

## File Retention Mandates for School Transportation

<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