schools)	1,006
In-District Private School Pupils	14
Out-of-District Private School Pupils	0
Daily Regular School Runs:	62 (15 buses x 4 runs daily plus 2 Tech runs)
Mileage in School Year (est.)	391,000 miles

Other Runs:

Athletic Events:	234 per Year @ 6 Hours Per Trip (est.)
Educational Field Trips:	168 per year @ 4 Hours Per Trip (est.)

Special Needs:

16 students @ 5 Special Needs Facilities	
Extended School Year	8 Students

NOTE: These runs may require car seats, seat belts, or harnesses.

FORT CHERRY SCHOOL DISTRICT

PROPOSAL FOR CONTRACTED SCHOOL BUS TRANSPORTATION

**Superintendent
Fort Cherry School District**

The undersigned hereby proposes to furnish school bus transportation for the Fort Cherry School District as per the prices quoted on the attached proposal pages. The undersigned certifies to have read and fully understand the specifications and offer to furnish the services in exact accordance with the specifications and at the prices quoted.

NAME: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

CONTACT: _____

PHONE: _____

FORT CHERRY SCHOOL DISTRICT

REQUEST FOR PROPOSAL

CONTRACTED SCHOOL BUS TRANSPORTATION

SCOPE

Fort Cherry School District is a small, rural public school district located in Washington County and includes the following municipalities: McDonald Borough, Midway Borough, Mt. Pleasant Township, and Robinson Township. The school district covers approximately 59 square miles with a population of approximately 8,950.

The School District operates one (1) elementary school and one (1) junior/senior high school. Both buildings, as well as the Administration office, are located at 110 Fort Cherry Road, McDonald, PA 15057.

The District currently outsources two transportation companies to provide student transportation. Each company is responsible for seven (7) to nine (9) daily bus runs, depending on the needs of our students. In addition, the school district outsources an additional transportation company to provide van/mini bus services for special circumstances. The district is seeking services for approximately Twelve (12) – Fourteen (14) regular bus runs as well as multiple van/mini bus runs starting with the 2020/2021 school year.

STATEMENT OF PURPOSE

The transportation of students is a specialized function. The essence of any student transportation contract is that the students be transported to and from school regularly, promptly, safely and without interruption or incident. The children's interest in transportation takes precedence over the interest of either the contractor and its drivers or the FCSD. The primary obligation of the contractor is to operate its affairs so that the FCSD will be assured of continuous reliable service. For the protection of our children, drivers and all other persons coming in contact with the children must be of stable personality and of the highest moral character. The FCSD places and the contractor accept full responsibility of assuring such qualities in personnel. Therefore, all required security clearances and background checks must be satisfactorily completed in accordance with law.

Under the proposed service agreement, the contractor will be responsible for all aspects of pupil transportation service subject to the approval of the FCSD. As such, the contractor must have the management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet these specifications.

By submitting a proposal and accepting a contract, the contractor represents that it has such management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle

maintenance and staging areas; and any other equipment, materials, supplies, information systems, and personnel necessary to meet these specifications.

GENERAL SPECIFICATIONS FOR STUDENT TRANSPORTATION

1) FAMILIARIZATION

Each contractor is required to examine the entire proposal, including the specifications and attachments, and to become familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of schools, including entrance driveways and exits and with all other physical facts pertinent to the performance of the work.

2) OFFICE SPACE AND TERMINAL FACILITIES

The contractor is required to provide an office and a terminal facility within the FCSD boundaries, unless otherwise previously approved by the FCSD. FCSD property shall not be used for office space or terminal facility.

3) MANAGEMENT OF EMPLOYEES

Personnel furnished by the contractor to perform the functions specified in the contract shall be employees of the contractor. The contractor shall pay all salary, wages, Social Security taxes, federal and state unemployment insurance, workers compensation and any other tax relating to the employment of such employees. The contractor shall provide all other required management services, including personnel services, such as licensing, training, supervision, and evaluation, necessary to carry out the terms of the contract.

4) SUPERVISION

- a) The contractor will provide a qualified supervisor and staff of employees. The supervisor will be trained and experienced in the supervision of school bus and van drivers. The contractor's supervisor shall cooperate fully with the FCSD Director of Transportation and Superintendent to ensure a safe and efficient transportation system.
- b) Contractor will agree to make the supervisor and staff available to the FCSD for community and parent related inquiries upon request and notice of the FCSD.
- c) The contractor agrees to furnish such reports as may be required and at the times designated by the FCSD or its designated representative. The Contractor agrees to provide the Director of Transportation with verification of every requirement for buses and bus drivers, as outlined by the Pennsylvania Department of Transportation, Pennsylvania Department of Education, and this contract prior to the opening of school, or whenever new drivers are used, i.e., but not limited to valid school bus driver licenses, physical examination cards, drug testing, and criminal background checks. Contractor agrees to have a predetermined facility to conduct DOT physicals and drug testing that has been approved by the School Board.
- d) School transportation contractors are responsible for the behavior and actions of their employees, particularly with regard to adherence to the transportation policies and regulations of the FCSD. Violations of those policies and/or regulations by drivers shall be considered violation of those policies and/or regulations by the contractor who employs the driver. Such violations of policies and/or regulations may, at the option of

the FCSD, operate as cause for the termination of a contract for the transportation of school pupils.

- e) The contractor agrees to obtain directions to destinations for all trips at least 24 hours before the scheduled departure. Last minute contacts with the Transportation Office seeking directions are unacceptable. Contract agrees to follow the FCSD School Route policy for regular runs, extra trips and activities when transporting students.

5) **DRIVERS**

It shall be the intention of the FCSD to contract for the transportation of public, parochial, private, charter and special needs school students on each school day as established by their respective calendars. The contractor will be responsible for providing drivers, for managing drivers, and furnishing the required number of drivers to transport students to and from school on a daily basis.

- a) Every school bus driver provided by the contractor shall meet all regulations, presently in existence or implemented over the term of this contract, of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. Drivers must pass periodically administered physical examinations which may be required by the Public Utility Commission, the Interstate Commerce Commission and/or the Pennsylvania Department of Transportation.
- b) Drivers will have DOT physical examinations provided at the expense of the driver or contractor at a predetermined location approved by the FCSD.
- c) A mandatory drug testing and approved random testing program, as specified by state and federal laws, are required to be performed by a District approved company at the expense of the contractor. Contractors are responsible to comply with all federal laws, state laws, local laws, and District policies pertaining to drug and alcohol testing of drivers and related personnel who provide student transportation services for the FCSD.
- d) The contractor agrees to submit a list of certified drivers and copies of driver licenses, physical examination cards, and certificates of school bus instruction to the FCSD before the start of each school year under the contract or prior to the start of service by new drivers. Additionally, the contractor must provide proof of current Act 34 (PA Criminal History Background Check), Act 151 (Child Abuse History Clearance), and Act 114 (FBI Fingerprint Report) clearances to the FCSD for all personnel involved in the contract, including but not limited to all drivers, before drivers are allowed to transport students.
- e) Both regular and substitute drivers shall be assigned as consistently as possible to the same bus run for the purpose of route familiarization and pupil control. It is the express desire of the FCSD that the rate of driver turnover be minimal.
- f) All personnel, including drivers, assigned to perform under the contract shall be subject to approval by the FCSD prior to being assigned by the contractor. The FCSD retains the

right to evaluate the drivers and all other personnel employed by the contractor for the performance of the contract by any and all reasonable means.

- g) The contractor will comply with a request by the FCSD to remove any school bus driver who, in the FCSD's opinion, is not qualified to operate a school bus or cannot properly control students. FCSD shall have the right and the discretion to approve or not approve any school bus driver.

6) LICENSES

The contractor and its employees shall acquire and maintain valid permits and licenses required by law. All costs and fees for such license shall be the sole responsibility of the contractor and/or the drivers under its employment.

7) VEHICLES PROVIDED

- a) School buses and all other vehicles used in the performance of the contract shall at all times conform to the standards for school transportation vehicles approved by the Department of Transportation, Public Utility Commission and Mass Transit Authority, as applicable. School buses, Type I and II vehicles, shall meet the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania Officials during the summer months. Cars, vans and Type III school mini-vans shall conform to the standards of the Bureau of Traffic Safety. All vehicles shall conform to the provision of the law of the Commonwealth of Pennsylvania, shall pass state required inspections, and be in good mechanical and sanitary condition.
- b) The contractor is to provide sufficient spare buses as backup units for breakdowns, preventative maintenance, and accident-damaged vehicles. The contractor will also supply a reasonable number of additional buses to provide for special services, such as athletic/ band trips and field trips.
- c) The contractor agrees to provide all vehicle maintenance and repairs on all buses, cars, and vans utilized under the contract at its own cost.
- d) The contractor shall furnish daily interior cleaning. Exterior cleaning will be done at least twice a month - September through June. Vehicle windows must be clean and clear and vehicle numbering must be visible at all times. The contractor shall also perform daily pre-trip and post trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no condition may an unsafe bus be used to transport students. The contractor will keep on file the completed inspection sheets and submit copies of the sheets on demand to officials of the FCSD when requested.
- e) The FCSD retains the right to inspect the school buses and all other vehicles to insure safety compliance.

- f) All school buses assigned to regular daily routes by the bidder pursuant to the contract shall be no older than ten (10) years from the date of manufacture. All vans to be utilized by the successful bidder for the performance of the contract shall be no older than seven (7) years from the date of manufacture. Use of spare buses shall be no older than twelve (12) years from the date of manufacture. The use of spare buses will be kept to a minimum and the FCSD will be notified in writing when this occurs.
- g) It is understood and agreed to by both parties that the contractor when engaged in one or two hour delays for the start of classes will use the extra time to prepare the vehicles for service. School bus engines will be started earlier and left running so that alternate vehicles can be used in the case of failed starts. In subzero weather during delayed opening, contractors will do short test runs to be sure that their vehicles can complete their routes.

8) **SAFETY PRECAUTIONS**

The Contractor shall require all drivers to comply with the following safety precautions:

- a) All traffic regulations shall be observed at all times.
- b) Each driver is expected to remain with the bus at all times whether at a school building or on the route if there are students on the bus. If no students are on the bus and the bus is secure, the driver may leave the bus.
- c) The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the speed limit as set forth in the minimum standards of the Bureau of Traffic Safety, PA Department of Transportation, as promulgated from the Vehicle Code, or a reasonable speed for road conditions. It shall be the duty of each driver to operate the bus at a reasonable rate of speed at all times.
- d) Each driver shall use the greatest care to guard the children, prevent overcrowding and maintain order in the bus at all times. Any child refusing to obey the driver shall be reported to the school administration using the bus conduct forms provided by the FCSD and/or sending school district.
- e) Only public school pupils, non-public school pupils, teachers, and any other school officials or individuals designated by the District shall be transported by the Contractor hereunder. Only such designated passengers and their belongings shall be transported in a school vehicle while it is engaged in transporting pupils to and from school. The District shall have the right to assign monitors at the District's expense when this need is approved by the Board of School Directors.
- f) All children riding on the buses shall be transported to their designated stops only; unless previously approved by Director of Transportation or representative.
- g) No school bus shall be loaded beyond the seating capacity as set forth in the minimum standards as indicated on the "Approved School Bus Sticker." All other public

conveyances, when transporting school children under contract, shall provide adequate seating for each student with no standees permitted.

- h) There shall be no eating (food and/ or drinks) in any of the vehicles used to transport students. Use of tobacco, vaping, drugs or alcoholic beverages in the buses or on school property is prohibited at all times. Contractors will enforce FCSD or sending school district policies including the requirement that there is no smoking or vaping allowed at any time on school buses used in the FCSD. At the discretion of the FCSD for special trips and/or activities an exception can be made to allow eating (food and/or drinks) by students.
- i) In the event there are additional safety standards required for the transportation of students that requires equipment to be installed and/or implemented for such safety enhancements contractor shall be responsible for cost to purchase such equipment and installation. If FCSD would institute any additional safety standards for the transportation of students, the successful contractor agrees to install and/or implement such safety enhancements and those if any additional costs will be the responsibility of the FCSD.

9) FUEL

- a) FCSD shall provide the motor fuel needed for the performance of the contract. The contractor agrees to indemnify the FCSD from all penalties resulting from the mishandling of fuel.
- b) The District agrees to purchase the fuel used for the transportation of the FCSD students in order to take advantage of any and all tax exemptions applicable to school district transportation. The District shall charge the gross cost (including nonexempt taxes) to Contractor for the purchase of such fuel by deducting from each monthly payment the District's cost for the fuel. The District shall not be obligated to provide such fuel unless Contractor can assure District that adequate accounting and/or metering procedures are adopted so that fuel consumption may be monitored. The District shall be entitled to audit said consumption at any time.

10) BUS ROUTES AND BUS STOPS

- a) Bus routes shall maximize the state transportation reimbursement formula including ridership, age, and minimal empty mileage while being mindful of student ride time. All bus stops must be approved by the FCSD prior to utilization.
- b) Bus routes and bus stops shall be prepared with joint cooperation of the FCSD and the Contractor. Any and all routes may be modified from time to time at the sole discretion of the FCSD. The contractor shall not deviate from the designated routes or stops except by prior written consent of the FCSD or in an emergency.

- c) An operating time schedule for each building shall be provided by the FCSD. The contractor and FCSD shall work together to use this information to create and designate the time and place of all bus stops, both morning and evening. These schedules shall be carried in the bus and provided to the schools. The time schedule may be modified by the FCSD as the occasion demands, but only after due notice has been given to parents and contractor. In addition, finalized student rosters will be provided by the contractor to the FCSD Transportation Office, and to all schools serviced, two (2) weeks prior to the first day of the school year.
- d) The FCSD will be responsible for providing the communication of bus routes and schedules to all students and their families.
- e) In the case of an emergency, any deviation of established routes shall be reported promptly to the FCSD transportation office, to include but not limited to all special activities, sporting events, and field trips.
- f) Schedule A provides information on the routes and the number of students that were scheduled in the FCSD for 2019-2020, (Base Price). The cost of additional bus runs or credit for deletions will be discussed between the contractor and the FCSD based on the proposal and contract.

Contractors have the option to choose method of pricing, however are highly encouraged to provide "state formula" based pricing. The method of calculation is attached to this document as Schedule C.

Contractors are REQUIRED to provide cost per day for transporting children for this proposal.

- g) Small and local operators are encouraged to participate. The FCSD will consider allowing partial proposals based on routes, school districts, or buildings. The FCSD will also consider proposals from collaborating contractors that "bundle" pricing.
- h) All buses shall have the name of the contractor on the bus and NOT Fort Cherry School District, and all buses must have all applicable license numbers required by Department of Transportation.
- i) **EVALUTION CRITERIA (CONTRACTORS ARE ENCOURAGED TO ADDRESS EACH ITEM IN THEIR PROPOSAL)**
 - i) PREVIOUS EXPERIENCE & SAFETY RECORD
 - ii) MAINTENANCE OF VEHICLES
 - iii) DRIVER TRAINING PROGRAM
 - iv) DRIVER UNIFORM PROGRAM
 - v) COST OF PROPOSAL

- j) Contractors must reimburse families for any or all personal belongings that are damaged as a result of accidents or vehicle maintenance.
- k) FCSD will reimburse Contractor for tolls up to the amount allowed by EZ-PASS/PREPASS for regular daily trips, field trips and special events. Toll reimbursement must be submitted within 30 days of receipt of invoice and presented to Business Office within 5 business days.

11) TWO-WAY RADIOS

The successful bidder will agree to utilize and maintain its own two-way radio apparatus on all of its buses and other vehicles in service. All buses purchased during the term of this contract must be equipped with said radios. The radio system will remain the property of the contractor and any licensing renewal fees will be paid by the contractor. Use of the radio system must be in compliance with FCC regulations and is strictly intended for the requirements of this contract. The contractor will assume the ongoing maintenance of the radio system and purchase of additional radios as it deems necessary. The contractor will, at his expense, install and maintain base-station radio(s) to provide for direct communication between the buses and the contractor. One base-station radio will be provided to the FCSD to be used as a means of traffic monitoring.

12) PUPIL SUPERVISION

- a) The FCSD delegates to the contractor the necessary authority to supervise and control students on buses and vans in accordance with FCSD rules. Authorization shall not include corporal punishment, or the right to eject any offender under circumstances other than those which present an immediate danger likely to result in injury. Bus conduct reports must be completed by the driver and given to the student's building administrator with a copy forwarded to the Transportation Office.
- b) The FCSD will utilize video and audio monitoring equipment as a means to supervise bus students and to augment the written student misconduct report.
- c) Pupils shall be taken on and discharged from the bus only at the designated stops and at the extreme right of the road or other location as designated by the FCSD. No pupils shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start the bus, or signal the driver of any vehicle who has stopped in compliance with the provision of Section 3208 of the School Laws of Pennsylvania to proceed, until after each child on the vehicle has been safely seated, or when exiting, has reached a place of safety.
- d) No person other than a school pupil shall be transported in a school vehicle except in an emergency or when designated by Transportation Director. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.

13) VIDEO MONITORS

FCSD will provide and install a video and audio recording device capable of receiving and recording audio and video from a video capturing device on each school bus under contract to the FCSD. The recording devices should be inspected on a monthly basis. All vehicles must have proper signage indicating audio and video equipment is in use. All buses shall be equipped with two devices, including front and rear. The number of cameras used shall be at the discretion of FCSD.

14) STUDENTS WITH SPECIAL NEEDS

Drivers assigned to transport disabled, special education, and early intervention program students shall be given special training concerning the techniques of handling such children. The FCSD reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.

15) DRIVER UNIFORMS

Contractor must have a uniform dress that would include a reflective safety vest with name tag for all drivers. All drivers must have an identification badge, which is provided by FCSD. The contractor should include a description of driver uniforms with the proposal.

16) DRIVER TRAINING

Driver training is extremely important to successful student transportation programs. Best practices in driving training include "soft skills," such as how to communicate with students, etc. The contractor should include a detailed description of their driver training program, including a schedule for training for Year 1 of the contract.

17) SPEAKER/INTERCOM SYSTEMS

All buses will be equipped with intercom systems with hands free use of the driver to communicate with children.

18) STATE REIMBURSEMENT

Contractor agrees to collect certain data on a monthly basis and to assist the District annually by providing the information necessary to complete such documents as are required to obtain maximum State reimbursement for such transportation system. Such forms shall be completed in sufficient time so as to insure that the District will obtain reimbursement for its transportation costs.

(a). The Contractor agrees to provide the District with all information essential to the completion and submission of the Pennsylvania Department of Education Transportation Reimbursement Application and any other required documents. In addition, the contract will keep and file with the District any records and reports which the District may reasonably require. Such information shall be provided to the District within fifteen (15) days of request or a mutually agreed upon time period.

(b). The Contractor shall provide to the District all information necessary for completion of the Form PDE-1043 no later than the 15th student day each month of each school year.

19) RIGHT TO CONTRACT WITH OTHERS

The FCSD reserves the right to contract with parents, guardians, and others for the transportation of pupils, including the FCSD for special needs children. FCSD also reserves the right to use any school owned or rental vehicle or other transportation means, to transport students.

20) SCHOOL CANCELLATION OR DELAYED START OF SCHOOL

The Superintendent of sending districts, or designee, shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The contractor agrees to advise the FCSD and sending school districts of road conditions when requested. The contractor further agrees to abide by the decision of the Superintendent, or designee, and operate on the assigned schedules and routes.

FCSD has applied for FLEX instructional days, if approved by the PA Department of Education; this could mean the school year would be 175 days and not 180 days. Contractor shall only be paid for the days they transported students and not for FLEX days.

21) REGULATIONS AND COMPLIANCE

The contractor shall comply with the regulations of the Pennsylvania Department of Education, the laws of the Commonwealth of Pennsylvania, the regulations of the Pennsylvania Department of Transportation, all federal laws and the policies, rules and regulations of the FCSD.

22) INDEPENDENT CONTRACTOR

It is understood that the contractor is an independent contractor and not an officer, agent or employee of the FCSD while engaged in carrying out and complying with any of the terms and conditions of the contract.

23) NON-TRANSFERABLE CONTRACT

The contract shall not be transferred, subcontracted or assigned without the prior approval of the Board and the written consent of the FCSD.

24) TERM

The contract will be awarded for a six (6) year term with an option by the FCSD to extend the contract for additional six (6) years. The contract will commence on July 1, 2020.

25) PERFORMANCE BOND

- a) Upon award of a contract that exceeds \$10,000, the contractor shall provide, a Performance Bond in the amount of seventy-five percent (75%) of the current-year contract price. Proof of bond shall be provided to Business Manager 7 business days prior to award of contract date.

26) FORFEITURE

- a) If the contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, including

home to school transportation, athletic/ band trips, and field trips, and additional routes, the FCSD may cancel the contract without prior notice and procure services elsewhere. The FCSD may in its sole discretion offset subsequent payments and/ or call for the forfeiture of the Performance Bond.

- b) If the contractor fails to perform satisfactorily any of the transportation services required under the provisions of proposal and contract, the contractor shall not be paid for those days in which it fails to provide transportation services or continuously fails to meet the required time schedule, and should the FCSD be able to obtain such transportation services elsewhere, the contractor shall additionally be liable and, upon submission of an invoice by the FCSD, pay the additional cost to the FCSD of obtaining the transportation services above the contractual rate in effect between the contractor and the FCSD.

27) PAYMENT

The FCSD agrees to pay the contractor on a monthly basis over a 9 month period.

Contractors shall invoice for the monthly scheduled payment and any adjustments to the base contract on a monthly basis and include all supportive data. All invoices for the school year must be received in the Transportation Office by June 25th of that school year.

28) INSURANCE

- a) The contractor agrees that, prior to the effective date of the contract, said contractor will file with the FCSD evidence of a Public Liability Insurance Policy, issued by a company authorized by law to insure in Pennsylvania and with an AM Best rating of A or better. Verification of the rating, in writing, must be submitted to the District prior to the effective date of the contract. This policy shall be in effect for the duration of the contract. The Certificate of Insurance should indicate that the FCSD and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the District's Business Office annually.
- b) The contractor will, at his expense and prior to the effective date of the contract, provide the FCSD with valid and collectible evidence of Business Automobile and Liability Insurance for each vehicle. The Certificate of Insurance should indicate that the FCSD and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the District's Business Office annually.
- c) Worker's Compensation insurance, in accordance with statutory limits, will be required on all employees of the contractor who will be involved in any aspect of the operations in performing this contract with the FCSD. The Certificate of Insurance should indicate that the FCSD and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the Business Office annually.

- d) These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the FCSD.
- e) Each party will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the contractor on FCSD business, so as to handle potential problems on a timely basis in the best interest of both parties.

29) INDEMNIFICATION

- a) In addition to the insurance requirements included as part of the specifications, the contractor shall also defend, indemnify and hold harmless the FCSD from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, its agents or employees, in the performance of the contract and further agrees to indemnify the FCSD against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of the FCSD representatives with respect to the performance of the contract.

30) DISCRIMINATION PROHIBITED

Discrimination Prohibited – According to Section 62, Pa. C. S. A. § 3701, the contractor agrees that:

- f) In the hiring of employees for the performance of work under this contract, no contractor, or any person acting on behalf of the contractor, shall by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. No contractor, or any person on their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of gender, race, creed or color;
- g) This contract may be cancelled or terminated by the FCSD and all money due or to become due hereunder may be forfeited for a violation of the terms or conditions of the contract.

31) HUMAN RELATIONS ACT

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of the Act as amended that is made part of this specification.

32) AWARD

The FCSD will not be required to make an award entirely on the basis of the lowest bid in dollars and reserves the right to reject any and all proposals and/or to modify the terms of the proposals to protect the interests of the District. In the event such modifications are unacceptable to the contractor, such contractor shall be released from any obligation to the District. The Board shall consider all matters arising out of this contract not specifically provided for therein.

33) SUPPLEMENTAL INFORMATION

Each bidder is required to submit the following information along with their proposal:

- a) Client list comprised of PA school districts; include name of school district, contact information, student enrollment, number of buses, number of bus routes, and years of service to that district.
- b) Proof that the contractor is financially solvent: submit most recent annual financial statements with comparison statements from previous years.

SCHEDULE A

Fort Cherry School District

2019-2020 Daily Bus Run Schedule

**Summary of Bus Schedule is attached
(detail listing of routes provided upon request)**

Route Number	AM Run Miles	PM Run Miles	Total Miles	# Stops HS AM	# Stops HS PM	# Stops El. AM	# Stops El. PM	Bus Capacity
1	43.46	37.61	81.07	18	18	16	17	66
2	40.85	41.77	82.62	21	22	22	20	66
3	55.67	59.73	115.4	20	19	15	16	66
4	46.51	49.41	95.92	19	19	18	17	66
5	60.16	59.17	119.33	11	11	4	3	48
6	30.77	21.61	52.38	18	19	16	17	66
7	36.59	31.26	67.85	7	7	14	14	66
8	27.91	24.02	51.93	9	10	20	20	66
9	38.21	30.8	69.01	15	15	10	10	66
10	32.42	41.04	73.46	17	16	10	10	66
11	51.5	45.83	97.33	15	12	15	17	66
12	45.46	47.96	93.42	11	4	2	10	66
13	40.41	31.4	71.81	19	19	12	12	66
14	68.59	66.21	134.8	6	16	13	5	42
# Stops = Total Stop Count - Zero Count Stops and Depots								

SCHEDULE B

Fort Cherry School District Student

Schedule of Vehicles (2019-2020)

- 1) Twelve (12) Regular Daily School Buses with 66 seating capacity (note – contractor not required to bid on all 12 school buses; may bid on half) plus two – four (2-4) spare buses to accommodate all FCSD transportation needs (regular bus runs, special bus runs, activity and athletic runs, etc.)
- 2) Two (2) Mini School Buses used for Regular Daily Runs with of seating capacity of a minimum of 20 and no larger than 48.
- 3) One (1) bus/minivan to Holy Trinity School – current enrollment is four (4) students.
- 4) One (1) bus/minivan to Tri-State Christian School – current enrollment is seven (7) students.
- 5) Approximately Fifteen (15) vans to transport students to FCSD and/or other schools (note – this trips vary due to students and school being transported to; and these runs could be temporary and not for the whole school year) – Average number of miles with students is 100.

Schedule C

FORT CHERRY SCHOOL DISTRICT

PROPOSAL FOR CONTRACTED SCHOOL BUS TRANSPORTATION

Notes:

- (a) Contractors are encouraged to use State Formula ("SF") pricing or indicate SF +/- %
- (b) Contractors must note if there is a minimum daily charge.

	YEAR 1 (2020-2021)	YEAR 2 (2021-2022)	YEAR 3 (2022-2023)
<u>COST TO DUPLICATE EXISTING PROGRAM (SCHEDULE A)</u>			
DAILY RATE	\$ _____	\$ _____	\$ _____
<u>COST TO TRANSPORT ONLY REIMBURSABLE STUDENTS (SCHEDULE B)</u>			
DAILY RATE	\$ _____	\$ _____	\$ _____
<u>COST TO ADD (SUBTRACT) BUS FROM PROGRAM</u>			
DAILY RATE	\$ _____	\$ _____	\$ _____
<u>COST TO ADD (SUBTRACT) VAN FROM PROGRAM</u>			
DAILY RATE	\$ _____	\$ _____	\$ _____
<u>COST TO ADD (SUBTRACT) WHEELCHAIR ACCESSIBLE VEHICLE</u>			
DAILY RATE	\$ _____	\$ _____	\$ _____

COST FOR
Bus/Van Aide

HOURLY RATE

\$ _____ \$ _____ \$ _____

FIELD TRIP COST
(PER MILE/PER
****HO****

\$ _____ \$ _____ \$ _____
\$ _____ \$ _____ \$ _____

ATTACHMENTS

District Transportation Policies

24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
42 U.S.C. 11431 et seq
49 CFR Part 37
49 CFR Part 38
67 PA Code 212.101
75 Pa. C.S.A. 4551-4553
Pol. 121
Pol. 140
Pol. 810.1

Adopted March 27, 1995

Last Revised July 16, 2018

Purpose

This transportation policy sets forth and describes the nature, scope, rules, regulations and other guidelines which are required by state law and/or the Fort Cherry Board of Directors in the accomplishment of the transportation of qualified students within the Fort Cherry School District.

Authority

The Board is empowered to define and enforce the policies contained herein and shall have the absolute and final authority with respect to all such enforcement and decision making.

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter, and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[1][2][3]

The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for intra-curricular and/or extra-curricular activities.[1][2][4][5][6][7][8][9]

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[2][10]

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[11][12][13][14][15]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[16][17]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[18][19]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[20]

Definitions

Transportation as stated herein shall mean the provision of one (1) initial trip to school and one (1) trip home from school for regularly scheduled school days. When used in relation to extra-curricular activities or school related events, **transportation** shall mean provision of the trip from the school or place of origin to the event and the return trip to the school or place of origin of the trip.

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary, or secondary school students to or from public, private, or parochial schools or events related to such schools or school-related activities.[21]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary, or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group, and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[21]

Delegation of Responsibility

The Board shall be responsible for the implementation, administration and revision of the transportation policy. To provide for day to day management of the transportation system of the district and to ensure adherence to the transportation policy, the Board hereby vests authority and charges responsibility to the following members of the administration of the district.

1. The Superintendent – is hereby vested with the authority to administer the transportation policy and oversee the various elements of the transportation system of the district, and is responsible for appointing and supervising a Transportation Director to carry out the day to day tasks regarding the transportation system. The Superintendent has the authority to approve transportation driver lists so long that each driver meets the minimum criteria of this policy, as well as regulations of PA Department of Education, State of PA, and US Federal law.
2. The Transportation Director – is hereby vested with the authority to make decisions regarding elements of the transportation policy; such elements are more fully described in the job description of the Transportation Director, which is incorporated herein and is made a part hereof, and is responsible for the daily operation of the transportation system and its integration with other related operations of the district.
3. The Transportation Secretary – is vested with certain duties and responsibilities designed to aid and assist the Transportation Director in the performance of his/her job description. The duties and responsibilities of the Transportation Secretary are more fully described in the job description of the Transportation Secretary, which is incorporated herein and made a part hereof.
4. School Police Officer – is hereby vested with the authority to make decisions and act accordingly relating to student conduct and vehicle operation to ensure a safe and efficient transportation system.
5. School Bus/Vehicle Driver shall be responsible to maintain order while students are being transported. The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The Building Principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

Together, the Superintendent, Transportation Director, Contractor, and Transportation Secretary shall be responsible to:

1. Create, maintain, file, and reporting all necessary documents, forms, and pertinent information of the transportation system as required, or otherwise specified, by the State Board of Education and/or the Board.
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.
3. Provide each school bus/school vehicle driver with:
 - a. The Pennsylvania School Bus Driver's Manual.
 - b. The written rules for student conduct on buses/vehicles.
 - c. The procedures for evacuation drills.
 - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.
5. Prepare a district map or schedule indicating each bus stop and bus route.

Scope

The district will provide transportation for lawfully enrolled students who live within the territorial boundaries of the district, attending public, nonpublic, vocation-technical school, or special education schools.

Lawfully enrolled students who live outside of the territorial boundaries of the district and/or students from neighboring school districts who desire transportation may apply to the Board for such transportation service. The Board will refer such applications to the Transportation Director, who will report to the Board regarding the feasibility of granting such requests. The Board will then decide, at its sole discretion, on an individual basis, whether or not to provide transportation services as requested.

Transportation will be provided for athletic teams or school related extra-curricular activities approved by the Superintendent or his/her designee.

The System

The transportation system of the district shall be comprised of a series of designated bus stops which are assigned to specified school bus routes. School buses and related equipment or personnel required to service, operate, or otherwise provide the specified routes and other transportation requirements of the district shall be either owned, operated, and/or employed by the district or provided by private providers, pursuant to contractual arrangements between the district and said providers. When such equipment and other transportation services are provided by providers, said providers shall maintain strict adherence to the transportation policy of the district and may not, under any circumstances, alter or vary its provisions without prior written consent from the Board.

The Transportation Director shall be responsible for maintaining map(s) showing the designations of all approved bus stops. In addition, the Transportation Director will be responsible for approving new stops and/or deleted stops no longer required. Each year, based upon the addition, deletion, and/or other changes which may effect individual bus loads. The Transportation Director shall designate the routes to be followed for the collection and/or discharge of students. No one may change or vary any route or stop without prior written permission from the Transportation Director.

Bus Stop Requests

Anyone desiring to have a school bus stop added or changed from the designation made by the Transportation Director must contact the Transportation Director in writing, stating the nature of the change, and the reason for requesting it. The address of the Transportation Director is as follows:

Fort Cherry School District
110 Fort Cherry Road
McDonald, PA 15057
Attn: Transportation Director

If the decision made by the Transportation Director is not satisfactory, a written appeal of that decision must be sent to the Superintendent of the district at the above written address.

If the decision made by the Superintendent concurs with that of the Transportation Director and is still not satisfactory, a written appeal may be directed to the Board. The Board will not consider any request which is made without demonstration that both the Transportation Director and the Superintendent have considered and responded to the request. Any decision made by the Board shall be final. (See "Review Process Form")

Bus Stops

School bus stops shall be selected on the basis of the following criteria:

1. Safety – Each stop shall be selected based upon the ability of the school bus driver to load and/or discharge passengers within the requirements of all applicable state laws, including safe stopping and signaling distances, road conditions and field of vision. Additional consideration shall be given to elements such as safe waiting areas and walking paths to and from the stop.
2. Location – Each stop shall be designated in accordance with its location relative to neighborhood children, access and distance from other stops.
3. Accessibility – Stops shall be designated only in areas where transportation vehicles can easily and safely travel to and from the stop at all times during which school may be in session.

Bus Routes

School bus routes will be established by placing a series of bus stops in order for the collection and/or discharge of passengers. These routes will be selected using the following criteria:

1. Load Efficiency – The number of passengers collected compared to the rated capacity of the vehicle used on the route.
2. Distance traveled with passengers as compared to traveling empty.
3. Directness of route to and from the school being serviced.
4. Length of time on bus spent by any student.
5. Accessibility and effect of local terrain on the time required to travel any route.

Walking Boundaries

The district walking boundaries for each public and nonpublic school serviced by transportation will be established using the following criteria:

1. Any child, regardless of age, may be required to walk up to a mile and a half (1.5 miles) to a bus stop.
 - a. The mile and a half (1.5 miles) is measured by public roads and does not include any private lane or walkway for the child's residence.
2. Required distances may be shorter, depending on hazardous walking routes identified by the Pennsylvania Department of Transportation.

Operating Schedules

The transportation system of the district is designed to operate during normally scheduled school days, at normally scheduled hours as defined by the Board for the public schools in the district. Nonpublic schools whose students are transported by the district but which maintain operating schedules which are not identical to those of the district shall be accommodated within the means of the district and the capabilities of the transportation system, while in full compliance with applicable state laws. Inclement weather, acts of God, and any other nonforeseeable circumstances notwithstanding, the following guidelines shall be followed for nonscheduled public school days:

1. Scheduled early dismissals shall be accommodated at the time of such dismissals, providing that said early dismissals are incorporated in the official written school schedule furnished to the district no later than fifteen (15) days prior to the start of any school year, and provided that said early dismissals do not occur later than 1:30 p.m. at the prevailing time in the district. Any early dismissal not conforming to the criteria above shall be serviced at the normal time for dismissal for the district.
2. Scheduled school days which occur or nonschool days for the district shall be accommodated by the transportation system, providing that said days are incorporated in the official school schedule furnished to the district no later than fifteen (15) days prior to the start of any school year, when different routes and/or boarding times are used to transport nonpublic school students, students and parents will be advised by the Transportation Director as to the nature and extent of such changes.

Ridership Privileges

In addition to the definitions provided herein concerning ridership eligibility, the district reserves the right to suspend, deny or otherwise qualify the ridership privileges of any student who does not comply with the rules regarding behavior and discipline on buses. The following are the guidelines for student behavior.

Behavior On School Buses/Vans

Because the driver must keep his/her attention upon the highway and the operation of his/her bus, s/he cannot jeopardize the safety of all students because of the behavior of a few.

Therefore, the following regulations shall be strictly enforced:

1. No student shall throw, shoot squirt guns, or otherwise impel any paper, metal or other substance in or around the school bus.
2. No student shall use loud or profane language in or around the school bus.
3. No student shall indulge in pushing, fighting or other unruly behavior in or around the school bus.

4. No student shall deliberately disobey, abuse or otherwise show disrespect for the driver of the vehicle.
5. All students shall remain seated at all times while on the bus. Keep the aisle clear.
6. Students shall not raise or lower the windows at any time without first receiving permission from the driver. Do not throw anything out of the bus window. Keep hands, head and arms inside the bus.
7. No student shall deliberately mar, deface or tamper with any part of the vehicle. Damage will be paid for by the individual.
8. There shall be no smoking in or around the vehicle at any time. Lighting of matches in or around the bus is prohibited.
9. There shall be no drinking of pop, milk or any other beverage on the bus unless permitted by the driver. Privileges may be revoked by the driver.
10. There shall be no littering from the vehicle or in the vehicle. Students are not to throw paper or debris on the floor of the vehicle.
11. Students shall be courteous to fellow pupils, the driver and the helpers.
12. The driver has similar authority in the vehicle as the teacher in the classroom.

Rights and Responsibility Policy

While the law permits the school district to furnish transportation, it does not relieve parents of students from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

1. Waiting pupils must be at the bus stop no less than five (5) minutes nor more than ten (10) minutes before the scheduled bus arrival. If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait a reasonable length of time (at least ½ hour in inclement weather) then return to his/her home. Whether the school bus is on time or later, the bus will not stop if there is no indication of pupils coming.
2. Bus drivers shall wait at any school five (5) minutes after dismissal for late pupils. If the student misses the bus, the parents shall be notified to arrange for the pupil's transportation home.

Behavior at the Bus Stop

1. Students should go directly from home to the bus stop, using good safety practices when walking in areas where sidewalks are not provided.
2. They should arrive at the bus stop no earlier than ten (10) minutes before their bus is scheduled to arrive. Parents should be made aware of this rule and be encouraged to cooperate.
3. Students should remain in the designated waiting areas, paying very special attention to the rights of property owners in the vicinity.
4. Students, as they arrive at the stop, should get in line, wait a reasonable and safe distance from the roadway, and use the concept of good school and community citizenship while waiting for the bus.

5. Students should board the bus in a quiet, orderly manner, taking their seat immediately.
6. Students should exit the bus in a quiet manner and proceed directly to their homes or to the assigned area at school.

Responsibility of Students to the Bus Driver

1. The bus driver is responsible for the safety of the students on his/her bus and, as such, deserves the respect and cooperation as the teacher in the classroom.
2. Requests from the bus driver are to be honored by the students without question.
3. In considering the bus to be an extension of the classroom, the Board shall require children to conduct themselves in a manner consistent with established standards for classroom behavior.
4. Children who become serious disciplinary problems on the bus may have their riding privileges suspended by the responsible principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Consequences for Violations of Transportation Code of Conduct

1. 1st Offense – Reprimand and written warning.
2. 2nd Offense – Up to three (3) days suspension of bus privileges, parents notified.
3. 3rd Offense – Up to two (2) weeks suspension of bus privileges, parents notified, Superintendent notified.
4. 4th Offense – Indefinite suspension of bus privileges, parents notified, Superintendent notified, and possible Board Notification.

Items Permitted on School Bus

In an effort to eliminate potentially dangerous situations, the following policy will apply to what students are permitted to carry onto school buses. This policy has been established in conjunction with bus drivers and administrators to reduce the possibility of accidents on school buses.

Transportation of Musical Instruments on Buses

1. Only instruments which can be held on the lap or between the knees should be carried onto the bus. This would include violins, violas, small cellos, flutes, clarinets, trumpets, oboes, bassoons, recorders, keyboards, French horns, mellophones, E-flat altos, saxophones, guitars, trombones, baritones and practice-pads, snare or field drums. This would be considered lap or between the knees instruments.
2. Large cellos, bass violas, double basses, sousaphones, large saxophones, bass drums, all of which are non-lap variety, should not be allowed on the bus. The bus drivers do have the prerogative of refusing to allow students with large instruments on the bus.
3. No instrument, small or otherwise, should occupy any space in the aisle or on a seat space.
4. Instruments are not to be removed from their carrying case while on the way to or from school.
5. Personalized electronic devices (PED) are permitted on bus so long the driver permits such items. Headphones, earbuds, or the like must be used with any electronic device on the bus. Speakers are not permitted on the bus.

Potentially Dangerous Items

- 1. No glass jars or aquariums or other glass items will be permitted on the bus. If one of these items would break, it could create an unsafe situation on the bus, especially if animals are in the glass container.
- 2. No animals, insects, reptiles, etc. are permitted on the bus unless required as part of the school curriculum. Items brought to school must be in plastic containers.
- 3. If it is important that potentially dangerous items be brought to school, students should make other arrangements than the school bus to transport those items to and from school.

Private Providers of Services/Non-School District Employees

In circumstances where the district contracts services of private providers for any part or all of the transportation system, said providers (contractors) shall comply fully with all provisions of this policy and, in addition, shall adhere to the following guidelines and requirements where applicable.

1. All employees of contractors shall be subject to the provisions of Pennsylvania state law, including, but not limited to, the provisions of:
 - a. Act 34 -- PA Criminal History Record as amended by Act 24 of 2001.
 - b. Act 151 -- PA Child Abuse History Record.
 - c. Act 114 -- Federal Criminal History Record check (FBI Fingerprints check).
 - d. Act 24 -- Arrest/Conviction report and Certification Form.
 - e. Costs of the background checks will be at the expense of the employee.
2. Physicians who perform physical examinations of school bus drivers must be approved by the district.
3. The district reserves the right to approve or refuse any individual for employment by a contractor, to perform duties, or services within the district.
4. Contractors must comply with all rules, regulations, ordinances and laws, whether local, state, or federal regarding the operation, use maintenance or purchase of any equipment, or vehicle used on behalf of the district.
 - a. Specific duties and responsibilities of school bus drivers are contained in Schedule B which is attached hereto and made a part hereof.

Report of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus driver or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.

The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with a crime and/or child abuse allegation. The procedures shall also include the provision that the failure on the part of the employees to make such a timely notification shall subject them to disciplinary action, including termination.

If any bus drivers have been charged, the transportation contract carrier shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[15][22][23][24][25]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[26][27]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[28][29][30]

Director of Transportation 2018.docx (47 KB)

Transportation Secretary 2018.docx (47 KB)

Policy 810--Bus Driver Rules and Responsibilities.doc (58 KB)

Policy 810--Transportation Concern Process.doc (58 KB)

Book	Policy Manual
Section	800 Operations
Title	School Bus Drivers and School Commercial Motor Vehicle Drivers
Code	810.1
Status	Active
Legal	<ol style="list-style-type: none">1. 49 CFR 382.1072. 49 CFR 392.803. 75 Pa. C.S.A. 16214. 75 Pa. C.S.A. 16225. 75 Pa. C.S.A. 1026. 49 CFR Part 3827. 49 CFR Part 408. 49 U.S.C. 313069. 67 PA Code 229.1410. Pol. 81811. 49 CFR 392.8212. 75 Pa. C.S.A. 331613. 49 CFR 40.1514. 49 CFR 382.10515. 49 CFR 40.316. 49 CFR 382.40117. 49 CFR 382.60118. 23 Pa. C.S.A. 634419. 23 Pa. C.S.A. 6344.320. 24 P.S. 11121. 24 P.S. 111.122. Pol. 30423. 49 CFR 382.41324. 49 CFR 40.2525. 49 U.S.C. 3130326. 75 Pa. C.S.A. 160427. 75 Pa. C.S.A. 160628. 67 PA Code 71.329. 49 CFR 391.2530. 49 U.S.C. 3130431. 49 CFR 391.4132. Pol. 31733. 49 CFR 382.213

34. 75 Pa. C.S.A. 1613
35. 75 Pa. C.S.A. 3756
36. 49 CFR 382.205
37. 75 Pa. C.S.A. 1612
38. 75 Pa. C.S.A. 1603
39. 75 Pa. C.S.A. 3802
40. 49 CFR 382.207
41. 49 CFR 382.209
42. 49 CFR 382.211
43. 49 CFR 40.191
44. 49 CFR 382.215
45. 49 CFR 40.23
46. 49 CFR 382.201
47. 49 CFR 382.505
48. 49 CFR 40.289
49. 49 CFR 40.333
50. Pol. 800
51. 49 CFR 382.405
52. 49 CFR 40.321
53. 49 CFR 382.403
54. 24 P.S. 1517
55. 49 CFR 382.603
24 P.S. 510
75 Pa. C.S.A. 1601 et seq
Pol. 351

Adopted

August 27, 2018

Purpose

The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A **covered driver** shall include any district employee who drives, operates, or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased, or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[1]

Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[1]

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[2][3][4]

Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[3]

Mobile telephone - a mobile communication device which uses a commercial mobile radio service.[4]

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[1]

School bus-- a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[5]

Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[3]

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.
2. The term does not include:
 - a. Inputting, selecting or reading information on a global positioning system or navigation system.
 - b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
 - c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

Use a handheld mobile telephone or other electronic device –[4]

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

Authority

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.[6][7][8][9]

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.[10]

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[2][3][11][12]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.[13]
2. Establishment of procedures for required testing of covered drivers.[14]
3. Maintenance of the confidentiality of all aspects of the testing process.[8]
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations.
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[15]
6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.[16]
7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.[17]
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[17]
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[17]

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[17]

The Board designates the Superintendent or designee to be the contact person for questions about the drug use and alcohol misuse program.[17]

Guidelines

Employment Requirements

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy, and administrative regulations. These requirements are addressed separately in Board policy 800 for drivers contracted and/or employed by the district.[10][18][19][20][21][22]

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.
[23][24]
2. Commercial motor vehicle employment information for the past ten (10) years.[25][26]

Additional Documentation -

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver;[27]
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;[28]
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;[28]
4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.[29][30]

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.[31]

Reporting Requirements -

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and/or drivers employed by an independent contractor.[10][19][20][32]

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.[33]

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery." [33]

A covered driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier, in writing before the end of the business day following the day the covered driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier, in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[25][26]

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[25][26]

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination.

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[6][7][8][14][34][35]

Prohibited Conduct -

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[28][36][37]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[33][38][39]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[28][40]

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[33]

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident test, whichever occurs first.[41]

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[1][34][42][43]

Consequences/Discipline -

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[44][45]
2. A verified adulterated or substituted drug test result;[44][45]
3. An alcohol test result of 0.04 or higher; or[45][46].
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[42]

The district shall place a school bus driver who drives, operates, or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in his/her system.[34][37].

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[47]

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[45][48]

Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[16][49][50]

Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.[51][52]

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[51][53]

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.[17]

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[17]

Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[54]

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[55]

Book	Policy Manual
Section	800 Operations
Title	Transportation - Video/Audio Recording
Code	810.2
Status	Active
Legal	1. 75 Pa. C.S.A. 102 2. 18 Pa. C.S.A. 5704 3. Pol. 216 4. Pol. 113.4 24 P.S. 510 24 P.S. 510.2 Pol. 218 Pol. 810
Adopted	August 28, 2017

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[2]
2. This policy is posted on the District's publicly accessible website.[2][3]
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures, and standards of conduct.[2]

Guidelines

The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[3]
[4]

Book	Policy Manual
Section	800 Operations
Title	School Vehicle Drivers
Code	810.3
Status	Active
Legal	1. 75 Pa. C.S.A. 102 2. Pol. 818 3. 75 Pa. C.S.A. 3316 4. 75 Pa. C.S.A. 1606 5. 23 Pa. C.S.A. 6344 6. 23 Pa. C.S.A. 6344.3 7. 24 P.S. 111 8. 24 P.S. 111.1 9. Pol. 304 10. Pol. 317 11. 49 CFR 40.13 12. 75 Pa. C.S.A. 1612 13. 75 Pa. C.S.A. 3802 14. 49 CFR 40.191 15. 49 CFR 40.261 24 P.S. 510 23 Pa. C.S.A. 6301 et seq 75 Pa. C.S.A. 1601 et seq 67 PA Code 71.3 49 CFR Part 40 Pol. 351
Adopted	August 27, 2018

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility

Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle." [1]

Authority

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles. [2]

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services. [3]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle. [4]

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and/or employed by an independent contractor. [2][5][6][7][8][9]

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee. [4]

Reporting Requirements

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and drivers employed by an independent contractor. [2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the school vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

Controlled Substances and Alcohol

The district may require school vehicle drivers to adhere to a drug and/or alcohol test in the following circumstances: pre-employment, random, and/or reasonable suspicion.

The district shall require school vehicle drivers to adhere to a drug and/or alcohol test in the following circumstances: post-accident, return-to-work after disciplinary leave, and/or follow-up to reasonable suspicion.

The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.[11]

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[12]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[13]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates, or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver: [4][12]

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test. [14][15]

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school vehicle driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law. [11]

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The district shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.