

All school bus drivers and all school personnel dealing with transportation must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses. School bus drivers and transportation personnel must observe all rules and regulations set forth in the Standards for Idaho School Buses and Operations, Idaho or federal law, and district policies.

## **DEFINITIONS**

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

## **BUS DRIVER QUALIFICATIONS**

The board of trustees will employ drivers only upon written application. Applicants must be over the age of eighteen (18), of good moral character, and not addicted to the use of intoxicants or narcotics. A driver will be subject to the physical examination standards of the federal motor carrier safety regulations, provided that applicants with insulin-treated diabetes mellitus (ITDM) may apply for a waiver from the State Department of Education on approved forms. Applicants and drivers must also have a satisfactory driving record as revealed through pre-employment and annual checks with the state driver licensing division. Persons or entities which provide student transportation services under contract with the district are required to supply the same information as required of school bus driver applicants.

While operating a school bus, a school bus driver must, at all times, be in the possession of a current commercial driver’s license (CDL) including endorsements as specified in Idaho Code §49-105. The license must be carried on the driver’s person or prominently displayed at all times that the driver is operating any school bus carrying students. All bus drivers have to pass an agility test.

## **BUS DRIVER PERSONNEL FILE**

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

- Copy of original application;

- Copy of current CDL driver's license;

- Most recent driving record check (check required annually between July 1<sup>st</sup> and the first day of regular school);
- Copy of DOT physical/medical examiner's certificate with any applicable waivers;
- Documentation of all training, including, at a minimum: (i) accurate information certifying attendance and satisfactory completion of all state, federal or district and/or company required training; (ii) details about all topic specific school bus drivers training supported by a training program agenda, including the number of hours of instruction, date of instruction, instructor and driver's signature; (iii) copy of SDE/classroom curriculum tests (11 total) with a score of eighty percent (80%) or better plus classroom training, pre-service, in-service, and behind-the-wheel training;
- Copy of all annual driver and route evaluations (new drivers shall have a driver evaluation before being allowed to drive a school bus loaded with students); and
- Copies of driver emergency evacuation drills shall be maintained for a period of three (3) years.

## **REPORTS OF BUS DRIVER MISCONDUCT**

Reports of bus driver misconduct while driving a school bus which could reasonably pose a threat to the safety of students and the public will be investigated immediately by the superintendent or designee. If it is determined that a safety risk exists, appropriate action will be taken by the district, which may include immediate suspension, termination, or a referral to local law enforcement.

If a report of misconduct involves allegations that appear to involve drug or alcohol use by the bus driver, the bus driver's supervisor or other trained district official will, as soon as possible, determine whether reasonable suspicion exists to require testing for drug or alcohol use pursuant to policy 744 – Bus Driver Drug and Alcohol Testing Program.



## **LEGAL REFERENCE:**

Idaho Code Sections

33-1508 – Operation of School Buses

33-1509 – School Bus Drivers

49-105 – Motor Vehicle Definitions

IDAPA Sections

08.02.02.004.02 – Standards for Idaho School Buses and Operations

08.02.02.170 – School Bus Drivers and Vehicle Operation

## **CROSS REFERENCE:**

702 – Student Transportation System  
744 – Bus Driver Drug and Alcohol Testing Program  
School Bus Drivers – *continued*

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