

## QUALIFICATIONS FOR FALL MOUNTAIN REGIONAL SCHOOL DISTRICT BUS DRIVERS

### General Requirements

1. No person shall operate a Fall Mountain Regional School District school bus unless said person:

- is at least 21 years of age;
- is licensed by the State of New Hampshire as a school bus driver;
- has undergone, at the district's expense, an annual physical certified by a doctor designated by the district prior to officially starting employment (this excludes new drivers only while being trained and while under the supervision of the Transportation Manager or his/her authorized representative);
- has undergone a pre-employment substance abuse test;
- submits to periodic random substance abuse testing and all other similar testing as required by law;
- submits to a criminal record check including fingerprinting. Said check shall be at the driver's expense.

2. No person shall operate a Fall Mountain Regional School District school bus if said person:

- is found to be out of compliance with the attached Bus Driver Drug Abuse and Alcohol Misuse Regulations;
- is suspected to have an impairment that can reasonably be assumed to represent a risk in the safe operation of a school bus;
- is convicted of any offense (criminal or motor vehicle) as specified by State school bus rules and regulations regarding the licensing of school bus drivers. A driver must cease operating said school bus immediately and notify the Superintendent, Assistant Superintendent, or Transportation Manager of said conviction.

3. The above rules and regulations are not deemed to negate any State rules and regulations, but are in addition to said State rules and regulations for school bus drivers.

4. No person shall use a school bus for personal use or deviate from their assigned schedule with respect to time or miles traveled or in any manner that is self serving.

### DRIVER RESPONSIBILITIES-STUDENT RELATED

A driver shall:

- Be acutely aware and understand District policy regarding the procedure of student discipline and policies, especially regarding the removal of a student from any bus. However, a driver may remove a student on his/her bus if the said student presents then and there a real or known danger to said driver and/or other students. The superintendent's office will be notified of circumstances surrounding same as soon as possible.
- Maintain a reasonable and normal degree of safety at all times
- Set a good example, be pleasant and cheerful
- Encourage students to help keep a clean bus
- Direct students to cross only in front of the bus far enough forward to be seen by the driver
- Pick up and discharge students at assigned stops only unless common sense should deviate other temporary measures
- Insist upon good student conduct at all times, and when necessary, make out complaint forms to be turned in to the proper school principal for further action as soon as possible
- Refrain from using profane language
- Instruct pupils in safe practices - to include evacuations, especially for an emergency, should it ever arise.

**DRIVER RESPONSIBILITIES - VEHICLE RELATED**

A driver shall:

- Pre-trip inspect his/her bus before each run to determine that it is safe to operate. Pre-trip inspection will include but is not limited to checking oil level, water level, battery voltage check, brakes, front and rear springs, tire pressures, steering, horn and lights. In the event the driver feels his/her equipment is unsafe to be used, the Transportation Manager will be notified and will make the final decision. If the driver should determine, during its use, that said school bus is unsafe, he/she will take immediate steps to insure the safety of all concerned. This may include:
  - a. Notifying Transportation Manager and requesting another bus;
  - b. Requesting immediate service of a mechanic;
  - c. Requesting wrecker service.
- Be responsible to keep the inside of the bus clean at all times and especially after each run or each trip is completed.
- Only load the bus within stated capacities.

- Only fuel the bus without passengers aboard.
- Only maneuver busses in ways that do not risk the safety of the students or the bus.

## DRIVER RESPONSIBILITIES - DISTRICT RELATED

### A driver shall:

- Understand and honor conditions of employment
- Recognize and respect the authority of:
  - a. Superintendent and Assistant Superintendent
  - b. Transportation Manager
  - c. School Principals
  - d. Classroom Teachers
- Know and abide by all traffic laws and regulations
- Follow good safe driving practices
- Maintain good personal habits and standards
- Be courteous and cooperative with parents
- Be conscious of the need for good school public relations
- Cooperate and assist with the overall school safety program
- Make immediate reports covering:
  - a. Discipline problems
  - b. Equipment defects and safety hazards
  - c. Vandalism
  - d. Accidents
- Never operate a school bus while an illegal level of alcohol or other substance is in their system or while taking any medication that may adversely affect his/her driving ability
- Maintain accurately all required records
- Assist in safe efficient bus routes and schedules
- Be at assigned stops at the same time each day unless safe driving (bad weather-snow-ice) prevents this
- Never leave the bus unattended when the students are present
- Attend workshops as required
- Never make changes in his/her daily route (except in the case of an emergency) without the permission of the Transportation Manager

- Maintain a cooperative attitude, showing proper respect and regard for students, remembering the school bus is an extension of the classroom
- Be ever alert that a driver with a good attitude is the safest driver
- Make a practice of the “double-check” (number count plus visual count) at all stops since the discharging of students is the most dangerous period in the school bus driver’s day.

Adopted: 9/13/82

Revised: 12/6/99

Reviewed: 4/2008