



## School Bus Safety Unit

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[www.ksde.org](http://www.ksde.org)

### Transportation Safety Review Question Guidance – 2016-2017 School Year

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

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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.
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B. Do you provide student transportation with school buses?

Auditor Guidance

- This is an asked Yes or No Question. Please check the appropriate box.
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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.
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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.
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1. All school districts have conducted at least one emergency evacuation drill per semester for all students riding a route bus.

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.

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 2015-2016 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 school will do a school wide drill and some do it by the route, either way is acceptable.
- Must perform actual drills
- Can be counted as a safety meeting if a safety pre-briefing or safety post-briefing is done in conjunction with the evacuation drill.

Note: On activity trips the driver is required to provide an explanation of the location and operation of the emergency exits on the bus before starting the trip.

There is not any specific form the schools are required to use to document. The auditor can use discretion in this determination. KSDE School Bus Safety Unit does have a form on their website which schools can use, or modify and use at the following link:

<http://www.ksde.org/Portals/0/School%20Bus/Forms/Evacuation%20Drill%20Script%20and%20Record.pdf>

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## 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 in accordance with 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 requirements listed below:

- (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 endorsement.
- (2) Each driver of a school bus or activity bus that has a gross weight of 26,000 pounds or less, and designed for transporting 16 passengers or more, shall maintain a commercial class A, B, or C driver's license, with passenger endorsement.
- (3) Each driver of a school passenger vehicle or a school bus or activity bus that has a weight of 26,000 pounds or less, 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.
- "K" restriction indicates the driver can only drive school bus/commercial motor vehicle in the State of Kansas.
- Additional Endorsement and Restriction Codes can be located on our website [http://www.ksde.org/Portals/0/School%20Bus/Bus%20Driver/CDL-EndorsementRestriction\\_doc.pdf](http://www.ksde.org/Portals/0/School%20Bus/Bus%20Driver/CDL-EndorsementRestriction_doc.pdf)

Endorsements:  
 T – Double/Triples  
 H – Hazmat  
 N – Tank  
 P – Passenger  
 S – School Bus  
 X – Combined Hazmat and Tank

Restrictions that may be on a CDL include but are not limited to:  
 B - Corrective Lenses  
 E - No Manual Transmission in a CMV  
 D - Prosthetic Aid  
 L - Without Airbrakes  
 M - No CDL Class A Bus  
 N - No CDL Class A/B Bus  
 O - No Tractor Trailer  
 J08 - Seasonal CDL  
 J10 - Non Domiciled CDL  
 J20 - Temporary Resident  
 J21 - Hearing aid in a CMV  
 J22 - No A/B School Bus  
 J23 - Corrective lenses in CMV

New Style DL

CDL Class  
 Endorsements  
 Restrictions



Older Style DL



CDL Class  
 Restrictions  
 Endorsements

### 3. All Drivers have current physical exam 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 October 1, 1998, which is adopted by reference. The physical examination form that is prescribed by the federal highway administration, office of motor carriers, and that is available from the state department of education shall be utilized to document the results of each examination.

(2) The physical examination shall be certified by a person licensed to practice medicine and surgery, and shall be required 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 properly certified physical examination report required under this subsection shall constitute the certification of health required by K.S.A. 72-5213 and amendments thereto.

(4) Each governing body shall keep on file a current physical examination report for each school transportation provider. If a provider leaves employment for any reason, the person's last physical examination report 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.
- Should have some verbiage showing the physical meets 49 CFR 391.41 – 391.49 School Passenger Vehicle
- Old and new version pictured are pictured, old and new are both acceptable.
- Physical Requirement 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.
- Teacher/Coach/Transportation Director who drives a school bus needs to have physical...NO EXCEPTION
- 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'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"/> driving within an exempt intracity zone (49 CFR 391.62)		
<input type="checkbox"/> wearing hearing aid		<input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE)		
<input type="checkbox"/> accompanied by a _____ waiver/exemption		<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				

Medical Examiner's Certificate			
I certify that I have examined _____ in accordance with 49 CFR 391.41-49.			
The information I have provided regarding this physical examination is true and complete. A complete Medical Examination Report Form, MCSA-3025, with any attachments includes my findings completely and correctly, and is on file in my office.			
SIGNATURE OF DRIVER	DRIVER'S LICENSE NUMBER	ISSUING STATE/PROVINCE	
DRIVER'S ADDRESS	CITY	STATE	ZIP
Medical Examiner's Signature		Medical Examiner's Telephone Number	Date Certificate Signed
Medical Examiner's Name (please print or type)		<input type="radio"/> MD <input type="radio"/> DO <input type="radio"/> Chiropractor	<input type="radio"/> Advanced Practice Nurse <input type="radio"/> Other Practitioner
Medical Examiner's State License, Certificate, or Registration Number		Issuing State	National Registry Number

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#### 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.

###### (c) Driver training meetings.

(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 videotaped so that drivers who are unable to attend a particular meeting may view the program at another time.

(5) Newly hired drivers shall be required to attend only those meetings held following their employment.

##### Auditor Guidance

- Auditors will be reviewing records for the 2015-2016 school year
- School District should have some type of documentation showing their drivers attending safety meetings.
- Specific type of form is not required.
- 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 on 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 below (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.
- Teacher/Coach or other employee who drives an activity/school bus needs to attend safety meetings.
- If driver is listed as an Emergency Driver (can drive no more than 5x per year) attendance not required.
- 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.

Sample roster is attached to this document and is also available on website.

<http://www.ksde.org/Portals/0/School%20Bus/Documents-Forms/safety%20meeting%20roster%2020June2015.pdf>

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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 a minimum of one year following the vehicle inspection.

Auditor Guidance

- Auditors will be reviewing records for the 2015-2016 school year
- School District should have some type of documentation showing their drivers inspected the school vehicle before driving it. Sample document for school bus below. Other samples available on website.
- Specific type of form is not required most school develop their own (sample ones are on school bus safety website).
- 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 should be more detailed.
- Sample school passenger vehicle pre-trip form is attached and is also available on website.
- EXCEL Forms available for school buses on our website. (Samples attached)
- Web site <http://www.ksde.org/Default.aspx?tabid=356>

DRIVER'S DAILY REPORT		DRIVER'S NAME		BUS #	
DATE OF INSPECTION		MONTH		YEAR	
DRIVER'S SIGNATURE		DATE		TIME	
<p><b>INSTRUCTIONS</b></p> <p>1. Check oil, water, belts, hoses, battery and transmission, steering and washer fluids prior to starting vehicle.</p> <p>2. Start up engine and allow to warm up while checking the areas referenced below.</p> <p>3. In the column provided below, enter the appropriate inspection codes for each trip taken:</p> <p>✓ - GOOD    ✗ - QUERIFIABLE    ○ - DEFECTIVE</p> <p>4. If (X) or (O) is entered for any item, please explain in the comment section below. IF THERE IS ANY SIGN OF THREAT, NOTIFY OFFICE IMMEDIATELY.</p>					
TYPE	APPROACH	TYPE	FRONT/REAR	TYPE	DRIVER AREA
Oil	Water	Belts	Hoses	Horn	Seat
Light Compartment	Clearance Lights	Alternating Flashers	Windshield	Windshield Wipers	Seat Belt
Brakes	Low Oil/Light	Emergency Brake	Windshield	Interior	Seat Belt
Brake/Control	Windshield	Windshield	Windshield	Interior	Seat Belt
Oil	Windshield	Windshield	Windshield	Interior	Seat Belt
Transmission/Steering Fluid	Windshield	Windshield	Windshield	Interior	Seat Belt
Windshield Washer Fluid	Windshield	Windshield	Windshield	Interior	Seat Belt
Front/Center Mirror	Windshield	Windshield	Windshield	Interior	Seat Belt
New Year Mirror	Windshield	Windshield	Windshield	Interior	Seat Belt
Wipers	Windshield	Windshield	Windshield	Interior	Seat Belt
Tires	Windshield	Windshield	Windshield	Interior	Seat Belt
Wheels	Windshield	Windshield	Windshield	Interior	Seat Belt
Head Lights	Windshield	Windshield	Windshield	Interior	Seat Belt
Battery Compartment	Windshield	Windshield	Windshield	Interior	Seat Belt
Clearance Lights	Windshield	Windshield	Windshield	Interior	Seat Belt
Fuel Oil	Windshield	Windshield	Windshield	Interior	Seat Belt
DEFECT/COMMENTS					
FOR GARAGE USE ONLY					
DRIVER'S SIGNATURE					
DATE					

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6. Does the district own any 12 or 15 passenger vans?

Auditor Guidance

- This is an asked Yes or No Question. Please check the appropriate box.
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7. Are any 12 - 15 passenger vans used for student transportation?

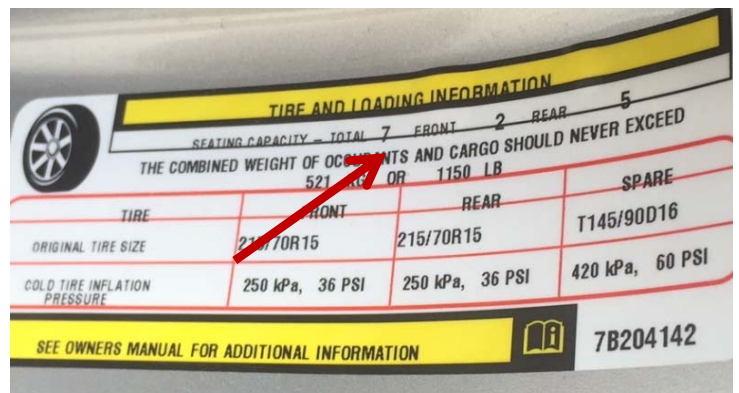
Auditor Guidance

- This is an asked Yes or No Question. Please check the appropriate box.
- If YES please notify Keith or Dennis via email.
- Per KSA 73-8318, 12 and 15 passenger 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.

72-8318. 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. 72-8301, 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. 72-8301, 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



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Auditor comments (Please Include any and all):

Auditor Guidance

- Self-explanatory
  - Auditor discretion on making copies of documentation
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