

DE SOTO AREA SCHOOL DISTRICT

751.4-Rule

TRANSPORTATION CONTRACTOR

Transportation contractors providing transportation to District students shall:

- A. Maintain an extensive bus driver application screening process to include, as a minimum, a driving record check, physical examination and personal interview.
- B. Maintain an up-to-date, complete, and accurate personnel file for each driver.
- C. Require that all drivers are adequately trained for all duties they must perform in the capacity of transporting students and ensure that each driver understands and follows the safety procedures and rules of the state, the District and the contractor. This training must include but is not limited to the following:
 1. A thorough study of the Wisconsin Commercial Drivers Manual - Volume 2. ***{NOTE: I replaced the reference to the Wisconsin Handbook for School Bus Drivers with the previous reference as this appears to be the current document providing information for school bus drivers.}*** All drivers must be well versed on the information contained in this handbook.
 2. A thorough knowledge and understanding of all traffic laws and regulations as contained in the Wisconsin Department of Transportation Motorists Handbook. These laws and regulations must be complied with at all times while driving a school bus.
- D. Provide complete driver pre-service and in-service training programs, including the following:
 1. ample instruction about the vehicle itself to include an understanding of all accessories, safety equipment and radio.
 2. thorough on-the-road driving instruction by a qualified and experienced bus driver.

3. provision of a written copy to all drivers of the route description well in advance of being assigned to the route
 4. requiring all drivers to ride the route with the regular driver on both morning and afternoon runs before they are allowed to drive the route.
 5. instructing and familiarizing all drivers on the District's transportation policies, rules and regulations; ensuring that they thoroughly understand and subscribe to them.
 6. requiring all bus drivers to complete all driver training courses that the service contractor has arranged. Each driver must participate in at least one new course per year that is being offered by the service contractor. They will not be required to take courses that they have successfully completed in the past.
 7. providing bus drivers with in-service on proper bus management for discipline, and instruction on proper discipline strategies and disciplinary documentation/referral procedures.
- E. Ensure that each driver completes all training programs.
- F. Provide each driver with the proper route sheets containing the route description, student's names, addresses, and grade levels. Provide each bus with a total listing which contains route descriptions of all routes in the district.
- G. Maintain an extensive equipment preventive maintenance program.
- H. Ensure that a mechanism is in place for drivers to report all maintenance problems in writing on a form which has been provided for that purpose.
- I. Maintain and follow a complete and detailed vehicle maintenance file for each bus.
- J. Provide accurate route sheets for the school administration by the third week of each school year. These must include all stops on the route, average time

to run the route, mileage of the route, driver's name, address, phone number and other information as required by the District.

- K. In the event of a bus delay, breakdown or accident, immediately notify the District office and be prepared to give a close estimate of the total time of delay.
- L. Continue to communicate and cooperate with the school officials in providing a safe, timely, efficient and economical transportation service.
- M. Report all accidents in accordance with state law.
- N. Carry out drug and alcohol testing as required by federal law. **{NOTE: I added this item to reflect provisions of the Omnibus Transportation Employee Testing Act of 1991.}**

APPROVED: October 8, 2001

REVISED: September 8, 2003
 Add new revision date

NOTE: These guidelines were found in your district's current policy manual (620 p. 6-8 - revised 9/8/03). I revised them for stylistic reasons and as outlined above. (WASB - 2/08)