

EDAA SCHOOL-OWNED VEHICLES

EDAA

District-owned buses will not be loaned, leased or subcontracted to any person, groups of persons or organizations under any circumstances, except as allowed by law.

Liability

All school-owned vehicles will be adequately insured according to law.

Safety

Every bus driver shall have complete control and responsibility over the passengers riding in school-owned buses.

Safety Inspection

All school-owned vehicles will be inspected at board or State of Kansas designated inspection stations each year prior to the opening of school.

Scheduling and Routing

The superintendent or designated representative shall be responsible for bus and other transportation schedules.

Records

Every bus or other vehicle driver of school-owned vehicles will keep accurate records pertaining to each vehicle assigned to him. Types of records will meet the needs of the district and shall be developed by the superintendent or designated representative.

Licensing of Drivers

It shall be the responsibility of all school bus drivers to register with the superintendent annually the validity of license certification by the Kansas Department of Transportation. If a school bus driver's license is suspended or revoked at any time during the year, he/she shall report such suspension or revocation to the superintendent and shall cease driving a school bus

until he/she is restored to good standing. School bus drivers must receive a copy of this policy annually on registering their driving certification with the superintendent.

APPROVED: December 13, 1982

REVISED: May 8, 2000

REVIEWED AND APPROVED: December 12, 2011

Safety

Any student or other person riding in school-owned buses who violates the rules of the district in regard to such passengers, will be reported to the proper administrative official. Repeated violations of said rules by students or other such persons may result in disciplinary action by the school official responsible for the conduct of the passenger.

Safety Inspection

Any defect found in a school-owned vehicle will be repaired as soon as possible. The director of transportation shall be responsible for keeping district-owned vehicles in good operating condition.

Scheduling and Routing

Bus and transportation schedules and routing maps will be updated annually prior to the opening of school.

Records

Any record developed by the district for the purpose of monitoring vehicle use will include but will not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such records will be

signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of said records. An annual report tabulating such data in the record will be used in the compilation of the district's budget. A copy of said annual report may be given to the board on or before the regular board meeting in June or upon request.

APPROVED: August 6, 1973

AMENDED: December 13, 1983

REVIEWED: May 8, 2000

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