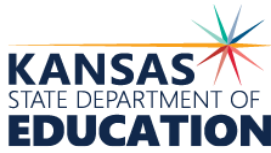


# School Bus Safety Unit Transportation Safety Review Guidance





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 (785) 296-3201  
 www.ksde.org

To: Keith Dreiling, State Transportation Director, School Finance  
 From: Laurel Murdie, Director, Fiscal Auditing  
 Subject: School Bus Safety Review for USD \_\_\_\_\_  
 Auditor: Assigned KSDE Auditor  
 Date: MM-DD-20\_\_

During the district's enrollment audit, a review was made of the following select school bus safety/student transportation compliance issues. This information was presented to each audited entity during exit conference.

**Questions A, B, C, and D apply only to Interlocals and Cooperatives.**

A Do you provide student transportation? *If no, skip to item "D" and ignore items 1 to 8.*

YES	NO

B Do you provide student transportation with school buses?

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C Do you provide student transportation with school passenger vehicles?

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D Name & phone # of person answering auditor's questions

[Redacted]
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**Questions 1 through 8 apply to ALL Local Education Agencies (LEAs).**

1. In 2022-23, conducted *one emergency evacuation drill per semester* for all students riding a route bus.

YES	NO

2. All drivers have appropriate driver licenses on file.

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3. All drivers have current physical exam on file.

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4. Drivers attended at least 10 safety meetings during the past school year (2022-23).  
*Note: Number of meetings is pro-rated for staff hired during the school year.*

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5. Pre-trip inspections, available for one year, on each vehicle used to transport students.

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6. \*NEW\* Does the district/employer have a crisis plan in place for school transportation personnel?

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7. Are any 12 - 15 passenger rated vans used for student transportation?

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8. Do you currently contract for any student transportation services?

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8a. Name(s) and contact information for contractor(s) here:  
 (n/a if none)

[Redacted]
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9. Is a transportation network company (TNC) used for any student transportation services?

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9a. Name(s) and contact information for any TNCs:  
 (n/a, if none)

[Redacted]
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10. Name & phone # of person answering auditor's questions

[Redacted]
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*(If not already provided above on line D)*

Auditor comments:

[Redacted]
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**Questions A, B, C, and D apply only to Interlocals and Cooperatives.**

A. Do you provide student transportation? If no, rest of the questions are not answered.

**Auditor Guidance:**

- This is an asked Yes or No Question.
- The Interlocal or Cooperative should be asked if they provide student transportation with school passenger vehicles or school buses. If the answer is NO, please check the appropriate box and the Transportation Safety Review is finished
- If Yes, proceed and complete the rest of the review, questions B-D and questions 1-7.

B. Do you provide student transportation with school buses?

**Auditor Guidance**

- This is an asked Yes or No Question. Please check the appropriate box.

C. Do you provide student transportation with school passenger vehicles

**Auditor Guidance**

- This is an asked Yes or No Question. Please check the appropriate box.

D. Who is your transportation contact person?

**Auditor Guidance**

- Please enter the name of the Interlocals or Cooperatives employee who is in charge of, or the contact person for their student transportation.
- This information will be used by the KSDE School Bus Safety Unit to update our contact list.

**SUMMARY**

If the Interlocal or Cooperative operates and transports students with school buses the audit is conducted the same as it would be for a school district. Some Interlocals and Cooperatives may only use school passenger vehicles in which case the physical and safety meeting requirement would depend on the driver being “primarily hired” for transportation.

If operating just school passenger vehicles, the interlocal and cooperative should have a copy of all driver’s licenses regardless of what the driver was primarily hired for. Pre-trips are required on any vehicle used to transport students.

**SPECIAL NOTE: All school districts with contracted bus services need to be reviewed also due to ALL having district owned vehicles used for student transportation**

**1. Has conducted one emergency evacuation drill per semester for all students riding a route bus**

*91-38-9. EMERGENCY PROCEDURES*

*(a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road. (b) Each governing body shall ensure that students who are regularly transported to and from school in a school bus receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported. (c) Each governing body shall ensure that emergency evacuation drills are conducted at least once each semester. Each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor's designee. (d) The transportation supervisor shall prepare documentation of each emergency evacuation drill, including the date of the drill, number of student participants, and the names of the supervising personnel. This documentation shall be kept on file for at least two years from the date of the drill.*

**Auditor Guidance**

Documentation of each emergency evacuation drill performed by the school shall be kept. The documentation shall include:

- Auditors will be reviewing records for the prior school year
- Date of the drill
- Number of student participants
- Names of the supervising personnel
- Documentation required to be kept on file for at least two years from the date of the drill.
- Some schools will do a school wide drill and some do it by the route, either way is acceptable.
- Must perform actual drills
- Optional documentation forms available on our website
- Can be counted as a safety meeting if a safety pre-briefing or safety post-briefing is done in conjunction with the evacuation drill

**Exception**

- If NO students were transported during the semester an evacuation drill would not be required for that semester.

## 2. All drivers have appropriate driver licenses on file.

### KAR 91-38-6. SCHOOL TRANSPORTATION DRIVER QUALIFICATIONS.

(a) Driver's licensing and age requirements. Each person employed by a school district or by a school bus contractor who, at any time, will provide student transportation shall be licensed pursuant to K.S.A. 8-234b and amendments thereto, or the appropriate licensing statutes of the person's state of residence. Each person also shall meet the following requirements:(1) Each driver of a school bus or activity bus with a gross weight of over 26,000 pounds shall maintain a commercial class A or B driver's license, with passenger and school bus endorsements. (2) Each driver of a school bus or activity bus that has a gross weight of 26,000 pounds or less and is designed for transporting 16 passengers or more shall maintain a commercial class A, B, or C driver's license, with passenger and school bus endorsements.(3) Each driver of a school passenger vehicle or a school bus or activity bus that has a gross weight of 26,000 pounds or less and is designed to transport fewer than 16 passengers shall maintain an appropriate noncommercial operator's license. (4) Each driver's license shall be valid within the driver's state of residence. (5) Each driver of an activity bus shall be 21 years of age or older.

### Auditor Guidance

- Auditors will be reviewing current records
- CDL required if driving a bus & transporting more than 16 including the driver.
- Endorsements needed on CDL include the "P" (Passenger) & "S" (School Bus)
- Coach style buses used as a school activity bus require the driver to have an "S" endorsement.
- Check expiration date of license. Class may be either an A, B or C. (C is for small buses)
- Do any buses have air brakes? - If so Restriction L should not be present on license.
- School Vehicles would only require a DL Class/Non-Commercial Class C license.
- May have a temporary license looks like a grocery store receipt.

### Exception

- All school bus drivers should have a valid CDL with the exception of driver who only drives a 14-passenger rated bus (NON-CDL Bus) or only a school passenger vehicle.  
<https://www.ksde.org/Portals/0/School%20Bus/14%20Passenger%20Bus/14%20Passenger%20Rated%20School%20Buses%20Jan2020.pdf?ver=2020-01-09-111404-540>
- PLEASE NOTE ANY EXPIRED CDL'S AND REASON FOR THE SAME IN THE AUDITORS NOTES



CDL Class  
Endorsements  
Restrictions

A list of endorsement codes is included in the appendixes

### 3. All drivers have a current physical on file.

*KAR 91-38-6. SCHOOL TRANSPORTATION DRIVER QUALIFICATIONS.*

*(g) Physical examination and health requirements. (1) The physical qualification requirements for school transportation providers in Kansas shall be those in 49 C.F.R. 391.41, as in effect on January 14, 2014, which is hereby adopted by reference. The medical examiner's report form and the medical examiner's certificate that are approved by the state department of education shall be used to document the results of each examination. (2) The physical examination shall be certified by a doctor of medicine, doctor of osteopathy, doctor of chiropractic, physician assistant, nurse practitioner, or any medical professional on the federal motor carrier safety administration's national registry of certified medical examiners, according to the following schedule: (A) Before beginning employment as a school transportation provider; (B) at least every two years after the date of the initial physical examination; and (C) at any time requested by the driver's employer, the school transportation supervisor, or the state department of education. (3) A certified medical examiner's certificate required under this subsection shall not constitute the certification of health required by K.S.A. 72-5213, and amendments thereto. Note: Kansas Revisor of Statutes transferred KSA 72-5213 to KSA 72-6266 (4) Each governing body shall keep on file a current medical examiner's certificate for each school transportation provider. If a provider leaves employment for any reason, the person's last medical examiner's certificate shall be kept for two years after the person leaves.*

#### **Auditor Guidance**

- Auditors will be reviewing current records
- May be a certificate or a card.
- Shall have verbiage showing the physical meets 49 CFR 391.41 – 391.49
- School Passenger Vehicle Exception – Not required unless driver primarily hired to provide transportation. i.e. A debate teacher transporting debate students to a debate tournament in a suburban is not required a physical.
- ANYONE WHO DRIVES A BUS IS REQUIRED A PHYSICAL (Teacher/Coach/Transportation Director - if they drive a bus, they need to have physical - NO EXCEPTIONS)
- IMPORTANT - If waiver box is checked make sure waiver on file.
- Waiver may be in the form of a letter or federal document. Use your discretion or contact Keith or Dennis for further guidance.
- Medical Examiner Certificate should either be a US Department of Transportation Federal Motor Carrier Safety Administration form MCSA-5876 or Kansas State Department of Education School Bus Safety form SBSU\_MEC
- Some medical examiners are still using a wallet card. If the wallet card has DOT physical verbiage and references 49 CFR 391.41 – 391.49 it is acceptable.

#### **Exception**

- NONE – NO Exceptions
- PLEASE NOTE ANY EXPIRED PHYSICALS AND REASON FOR SAME IN THE AUDITORS NOTES

#### 4. Drivers have attended at least 10 safety meetings during past school year.

**Note: Number of meetings is pro-rated for staff hired during the school year.**

*KAR 91-38-3. SCHOOL TRANSPORTATION SUPERVISOR: DUTIES AND RESPONSIBILITIES.*

*(1) Each transportation supervisor shall conduct at least 10 safety meetings per year for all school transportation providers employed by the school district. (2) Attendance at each meeting shall be documented, with a sign-in sheet or similar document. The record of attendance and the agenda shall be retained by the supervisor for at least two years. (3) Safety meeting topics shall include school transportation safety concerns from drivers regarding route safety, changes in laws or regulations, and other safety issues as determined appropriate by the transportation supervisor. (4) Safety meetings may be electronically recorded so that drivers who are unable to attend a particular meeting can view the program at another time. (5) Each school transportation provider shall attend at least 10 safety meetings per year. Newly hired drivers shall be required to attend only those meetings held following their employment.*

#### **Auditor Guidance**

- Auditors will be reviewing records for the prior school year
- School District should have some type of documentation showing their drivers attending safety meetings.
- Specific type of form is not required.
- One Meeting – One Roster
- Ten safety meetings per school year, no specific number per month, may do more than 10 a year to accommodate all drivers but driver is only required to attend appropriate number.
- May do multiple meetings more than one meeting a day.
- May prorate drivers who did not work full year which would include drivers on FMLA or other leave for more than 30 days. (one meeting for each 30 days)
- KSDE sample form (on our website) which has documentation for makeup meeting.
- School Passenger Vehicle Exception – Not required unless driver primarily hired to provide transportation.,i.e. A debate teacher transporting debate students to a debate tournament in a suburban would not be required to attend safety meetings.
- ANYONE WHO DRIVES A BUS IS REQUIRED TO ATTEND SAFETY MEETINGS (Teacher/Coach/Transportation Director - if they drive a bus, they need to attend safety meetings - NO EXCEPTIONS)
- If driver is listed as an Emergency Driver (can drive no more than 5x per year) attendance at safety meetings is not required for Emergency Drivers.
- Can count mandated school training for safety meetings (with proper documentation) such as: first aid/cpr, accident prevention course, blood borne pathogen training, emergency safety intervention training and evacuation drills provided a safety pre-briefing or safety post-briefing is done in conjunction with the evacuation drill.
- There is not any specific form the schools are required to use to document. The auditor can use discretion in this determination. Forms are available on the KSDE School Bus Safety Unit which schools can use, or modify.

#### **Exception**

- If a driver did not drive the entire year, prorate the meetings based on the 30-day exception. Excuse 1 meeting for each 30 continuous days the driver did not drive.

## 5. Pre-trip inspections, available for one year on each vehicle used to transport students.

### 91-38-7. DRIVER'S DUTIES AND RESPONSIBILITIES

(a) Each school transportation provider shall inspect a school vehicle before its use to ascertain that the vehicle is in a safe condition and equipped as required by law, and that all required equipment is in working order. The school transportation provider shall document each inspection. (b) If any defect is discovered, students shall not be transported in the vehicle until the defect is corrected. (c) Documentation of the inspections of each school vehicle shall be kept on file for at least one year following the vehicle inspection.

### Auditor Guidance

- Auditors will be reviewing records for the prior school year
- School District should have some type of documentation showing their drivers inspected the school vehicle before driving it.
- A specific type of form is not required
- Most school districts develop their own
- Regulation requires one year of documentation.
- Applies to both school passenger vehicles and school/activity buses.
- School Passenger Vehicles only required when transporting students.
- School Passenger Vehicles pre-trips can be as simple as a check box on a form saying the vehicle was inspected before driving. If pre-trip sentence is not plural accept and recommend adding an "s" to pre-trip verbiage.
- List of items is not required for school passenger vehicle.
- An activity/school bus shall be more detailed and contain a list of items
- There is not a specific form the schools are required to use to document the pre-trip inspection. The auditor can use discretion in this determination
- Forms are available on the KSDE School Bus Safety Unit, which schools can use, or modify.

### Exception

- NONE - No exceptions on pre-trips for school buses.
- If bus was used to transport meals or used as a Wi Fi hotspot a pre-trip is required



## Additional Auditor Yes or No Questions

### 6. Does the district/employer have a crisis plan in place for school transportation personnel?

91-38-9. EMERGENCY PROCEDURES

(a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road.

#### Auditor Guidance

- This is an asked Yes or No Question. Please check the appropriate box.
- Transportation Crisis can occur without warning and vary in their level of risk and severity. During any crisis situation bus drivers must be able to focus on all of the interrelated pieces of a particular crisis. While each situation will be different and could have many parts, the driver will need to stay focused on their responsibility and work towards providing a safe environment for all students and passengers regardless of their involvement in the emergency.
- Crisis Planning Template and other resources available on our website <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/Crisis-Planning>

#### Exception

- NONE - NO exceptions

**7. Are any 12 - 15 passenger vans used for student transportation?**

*72-64,100. Transportation of pupils; use of school bus required; when. (a) Except as provided by subsection (b), any school district or nonpublic school transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver, shall transport such students in a school bus, as defined in subsection (g) of K.S.A. 2017 Supp. 72-6486, and amendments thereto, or in a bus other than a school bus designated in clauses (3) and (4) of subsection (c) of K.S.A. 2017 Supp. 72-6486, and amendments thereto. (b) Notwithstanding the provisions of subsection (a), any school district or nonpublic school which has purchased and has placed into operation prior to July 1, 2001, any motor vehicles designed for transporting more than 10 passengers, but less than 15 passengers, and is not a school bus, may continue to operate such motor vehicles for the purpose of transporting students until July 1, 2005. History: L. 2001, ch. 142, § 1; July 1.  
Source or Prior Law: 72-8318.*

**Auditor Guidance**

- This is an asked Yes or No Question. Please check the appropriate box.
- If YES please notify Keith or Dennis via email.
- Per KSA 72-64,100 - 12 and 15 passenger rated vans are illegal to transport students.
- Vans cannot be rated for no more than 10 plus the driver.
- Passenger rating is determined by the manufacturer and design.
- Passenger rating can normally be found on the inside driver's door on the tire and loading information sticker if school inquires.
- Seats cannot be removed to make van legal

**Exception**

- NO exceptions

**8. Do you currently contract for any student transportation services?**

**Auditor Guidance**

- This is an asked Yes or No Question. Please check the appropriate box.

**8a. Name(s) and contact information for contractor(s) here:(n/a if none)**

**Auditor Guidance**

- List contact information for ANY and ALL contractors providing student transportation

**9. Is a transportation network company (TNC) used for any student transportation services?**

**Auditor Guidance**

- This is an asked Yes or No Question. Please check the appropriate box.

**9a. Name(s) and contact information for any TNCs:(n/a, if none)**

**Auditor Guidance**

- List contact information for ANY and ALL TNC's providing student transportation

**10. Name & phone # of person answering auditor's questions:**

**Auditor Guidance**

- List name of individual answering auditors' questions in the event the School Bus Safety Unit needs clarification and wishes to follow up with the district

**Auditor comments (Please include any and all):**

**Auditor Guidance**

- Please list any and all additional comments which will help clarify any issues with the transportation safety review
- Positive comments can be included

# APPENDIXES

## Safety Meeting Roster

SCHOOL/CONTRACTOR:

USD:

DATE:

TIME:

LOCATION:

SAFETY MEETING:  
TOPIC/AGENDA &:  
ADDITIONAL INFORMATION:

INSTRUCTOR:

	Printed Name	Signature	Makeup Meeting Required	Makeup Meeting Date
1			<input type="checkbox"/>	
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
6			<input type="checkbox"/>	
7			<input type="checkbox"/>	
8			<input type="checkbox"/>	
9			<input type="checkbox"/>	
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	
15			<input type="checkbox"/>	
16			<input type="checkbox"/>	
17			<input type="checkbox"/>	
18			<input type="checkbox"/>	
19			<input type="checkbox"/>	
20			<input type="checkbox"/>	

DATE:

SAFETY MEETING TOPIC:

	Signature	Makeup Meeting Required	Makeup Meeting Date
21	_____	<input type="checkbox"/>	_____
22	_____	<input type="checkbox"/>	_____
23	_____	<input type="checkbox"/>	_____
24	_____	<input type="checkbox"/>	_____
25	_____	<input type="checkbox"/>	_____
26	_____	<input type="checkbox"/>	_____
27	_____	<input type="checkbox"/>	_____
28	_____	<input type="checkbox"/>	_____
29	_____	<input type="checkbox"/>	_____
30	_____	<input type="checkbox"/>	_____
31	_____	<input type="checkbox"/>	_____
32	_____	<input type="checkbox"/>	_____
33	_____	<input type="checkbox"/>	_____
34	_____	<input type="checkbox"/>	_____
35	_____	<input type="checkbox"/>	_____
36	_____	<input type="checkbox"/>	_____
37	_____	<input type="checkbox"/>	_____
38	_____	<input type="checkbox"/>	_____
39	_____	<input type="checkbox"/>	_____
40	_____	<input type="checkbox"/>	_____

Ten safety meetings per school year are required for any employee who transport students in a school bus or activity bus. Employees hired primarily to transport students and only drive school vehicles are also required to attend these meetings. Employees unable to attend a safety meeting need to attend a makeup meeting to meet the requirements of ten safety meetings. Records of safety meeting topics and attendance shall be kept for two years. The meeting requirement may be prorated for employees hired during the school year.

KAR 91-38-3

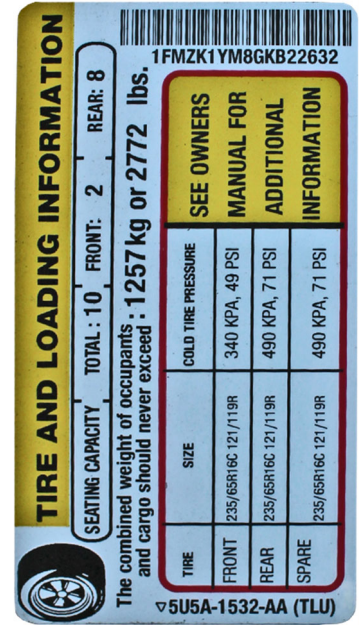
## The use of 12 and 15 passenger rated vans for student transportation is illegal.

Kansas law KSA 72-64,100 prohibits the use of any passenger vehicle, for student transportation, which is rated for more than 10 passengers plus the driver by the manufacturer. Federal law also prohibits the use of these vans and contains substantial penalties for schools, rental agencies and vehicle dealerships.

The rated capacity can be found on the Tire and Loading Information sticker which is normally located on the inside driver's door.

The passenger rating is determined by the vehicle manufacturer and cannot be changed by anyone other than a manufacturer.

It is illegal for the school or anyone other than a manufacturer to remove seats from a van to meet the mandated passenger requirement for student transportation. This would apply to both a school and/or a dealership if the intention is to circumvent the mandated passenger rating for school transportation.



## Van vs Bus

### This is a Van



- A van will have a sliding or cargo style door for additional passenger entry
- 12 & 15 Passenger Rated Vans are illegal for student transportation

### These are buses

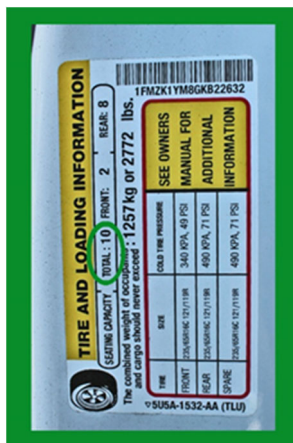


- A bus will have a service door and a stepwell for passenger entry
- Buses are rated for more than 10 passengers in addition to the driver
- Contact Keith or Dennis with questions

## Tire & Load Stickers

Any VAN used for student transportation shall have a legible tire and load sticker applied by the manufacturer indicating a passenger rating of 10 passengers or less. 12 and 15 passenger rated vans are illegal for student transportation.

Note: The vehicle shall not have any attachment/access points and or tracks for additional passenger seats. This excludes vans designed for wheel chairs.



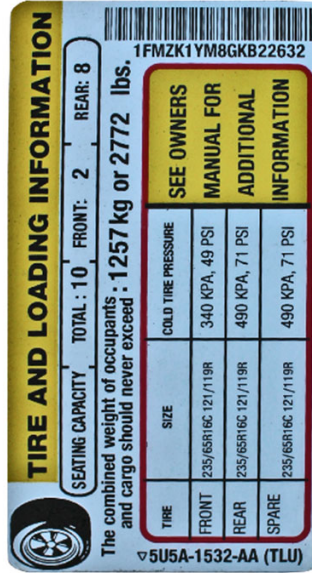
**Second Stage Manufacturer/Converter**

Currently no new vehicle manufacture is producing a gas powered, 10 passenger rated van. An available option for schools to purchase a 10 passenger rated van is by using a reputable, licensed, second stage manufacturer.



The second stage manufacturer takes a NEW VAN, still on a Manufacturers Certificate/ Statement of Origin, which may or may not have a passenger rating. Altering the vehicle per ALL applicable Federal Motor Vehicle Safety Standards, Federal and State Laws necessary to produce a 10 passenger rated van. The second stage manufacturer then certifies the passenger rating and applies the appropriate Tire and Load sticker. The school SHALL NOT purchase or take possession of any van until the second stage manufacturer completes the work and applies the appropriate Tire and Load sticker with the 10 passenger rating.

Bear in mind, federal and state laws pertaining to the passenger rating necessary for legal and safe transportation of students. The requirement for a reputable second stage manufacture is paramount in the event the vehicle is involved in a crash.



**72-64,100. Transportation of pupils; use of school bus required; when.** (a) Except as provided by subsection (b), any school district or nonpublic school transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver, shall transport such students in a school bus, as defined in subsection (g) of K.S.A. 72-6486, and amendments thereto, or in a bus other than a school bus designated in clauses (3) and (4) of subsection (c) of K.S.A. 72-6486, and amendments thereto.

(b) Notwithstanding the provisions of subsection (a), any school district or nonpublic school which has purchased and has placed into operation prior to July 1, 2001, any motor vehicles designed for transporting more than 10 passengers, but less than 15 passengers, and is not a school bus, may continue to operate such motor vehicles for the purpose of transporting students until July 1, 2005.

History: L. 2001, ch. 142, § 1; July 1



The CDL (Commercial Driver's License) requirement for a bus is based on the rated capacity and GVWR (Gross Vehicle Weight Rating). Both the rated capacity and GVWR of a bus is determined by the original manufacturer and can be found on a sticker or plate inside the bus. The bus is certified by the manufacturer for the rated capacity and cannot be changed by anyone other than the manufacturer. The rated capacity directly affects the compartmentalization of the school bus. Cases of the passenger rating being changed are extremely rare.

**TIRE AND LOADING INFORMATION**

SEATING CAPACITY	TOTAL <b>15</b>	FRONT <b>1</b>	REAR <b>14</b>
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The combined weight of occupants and cargo should never exceed **1,773** kg or **3,910** lbs.

TIRES	SIZE	COLD TIRE PRESSURE
FRONT	LT225/75R16E	450 KPA (65 PSI)
REAR	LT225/75R16E	450 KPA (65 PSI)
SPARE	N/A	N/A

SEE OWNER'S MANUAL FOR ADDITIONAL INFORMATION

71445



GVWR (Gross Vehicle Weight Rating) 26,000 lbs or less

Drivers operating a yellow school bus with a GVWR of 26,000 lbs or less and rated for 14 passengers or less plus the driver are not required to have a CDL (Commercial Driver's License). These drivers are also not required federal mandated alcohol & drug testing.

**All drivers are required with NO exceptions:**

- Valid Driver's License
- DOT Physical Required
- First Aid/CPR Required
- Defensive Driving Required
- 10 Safety Meetings Required
- 12 Hours of Behind the Wheel Training

**Additional Information:**

- Can be used on a route to transport students from school to home or home to school.
- Can be used for activity trips.
- It is illegal to remove seats from the bus or transport fewer passengers than the rated capacity to circumvent the CDL requirement



GVWR (Gross Vehicle Weight Rating) 26,000 lbs or less

Drivers operating a white (or any other color) activity bus with a GVWR of 26,000 lbs or less and rated for 14 passengers or less plus the driver are not required to have a CDL (Commercial Driver's License). These drivers are also not required federal mandated alcohol & drug testing.

**All drivers are required with NO exceptions:**

- Valid Driver's License
- DOT Physical Required
- First Aid/CPR Required
- Defensive Driving Required
- 10 Safety Meetings Required
- 12 Hours of Behind the Wheel Training

**Additional Information:**

- Cannot be used on a route to transport students from school to home or home to school
- Can be used for activity trips
- It is illegal to remove seats from the bus or transport fewer passengers than the rated capacity to circumvent the CDL requirement

## Commercial Driver's Licenses (CDL) Classes Commercial Learner's Permits (CLP) Classes Endorsements & Restriction Codes

Pursuant to Federal standards, States issue CDLs and CLPs to drivers according to the following license classifications:

**Class A:** Any combination of vehicles which has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more) whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds) whichever is greater.

**Class B:** Any single vehicle which has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), or any such vehicle towing a vehicle with a gross vehicle weight rating or gross vehicle weight that does not exceed 4,536 kilograms (10,000 pounds).

**Class C:** Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is transporting material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR Part 172 or is transporting any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

ENDORSEMENTS	
Code	Description
H	Hazardous Materials
N	Tank Vehicle
P	Passenger
S	School Bus
T	Double/Triple Trailers
X	Combination of Tank Vehicle and Hazardous Materials Endorsements
RESTRICTIONS	
Code	Description
B	Corrective Lenses
C	Mechanical Aid (attached to vehicle)
D	Prosthetic Aid (attached to person)
E	No Manual Transmission CMV
F	Outside Mirror
G	Limit to Daylight Only
H	Limit to Employment
I	Ignition Interlock
J01	Outside Business Area
J02	Restricted to Under 16
J03	No Freeway Interstate Driving
J04	Restricted to 25 Miles from Home
J05	Within City Limits
J06	Licensed Driver in Front Seat
J07	Moped
J08	Seasonal CDL
J09	Farm Permit
J10	Non-Domiciled CDL
J11	Restricted to 5 Miles from Home

## Commercial Driver's Licenses (CDL) Classes Commercial Learner's Permits (CLP) Classes Endorsements & Restriction Codes

RESTRICTIONS	
Code	Description
J13	Restricted to 15 Miles from Home
J14	Restricted to 20 Miles from Home
J15	Restricted to 30 Miles from Home
J20	Temporary Resident
J21	Hearing Aid in CMV
J22	No A/B School Bus
J23	Corrective Lens in a CMV
J24	Automatic Transmission Non CMV
J25	Cognitive Disorder
K	Intrastate Only
L	No Air Brake Equipped CMV
M	No Class A Passenger Vehicle
N	No Class A or B Passenger Vehicle (Class C CDL under 26,000 GVWR)
O	No Tractor Trailer CMV (Class A - Not licensed for 5 <sup>th</sup> wheel connection)
P	No Passenger in CMV
V	Medical Variance from FMCSA
W	3 Wheel Restriction
X	No Cargo CMV Tank Vehicle
Z	No Full Air Brake Equipped CMV (Licensed for Air Over Hydraulic)
ENDORSEMENT TESTING	
Code	Description
T	Double/Triple Trailers (Knowledge test only)
P	Passenger (Knowledge and Skills Tests)
N	Tank vehicle (Knowledge test only)
H	Hazardous materials (Knowledge test only)
X	Combination of tank vehicle and hazardous materials endorsements (Knowledge test only)
S	School Bus (Knowledge and Skills Tests)
CLP Endorsements - Only these 3 endorsements are allowed on the CLP	
P	Passenger, A CLP holder with a "P" endorsement is prohibited from operating a CMV carrying passengers, other than Federal/state auditors and inspectors, test examiners, other trainees, and the CDL holder accompanying the CLP holder as prescribed by 49CFR383.25(a)(1)
S	School Bus, A CLP holder with an "S" endorsement is prohibited from operating a school with passengers, other than Federal/state auditors and inspectors, test examiners, other trainees, and the CDL holder accompanying the CLP holder as prescribed by 49CFR383.25(a)(1)
N	No cargo in CMV tank vehicle: A CLP holder with an "N" endorsement may only operate an empty tank vehicle and is prohibited from operating any tank vehicle that previously contained hazardous materials that has not been purged of any residue.



U.S. Department of Transportation  
Federal Motor Carrier  
Safety Administration

### Medical Examiner's Certificate (for Commercial Driver Medical Certification)

**Public Burden Statement**  
A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0006. Public reporting for this collection of information is estimated to be approximately 1 minute per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RR4, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

I certify that I have examined **Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ in accordance with *(please check only one)*:

- the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when *(check all that apply)* **OR**
- the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) with any applicable State variances (which will only be valid for intrastate operations), and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when *(check all that apply)*:

- Wearing corrective lenses  Accompanied by a \_\_\_\_\_ waiver/exemption  Driving within an exempt intracity zone (49 CFR 391.62) *(Federal)*
- Wearing hearing aid  Accompanied by a Skill Performance Evaluation (SPE) Certificate  Qualified by operation of 49 CFR 391.64 *(Federal)*
- Grandfathered from State requirements *(State)*

The information I have provided regarding this physical examination is true and complete. A complete Medical Examination Report Form, MCSA-5875, with any attachments embodies my findings completely and correctly, and is on file in my office.

**Medical Examiner's Certificate Expiration Date**  
\_\_\_\_\_

**Medical Examiner's Signature** \_\_\_\_\_

**Medical Examiner's Telephone Number** \_\_\_\_\_

**Date Certificate Signed** \_\_\_\_\_

**Medical Examiner's Name (please print or type)** \_\_\_\_\_

- MD  Physician Assistant  Advanced Practice Nurse
- DO  Chiropractor  Other Practitioner *(specify)* \_\_\_\_\_

**Medical Examiner's State License, Certificate, or Registration Number** \_\_\_\_\_

**Issuing State** \_\_\_\_\_

**National Registry Number** \_\_\_\_\_

**Driver's Signature** \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_

**Issuing State/Province** \_\_\_\_\_

**Driver's Address** \_\_\_\_\_

**CLP/CDL Applicant/Holder** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State/Province:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  Yes  No



U.S. Department of Transportation  
Federal Motor Carrier  
Safety Administration

### Medical Examiner's Certificate (for Commercial Driver Medical Certification)

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I certify that I have examined **Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ in accordance with (please check only one):

- the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when (check all that apply) **OR**
- the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) with any applicable State variances (which will only be valid for intrastate operations), and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when (check all that apply):
  - Wearing corrective lenses  Accompanied by a \_\_\_\_\_ waiver/exemption  Driving within an exempt intracity zone (49 CFR 391.62) (Federal)
  - Wearing hearing aid  Accompanied by a Skill Performance Evaluation (SPE) Certificate  Qualified by operation of 49 CFR 391.64 (Federal)
  - Grandfathered from State requirements (State)

The information I have provided regarding this physical examination is true and complete. A complete Medical Examination Report Form, MCSA-5875, with any attachments embodies my findings completely and correctly, and is on file in my office.

**Medical Examiner's Certificate Expiration Date**

**Medical Examiner's Signature** \_\_\_\_\_ **Medical Examiner's Telephone Number** \_\_\_\_\_ **Date Certificate Signed** \_\_\_\_\_

**Medical Examiner's Name (please print or type)** \_\_\_\_\_  MD  Physician Assistant  Advanced Practice Nurse

**Medical Examiner's State License, Certificate, or Registration Number** \_\_\_\_\_  DO  Chiropractor  Other Practitioner (specify) \_\_\_\_\_

\_\_\_\_\_  
**Issuing State** \_\_\_\_\_ **National Registry Number** \_\_\_\_\_

**Driver's Signature** \_\_\_\_\_ **Driver's License Number** \_\_\_\_\_ **Issuing State/Province** \_\_\_\_\_

**Driver's Address** \_\_\_\_\_ **CLP/CDL Applicant/Holder** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  Yes  No

\*\*This document contains sensitive information and is for official use only. Improper handling of this information could negatively affect individuals. Handle and secure this information appropriately to prevent inadvertent disclosure by keeping the documents under the control of authorized persons. Properly dispose of this document when no longer required to be maintained by regulatory requirements.\*\*

**KANSAS STATE DEPARTMENT OF EDUCATION**

**KANSAS SCHOOL BUS DRIVER MEDICAL EXAMINERS CERTIFICATE**

This medical examiners certificate is only valid for Kansas School Bus Drivers who have declared category #2 or #4 on their medical self-certification category or do not possess a CDL.

I certify that I have examined \_\_\_\_\_ in accordance with Kansas Administrative Regulation 91-38-6 and with knowledge of driving duties associated with transporting students, I find this person is medically qualified, and, if applicable only when:

- wearing corrective lenses
- wearing hearing aid
- accompanied by waiver

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

Medical Examiner Signature: \_\_\_\_\_

Printed Medical  
Examiner's Name:

Medical Examiners License or  
Certificate Number:

State:

Medical Exam Date:

Exam Expires on(Date):  
(2 year Maximum)

Doctor of Medicine  
Physician Assistant

Doctor of Osteopathy  
Nurse Practitioner

Doctor of Chiropractic

Driver's License Number:

State:

School Bus Driver Signature: \_\_\_\_\_

**Note: A copy of this Certificate shall be kept on file with the employer / school district.**

**Do not submit this Certificate to the Department of Motor Vehicles.**

Old physical cards are still being used by some medical examiners and are acceptable, provided they contain verbiage indicating the physical meets the requirements of 49 CFR 391.41

MEDICAL EXAMINER'S CERTIFICATE				
I certify that I have examined _____ in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when:				
<input type="checkbox"/> wearing corrective lenses <input type="checkbox"/> wearing hearing aid <input type="checkbox"/> accompanied by a _____ waiver/exemption		<input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.62) <input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE) <input type="checkbox"/> qualified by operation of 49 CFR 391.64		
The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.				
SIGNATURE OF MEDICAL EXAMINER		TELEPHONE		DATE
MEDICAL EXAMINER'S NAME (PRINT)		<input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Chiropractor <input type="checkbox"/> Advanced Practice Nurse <input type="checkbox"/> Other Practitioner		
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE		NATIONAL REGISTRY NO.		
SIGNATURE OF DRIVER		INTRASTATE ONLY <input type="checkbox"/> YES <input type="checkbox"/> NO	CDL <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVER'S LICENSE NO.  STATE
ADDRESS OF DRIVER				
MEDICAL CERTIFICATION EXPIRATION DATE				

# USD \_\_\_\_\_ School Bus Pre/Post-Route Inspection Form

In the columns provided below, enter the appropriate inspection codes for each item.

√ - Good   X - Questionable   Ø - Defective   N - Not Applicable   [Blank] - No School

### Fluids Check (check levels)

M		T		W		TH		F	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

- Oil
- Water
- Power Steering
- Brake Fluid
- Transmission Fluid
- Windshield & Windows
- Windshield Washer
- Hoses, Belts, Wiper Blades

Bus Number: \_\_\_\_\_

Week Date Range: \_\_\_\_\_  
(MM/DD/YYYY - MM/DD/YYYY)

### Safety Equipment


- Fire Extinguisher
- Body Fluid Kit
- First Aid Kit
- Warning Triangles
- Horn
- Left & Right Turn Signals
- Four-Way Flashers
- Amber Warning Lights
- Red Warning Lights
- Stop Arm Lights & Operation
- Emergency Door Buzzer
- Reflectors
- Seat & Seat Belts (driver's)
- Seats (Passenger)
- Crossing Arm
- Parking Braking Operation
- Operation of All Doors

### General Appearance


- Outside Cleanliness
- Fluid Leaks
- Inside Cleanliness
- Seats & Anchors
- Scratches, Dents, Dings
- Tires & Wheels
- Mirrors, Adjustment
- Batteries
- Electrical Wiring
- Mud Flaps

### Inside Gauges (check operation)


- Oil Pressure, Temperature, Ammeter
- Brake Warning Light/Buzzer
- Fuel, 1/2 Full or More
- Wiper, High & Low Speeds
- Heaters, Defrosters, Fan

### Lights & Controls


- Headlights, High & Low Beam
- Tail Lights
- Park & Side marker Lights
- Brake Lights
- Back up Lights
- Instrument Lights
- Control Panel Lights
- Interior Lights
- Step Lights
- Clearance Lights
- Strobe Light

### Post - Trip


- Child Check (Sign hung on back window of bus)
- Doors & Windows Closed
- Bus Clean & Fueled (Pick up trash, Sweep Floors)

Week Days	
<b>Monday Start Mileage</b>	
<b>Monday End Mileage</b>	
Driver Name	
Driver Signature	

<b>Tuesday Start Mileage</b>	
<b>Tuesday End Mileage</b>	
Driver Name	
Driver Signature	

<b>Wednesday Start Mileage</b>	
<b>Wednesday End Mileage</b>	
Driver Name	
Driver Signature	

<b>Thursday Start Mileage</b>	
<b>Thursday End Mileage</b>	
Driver Name	
Driver Signature	

<b>Friday Start Mileage</b>	
<b>Friday End Mileage</b>	
Driver Name	
Driver Signature	

**If any one or more field(s) is(are) marked "Questionable" or "Defective", the bus must be removed from service and a "Work Requisition" must be submitted to the Mechanic IMMEDIATELY.**

Mechanic Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Hole Punch for 3 Ring Binder Along Dotted Lines



**UNIFIED SCHOOL DISTRICT \_\_\_\_\_**  
**BUS PRE-TRIP INSPECTION**

**Bus #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ROUTE:** AM/PM

**ACTIVITY:** AM

**ACTIVITY:** PM

Miles In:

Miles In:

Miles In:

Miles Out:

Miles Out:

Miles Out:

Total Miles:

Total Miles:

Total Miles:

In the columns provided below, enter the appropriate inspection codes for each item.

√ - Good   X - Questionable   Ø - Defective   N/A - Not Applicable

**Fluids Check (check levels)**

AM	PM	
		Oil
		Water
		Power Steering
		Brake Fluid
		Transmission Fluid
		Windshield & Windows
		Windshield Washer
		Hoses, Belts, Wiper Blades

**General Appearance**

AM	PM	
		Outside Cleanliness & Fluid Leaks
		Inside Cleanliness
		Seat Upholstery, Anchors
		Check for New Body Damage
		Tires & Wheels
		Mirrors, Adjustment
		Batteries
		Electrical Wiring
		Mud Flaps

**Safety Equipment**

		Fire Extinguisher
		Body Fluid Kit
		First Aid Kit
		Warning Triangles
		Emergency Door Operation & Buzzer
		Operation of Entrance Door

**Inside Gauges (check operation)**

		Oil Pressure, Temperature, Ammeter
		Brake Warning Light/Buzzer
		Fuel, 1/2 Full or More
		Wiper, High & Low Speeds
		Horn
		Left & Right Turn Signals
		Four-Way Flashers
		Amber Warning Lights
		Red Warning Lights
		Stop Arm Lights & Operation
		Heaters, Defrosters, Fan
		Reflectors
		Seat & Seat Belts (driver's)
		Seats (Passenger)
		Crossing Arm
		Parking Braking Operation

**Lights & Controls**

		Headlights, High & Low Beam
		Tail Lights
		Park & Side marker Lights
		Brake Lights
		Back up Lights
		Instrument & Control Panel Lights
		Interior Lights
		Step Lights
		Clearance Lights
		Strobe Light

**Post - Trip**

		Child Check			Door Closed
		Windows Closed			Bus Clean & Fueled

**Drivers Signature**

AM Route	_____	AM Activity	_____
PM Route	_____	PM Activity	_____

USD \_\_\_\_\_ **School Passenger Vehicle Driver Inspection Form**

Vehicle # \_\_\_\_\_

Destination \_\_\_\_\_

Date \_\_\_\_\_

Driver/Sponsor Name \_\_\_\_\_

School/Organization \_\_\_\_\_

Departure Time \_\_\_\_\_ Expected time of arrival \_\_\_\_\_ Back Home/School \_\_\_\_\_

Vehicle Occupants: \_\_\_\_\_

Walk around the outside of the vehicle – check for:

- Damage to body of vehicle                       Windshield/Mirrors Clean  
 Tires (no flats or bulges)

On inside of vehicle check –

- Lights                       Horn                       Fuel Gauge  
 \* Fire Extinguisher                       \* First Aid Kit                       Windshield Wipers

If any defect is found please comment: \_\_\_\_\_

**NOTE: Pre- Trip Inspection is required by law to be done by driver before every trip. Check report before and after every trip, make note of problems, and turn in AFTER activity trip. You are RESPONSIBLE for the vehicle you are driving.**

I have made the following pre-trip inspection of items listed above and found them in satisfactory condition.

\_\_\_\_\_  
**Signature of driver**

\_\_\_\_\_  
**Start Mileage**

\_\_\_\_\_  
**Ending Mileage**

**IN AN EMERGENCY – NOTIFY OFFICE IMMEDIATELY:** If on an activity trip, attempt to contact: \_\_\_\_\_

Use the KBESS (Kansas School Bus Emergency Support System) Booklet to locate help from local School District or take vehicle to nearest garage. In case of accident – Vehicle Registration and Insurance Card are located in the **GLOVE BOX**.

K.S.A. 72-64,100 prohibits any school district or nonpublic school from transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver.

\* optional safety equipment items - not legally required in school passenger vehicles

This form may be used to document mandated school bus evacuation drills. These drills shall be conducted at least once each semester. Include service door operation instructions with every drill.

U.S.D. \_\_\_\_\_ School Name: \_\_\_\_\_

Bus Driver's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Bus/Route # \_\_\_\_\_

Location of Drill: \_\_\_\_\_

Number of Students on Board: \_\_\_\_\_

Drill was performed out:          Front Door                  Back Door                  Other

Student Assigned to Assist Driver if Needed:

(In the event the driver is incapacitated the student will know how to make radio contact, will have knowledge on how to turn off bus and has been given instruction as to where to direct the other students for an evacuation destination)

Student Assigned to Carry Fire Extinguisher:

Student Assigned to Carry First Aid Kit:

Student Assigned to Hold the Door:

Student(s) Assigned to Help Evacuate:

Approximate Elapsed Time of the Drill:

Comments:

Signature of Driver: \_\_\_\_\_

Signature of Administrative Witness: \_\_\_\_\_



# SCHOOL BUS EMERGENCY EVACUATION DRILL RECORD

This form may be used to document mandated school bus evacuation drills. These drills shall be conducted at least once each semester. Include service door operation instructions with every drill

USD: \_\_\_\_\_ School Year: \_\_\_\_\_ District/Contractor Name: \_\_\_\_\_

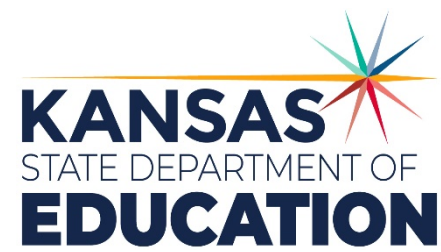
Notes: \_\_\_\_\_

Semester	Date of Drill	Bus #	Front / Rear Door	Bus Driver Name	Review of District's Emergency Procedures & Instructions w/Students	Number of Students Participating in Drill	Supervising Personnel
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
1 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		

### Include Service Door Operating Instructions With All Evacuation Drills And Activity Trip Emergency Explanations

**KAR 91-38-9.** Emergency procedures. (a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road. (b) Each governing body shall ensure that students who are regularly transported to and from school in a school bus receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported. (c) Each governing body shall ensure that emergency evacuation drills are conducted at least once each semester. Each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor's designee. (d) The transportation supervisor shall prepare documentation of each emergency evacuation drill, including the date of the drill, number of student participants, and the names of the supervising personnel. This documentation shall be kept on file for at least two years from the date of the drill. (e) Before each activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus. This regulation shall be effective on and after July 1, 2000. (Authorized by and implementing K.S.A. 1998 Supp. 8-2009, effective July 1, 2000.)

# Required Staff and Student Trainings



CFR= Code of Federal Regulations  
 KAR= Kansas Administrative Regulations  
 KSA= Kansas Statutes Annotated  
 OSHA = Occupational Safety and Health Administration, US Department of Labor  
 USC = US Code

If you have questions about this document, contact: Shanna Bigler  
[sbigler@ksde.org](mailto:sbigler@ksde.org), 785-296-4941

Frequency	Who is Trained	Topic	Optional Resource	Regulation	Contact
Annual	All staff, students, and families	Bullying		KSA-72-6147	Kent Reed <a href="mailto:kreed@ksde.org">kreed@ksde.org</a>
Annual	Students & All Staff	Sexual Harassment	<a href="#">Kansas Humans Rights Commission</a>	Title IV	Local Attorney
Annual	All Staff (one hour)	Suicide Prevention & Awareness	<a href="#">Suicide Prevention: Intervention</a>	KSA 78-6284 KAR 97-31-32	Kent Reed <a href="mailto:kreed@ksde.org">kreed@ksde.org</a>
Annual	Homeless Liaison & Staff	Education for the Homeless Title IX	<a href="#">Worn Out Welcome Mat</a> - Diane Nilan	McKinney-Vento Act 42 USC 11432	Maureen Ruhlman <a href="mailto:mruhlman@ksde.org">mruhlman@ksde.org</a>
Annual	Select Staff	Emergency Safety Intervention (ESI)	<a href="#">ESI PD Series</a>	KSA 72-6151-6158 KAR 91-42-1-7	Shanna Bigler <a href="mailto:sbigler@ksde.org">sbigler@ksde.org</a>
Annual	Select Staff	Bloodborne Pathogens	<a href="#">OSHA Bloodborne Pathogen Training</a>	OSHA Standard 1910-1030	County Health Department or KDHE
Annual	Negotiation Team	Negotiations	<a href="#">Greenbush</a>	KSA 72-2228	KASB/KNEA
Annual	PDC Members	Professional Development Council (PDC)	<a href="#">KSDE Professional Learning</a>	KAR 91-1-217 (b)(1)	Ed Kalas <a href="mailto:ekalas@ksde.org">ekalas@ksde.org</a>
Once	Superintendent or Designee	Juvenile Justice	<a href="#">Mitigating Juvenile Exposure to the Criminal Justice System Pt. 1 &amp; 2</a>	KSA 75-763	John Calvert <a href="mailto:jcalvert@ksde.org">jcalvert@ksde.org</a>
Once	Transportation Supervisors	Reasonable Suspicion	District's Drug Consortium	49 CFR 382.603	Keith Dreiling <a href="mailto:kdreiling@ksde.org">kdreiling@ksde.org</a>
Once	Students (Grades 9-12)	First Aid, (CPR)	<a href="#">American Heart Association</a>	KS Health Education Standard 8	Local Agency
Annual	All Staff	Abuse Prevention & Mandated Reporting	<a href="#">CPS Mandated Reporter Training</a>	Currently Processing at AG Office	Shanna Bigler <a href="mailto:sbigler@ksde.org">sbigler@ksde.org</a>
Once	Bus Staff	12 Hours Behind the Wheel (before transporting)	Local Plan	KAR 91-38-6	Keith Dreiling <a href="mailto:kdreiling@ksde.org">kdreiling@ksde.org</a>
Annual	Bus Staff	10 Safety Meetings	Local Plan	KAR 91-38-3	Keith Dreiling <a href="mailto:kdreiling@ksde.org">kdreiling@ksde.org</a>
Every 2 years	Bus Staff	First Aid/CPR	School Bus Safety Listserv (online prohibited)	KAR 91-38-6	Keith Dreiling <a href="mailto:kdreiling@ksde.org">kdreiling@ksde.org</a>
Every 3 <sup>rd</sup> years	Bus Staff	Defensive Driving (Accident Prevention)	School Bus Safety Listserv (online prohibited)	KAR 91-38-6	Keith Dreiling <a href="mailto:kdreiling@ksde.org">kdreiling@ksde.org</a>
Annual	Elem. Teachers, EC Teachers, Special Education Teachers, ELA 5-12 Teachers, Reading Specialists, School Psychologists	Structured Literacy and/or Dyslexia	Local Plan	KSA 72-8193 HB 2602	Cindy Hadicke <a href="mailto:chadicke@ksde.org">chadicke@ksde.org</a>
Annual (recommended)	Athletic Coach	Concussion (Recommended)	<a href="#">Protocol &amp; Required Parent Release Form</a>	KSA 72-135	<a href="#">KSHSAA</a>

## Van vs Bus



### **This is a van**

A van will have a sliding or cargo style door for additional passenger entry

12 & 15 Passenger Rated Vans are illegal for student transport



### **These are Buses**

A bus will have a service door and a stepwell for passenger entry

Buses are rated for more than 10 passengers in addition to the driver

Contact the School Bus Safety Unit for any questions



<b>Accident Prevention Course</b>	Documentation showing driver has current approved accident prevention course in past 3 years. Documentation shall be kept for the duration of the driver's employment plus 2 years. (Approved Courses: AAA Driver Improvement Program, National Safety Council, Hartford 3-D, Smith System & AARP). <b>NO ON-LINE COURSES ACCEPTED</b> KAR 91-38-6
<b>Annual Inspections</b>	Shall be considered a Maintenance Records and be kept for as long as the school owns or leases the vehicle, and for at least 2 years after. KAR 91-38-5
<b>BTW (Behind The Wheel) Driver Training</b>	Minimum of 12 hours of supervised bus driver training. The first six hours of training shall be completed without student passengers, but the remaining hours may be completed with student passengers if the driver-trainer is on the bus does not have a CLP (Commercial Learners Permit). BTW is required for non-CDL buses. Documentation shall be kept for the duration of the driver's employment plus 2 years. Note: A CLP holder is prohibited from operating a school bus with students on board under Federal Law 49 CFR 383.25 KAR 91-38-6
<b>Driver's License</b>	Photocopy of current license. A Commercial class A or B, driver's license is required for vehicles with a gross weight rating of more than 26,001 pounds and/or rated for passenger capacity of 16 or more including the driver. A Commercial class A, B, or C driver's license is required for vehicles with a gross weight rating of less than 26,000 pounds and/or rated for passenger capacity of 16 or more including the driver. All commercial licenses must have a "P" and "S" endorsement. Drivers of passenger vehicles and buses rated less than 26,000 pounds, for fewer than 16 passengers including the driver must maintain an appropriate non-commercial operator's license.
<b>Drug &amp; Alcohol Records</b>	Record retention varies from 1 year to indefinite. All records shall be maintained in a secure location with controlled access. Records include but not limited to: FMCSA Clearinghouse Written Consent for Limited Queries, Receipt of District's Drug & Alcohol Policy & Educational Materials, Supervisors Reasonable Suspicion Training, Refusals, Positive Test Results, etc. Consult your C/TPA (Consortium/Third-Party Administrator) that manages your CDL drug & alcohol testing. 49 CFR 382.401
<b>ELDT (Entry Level Driver Training)</b>	TPR training providers must retain the BHW documentation, and Theory test/curriculum records a minimum of 3 years. 49 CFR 380.725
<b>Evacuation Drills</b>	Emergency evacuation drills one per semester and documentation shall be kept on file for 2 years from date of drill. KAR 91-38-9
<b>First Aid/CPR</b>	Documentation showing driver has a current certification from an approved course. Expiration dates vary. (Approved Courses: Medic First Aid, American Heart Association, American Red Cross & National Safety Council). <b>NO ONLINE COURSES ACCEPTED</b> Non-CDL bus drivers are required First Aid/CPR. School passenger vehicle drivers hired primarily to provide transportation are required First Aid/CPR. KAR 91-38-6
<b>Maintenance Records</b>	Maintenance records for each vehicle shall be kept as long as the school owns or leases the vehicle, and for at least two years following disposition of the vehicle. KAR 91-38-3
<b>Mandated Training</b>	All Mandated Training. Records include but not limited to: Safety Intervention, Bullying, Sexual Harassment, Suicide Prevention, Blood borne Pathogens & Reasonable Suspicion training for CDL supervisors, etc. Not specifically addressed. Should be considered training records and documentation be kept for the duration of the driver's employment plus 2 years unless otherwise specified. KSA 72-8256, KAR 91-42-3, 91-32-32, OSHA, 49 CFR 382.603
<b>Physicals</b>	Documentation showing driver has a current DOT physical meeting the requirements of 49 CFR 391.41. Documentation is the approved medical examiners certificate and shall be kept for the duration of the driver's employment plus 2 years. Non-CDL bus drivers are required a physical. School passenger vehicle drivers hired primarily to provide transportation are also required a DOT physical. KAR 91-38-6
<b>Pre-trip Inspections</b>	Every School Bus, Activity Bus, & School Passenger Vehicle shall have a pre-trip inspection conducted before its use. The inspection form shall be kept a minimum of one year following the inspection. KAR 91-38-7
<b>Safety Interventions</b>	Determined by School policy. Each district shall develop a system to collect and maintain documentation for each use of an emergency safety intervention. KAR 91-42-3
<b>Safety Meetings</b>	10 safety meetings per school year. All Bus drivers including Non CDL bus driver shall attend. School Passenger Vehicle Drivers hired primarily to provide transportation shall attend. Makeup meetings required. Documentation of attendance and meeting topic shall be kept on file for 2 years. KAR 91-38-3
<b>Waiver (Medical)</b>	Original shall be kept for the duration of the driver's employment plus 2 years. Driver must renew at least every 2 years. Driver shall carry copy on person. Waivers are also available under Federal Regulations in some cases. KAR 91-38-6

The board of education of a school district may contract with a transportation network company to transport eight persons or fewer to and from school or school-related activities, where appropriate, as the contract with the transportation network company may establish.

In addition to the requirements in [Chapter 8](#), Article 27 of Kansas Statutes Annotated for transportation network companies and transportation network company drivers, the board of education of a school district may establish additional requirements in the contract with the transportation network company.

The department of education, in consultation with a transportation network company that will provide services pursuant to this section, may issue guidance to school districts contracting with a transportation network company to provide transportation services.

Transportation network companies shall:

- Require transportation network company drivers providing services pursuant to this section to undergo a criminal history record check pursuant to [K.S.A. 75-712j](#), and amendments thereto; and
- Obtain and review a driving history research report for each transportation network company driver providing services pursuant to this section.

A transportation network company that provides transportation services pursuant to this section shall provide an annual safety report to the state board of education for any safety incidents that occurred in the previous calendar year.

A transportation network company shall name as an additional insured on such transportation network company's insurance policy any school district that contracts with such transportation network company to provide transportation services pursuant to this section.

The Kansas transportation network company services act and the contract between the board of education of a school district and the transportation network company shall exclusively govern the services provided pursuant to this section, and all rules and regulations of the state board of education concerning the transportation of students shall not apply.

**The board of education of a school district that contracts for school transportation services pursuant to this section shall:**

- Provide notice to the parent or guardian of a student that such student will be riding with a transportation network company
- Provide an annual disclaimer to the parent or guardian of a student that may be transported by a transportation network company that the school district uses transportation network company services for school transportation purposes and that the relationship between the school district and the transportation network company is governed by a contract and not the rules and regulations of the state board of education
- Permit the parent or guardian of a student to not allow such student to ride with a transportation network company
- Maintain insurance coverage or endorsement for students transported by a transportation network company that covers the students as though the students were in the care, custody and control of the school district even when being transported by a transportation network company.



### **Insurance Requirements for the TNC**

A transportation network company driver or vehicle owner or transportation network company on the driver's behalf shall maintain primary automobile insurance that:

- Recognizes that the driver is a transportation network company driver and covers the driver while the driver is logged on to the transportation network company's digital network, while the driver is engaged in a prearranged ride or while the driver otherwise uses a vehicle to transport passengers for compensation.

The following automobile insurance requirements shall apply while a participating transportation network company driver is logged on to the transportation network company's digital network and is available to receive transportation requests but is **NOT ENGAGED** in a prearranged ride:

- Primary automobile liability insurance in the amount of at least \$50,000 for death and bodily injury per person, \$100,000 for death and bodily injury per incident, and \$25,000 for property damage; and
- Primary automobile liability insurance that meets the minimum coverage requirements where required by K.S.A. 40-284 and 40-3107(f), and amendments thereto.

Coverage requirements for when not engaged in a prearranged ride may be satisfied by any of the following:

- Automobile insurance maintained by the transportation network company driver or vehicle owner
- Automobile insurance maintained by the transportation network company or any combination of these

The following automobile insurance requirements shall apply while a transportation network company driver is **ENGAGED** in a prearranged ride:

- Primary automobile liability insurance that provides at least \$1,000,000 for death, bodily injury and property damage; and
- Primary automobile liability insurance that meets the minimum coverage requirements where required by K.S.A. 40-284 and 40-3107(f), and amendments thereto.

Coverage requirements for while engaged in a prearranged ride may be satisfied by any of the following:

- Automobile insurance maintained by the transportation network company driver or vehicle owner
- Automobile insurance maintained by the transportation network company; or any combination of these

If insurance is being maintained by the driver or vehicle owner and has lapsed or does not provide the required coverage, insurance maintained by a transportation network company shall provide the coverage required by this section beginning with the first dollar of a claim and shall have the duty to defend such claim.

Coverage under an automobile insurance policy maintained by the transportation network company shall not be dependent on a personal automobile insurer first denying a claim nor shall a personal automobile insurance policy be required to first deny a claim.

A transportation network company that contracts with the board of education of a school district to provide transportation services, shall name such school district as an additional insured party on such transportation networks company's automobile insurance policy.

Insurance required by this section may be placed with an insurer licensed under K.S.A. 40-208 or 40-209, and amendments thereto, or with a surplus lines insurer eligible under K.S.A. 40-246b, and amendments thereto.

Insurance satisfying these requirements shall be deemed to satisfy the financial responsibility requirement for a personal vehicle under the Kansas automobile injury reparations act, K.S.A. 40-3101 et seq., and amendments thereto.

A transportation network company driver shall carry proof of coverage satisfying these requirements with such driver at all times during such driver's use of a vehicle in connection with a transportation network company's digital network.

In the event of an accident, a transportation network company driver shall provide this insurance coverage information to the directly interested parties, automobile insurers and investigating police officers, upon request pursuant to K.S.A. 8-173, and amendments thereto. Upon such request, a transportation network company driver shall also disclose to directly interested parties, automobile insurers and investigating police officers, whether such driver was logged on to the transportation network company's digital network or on a prearranged ride at the time of an accident.

[KSA 8-2721, KSA 8-2708](#)

### **Definitions**

**KSA 8-2702. Same; definitions.** Except as otherwise provided, as used in the Kansas transportation network company services act:

- (a) "Act" means the Kansas transportation network company services act.
- (b) "Digital network" means any online-enabled application, software, website or system offered or utilized by a transportation network company that enables the prearrangement of rides with transportation network company drivers.
- (c) "Personal vehicle" means a vehicle that is used by a transportation network company driver in connection with providing a prearranged ride and is:
  - (1) Owned, leased or otherwise authorized for use by the transportation network company driver; and
  - (2) not a taxicab, limousine or for-hire vehicle.
- (d) "Prearranged ride" means the provision of transportation by a driver to a rider, beginning when a driver accepts a ride requested by a rider through a digital network controlled by a transportation network company, continuing while the driver transports a requesting rider, and ending when the last requesting rider departs from the personal vehicle. A "prearranged ride" does not include transportation provided using a taxi, limousine or other for-hire vehicle.
- (e) "Transportation network company" or "TNC" means a corporation, partnership, sole proprietorship or other entity operating in Kansas that uses a digital network to connect transportation network company riders to transportation network company drivers who provide prearranged rides. A transportation network company shall not be deemed to control, direct or manage the personal vehicles or transportation network company drivers that connect to its digital network, except where agreed to by written contract.
- (f) "Transportation network company driver" or "driver" means an individual who:
  - (1) Receives connections to potential passengers and related services from a transportation network company in exchange for payment of a fee to the transportation network company; and
  - (2) uses a personal vehicle to provide services for riders matched through a digital network controlled by a transportation network company and receives, in exchange for providing the passenger a ride, compensation that exceeds the individual's cost to provide the ride.
- (g) "Transportation network company rider" or "rider" means an individual or persons who use a transportation network company's digital network to connect with a transportation network driver who provides prearranged rides to the rider in the driver's personal vehicle between points chosen by the rider.
- (h) "Vehicle owner" means the owner of a personal vehicle.

**History:** L. 2015, ch. 43, § 2; L. 2015, ch. 69, § 2; July 1.

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Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

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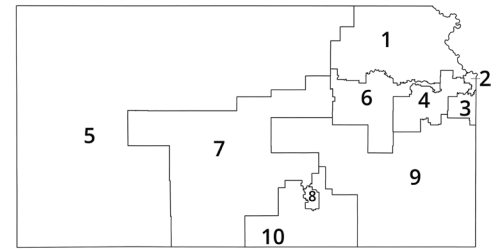
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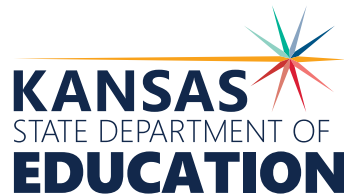


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