

Pupil Transportation Beginning of School Year Checklist

Review driver files for required information and check expiration dates:

- ✓ Documents showing the driver's level training is current (*valid for five years*)
 - (Activity drivers of small vehicles are exempt)
- ✓ Valid Class O license or CDL
- ✓ Medical Certificate (*valid for two years*)
 - (Activity drivers of small vehicles are exempt)
- ✓ Criminal Background Check (*valid for five years*)
 - Certificated individuals are exempt.
- ✓ DMV Driving Record* (*valid for one year*)

✓ **Annual In-Service training**

- Minimum of 2 hours.
- All drivers must participate – **Including all small vehicle activity drivers.**
- Must be complete before school starts.
- **Required in-service topics:**
 - *Emergency Evacuations*
 - *Loading/Unloading*
 - *Student management*
 - *Vehicle inspections*
 - *School's Safe Pupil Transportation Plan*
- **Other suggested topics for in-service:**
 - Reminders about school policies related to pupil transportation.
 - Documentation for inspections
 - Conducting pre-trip and post-trip inspections
 - Use of cell phone on routes
 - Crossing railroad tracks
 - Accident procedures
 - District emergency response related to pupil transportation.
 - Building specific expectations related to transportation.
 - For example: What does driver do if unloading bus load of students at a building that is locked?
 - What does driver do if drop off point appears unsafe to leave students?

Confirm newly hired drivers have met all licensing requirements including the new Federal ELDT requirements for CDL drivers and are considered qualified to drive.

- ✓ Physical completed by certified medical examiner.
 - (Complete prior to taking level class)
 - ✓ Pre-Drive complete and submitted to Nebraska Safety Center.
 - ✓ Level I training completed.
 - ✓ Obtain info from DMV to verify good driving record.
 - ✓ Criminal Background check complete.
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- **Contact DMV to verify driving records for all drivers.**
 - **Confirm district is in compliance with all federal regulations regarding drug & alcohol testing. Contact FMCSA for assistance.**
 - **Verify all pupil transportation vehicles have a complete annual inspection *before* school starts.**
 - **Schedule dates for Emergency Evacuations during the school year.**
 - *Two required each school year.*
 - *The first one should be at the beginning of school year.*
 - *The second should be in February or March.*
 - All Emergency Evacuations must be conducted by a qualified school bus driver.
 - **If contracting for pupil transportation, confirm the contractor:**
 - ✓ Employs qualified drivers current with Level Courses and hold the appropriate licenses.
 - ✓ Uses buses/small vehicles that have been inspected and are being inspected every 80 days by a qualified mechanic.
 - ✓ Requires drivers to do a pre-trip and post-trip inspection for each trip.
 - ✓ Complies with all sections of Rule 91 and Rule 92.
 - ✓ Provides the school with VIN numbers of vehicles used to transport school students.

School Finance & Organizational Services
Nebraska Department of Education

Pupil Transportation Contacts:

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