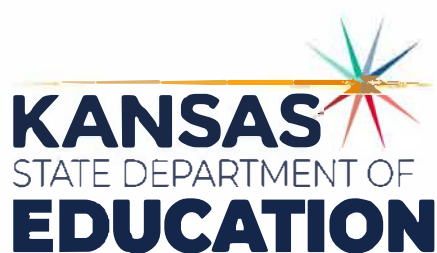


Transportation Safety Review



SCHOOL BUS SAFETY UNIT GUIDANCE
2021-2022 Transportation Safety Review



Kansas leads the world in the success of each student.

Revised July 2021



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To: Keith Dreiling, State Transportation Director, School Finance
From: Laurel Murdie, Director, Fiscal Auditing
Subject: School Bus Safety Review for USD 0
Auditor: auditor(s)
Date: January 0, 1900

During the enrollment audit of the district, a review was made of the following selected school bus safety compliance issues. This information was presented to each audited entity during exit conferences.

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?

--	--

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

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Questions 1 through 8 apply to all Local Education Agencies (LEAs).

1. Has 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 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.

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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* The district/employer is working with a C/TPA (Consortium/Third-Party Administrator) to meet all applicable requirements and procedures of the Federal DOT (Department of Transportation) agency regulations regarding alcohol and drug testing of any employee required to have a CDL (Commercial Drivers License).

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

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

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(If not already provided above on line D)

Auditor comments (Please include any and all):

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: Due to every district having its own unique transportation services for the 2020-2021 school year, the review will be dependent upon the services provided.

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 2020-2021 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

COVID-19 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.

COVID-19 Exception

NONE – All drivers should have a valid CDL licenses there are not any exceptions after June 30, 2021.

- 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.

COVID-19 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 2020-2021 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.

COVID-19 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 2020-2021 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.

COVID-19 Exception

- 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. *NEW*

The district/employer is working with a C/TPA (Consortium/Third-Party Administrator) to meet all applicable requirements and procedures of the Federal DOT (Department of Transportation) agency regulations regarding alcohol and drug testing of any employee required to have a CDL (Commercial Driver's License).

Auditor Guidance

- This is an asked Yes or No Question. Please check the appropriate box.
- Any school district that employs CDL drivers, with the CDL being a condition of their employment, is required to meet all applicable requirements and procedures of the Federal DOT (Department of Transportation) agency regulations regarding alcohol and drug testing of any employee required to have a CDL (Commercial Driver's License).
- Given the complexity of the DOT's drug and alcohol testing requirements, it is strongly suggested the district contact their C/TPA (Consortium/Third-Party Administrator) for guidance
- Districts are NOT exempt the approximately 181 regulations in 49 CFR part 40 and 55 regulations in 49 CFR part 382. The district could be accountable for substantial fines not to mention the liability for not complying with these regulations
- The School Bus Safety Unit is available for guidance
- Basic CDL Drug & Alcohol Information guidance document for school districts is available on the School Bus Safety Unit website
<https://www.ksde.org/LinkClick.aspx?fileticket=h6VgzCAmZ2s%3d&portalid=0>

COVID-19 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

COVID-19 School Closing Exception

- NO exceptions due to COVID 19

**8. Name & phone # of person answering auditor's questions:
(If not already provided above on line D)**

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"/>	
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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

12 & 15 Passenger Rated Vans Information

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

Kansas law KSA 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 the manufacturer.

It is illegal to remove seats from a 12 or 15 passenger rated 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.



Pictured below is 2016, 15 passenger rated Ford Transit Van. It is illegal under both federal and state law to use this vehicle for student transport.



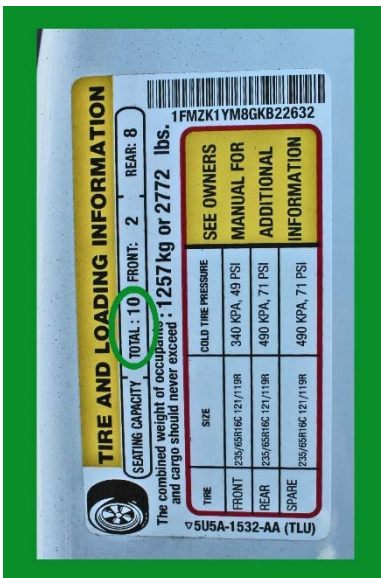
12 & 15 Passenger Rated Vans Information

Pictured below is 2017, 12 passenger rated Chevrolet Express Passenger Van. It is illegal under both federal and state law to use this vehicle for student transport.



Pictured below is a 2016, 10 passenger rated van. This van is legal for student transport. It is legal for both route and activity transportation. A valid drivers license is required.

Note: If the driver of this van, or any school passenger vehicle, is primarily hired to provide transportation, the driver would be required to have: DOT physical, First Aid / CPR, accident prevention course and 10 safety meetings.




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

14 Passenger Rated School Buses - CDL & Training Requirements

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 15	FRONT 1	REAR 14
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

Classes of License and Commercial Learner's Permits (CLP)

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 and Restrictions

Endorsements

Drivers who operate special types of CMVs must pass additional tests to obtain any of the following endorsements placed on their CDL:

Endorsement Code	Endorsement 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 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	Tank Endorsement, 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 have not been purged of any residue.

Restrictions

Restriction Code	Restriction Description
L	If the driver does not pass the Air Brakes Knowledge Test, does not correctly identify the air brake system components, does not properly conduct an air brake systems check, or does not take the Skills test in a vehicle with a full air brake system, the driver must have an "L" no full air brake restriction placed on their license
Z	If the driver does not pass the Air Brakes Knowledge Test, does not correctly identify the air brake system components, does not properly conduct an air brake systems check, or does not take the Skills test in a vehicle with a full air brake system, the driver must have an "L" no full air brake restriction placed on their license.
E	If the driver takes the Skills Test in a vehicle that has an automatic transmission, then an "E" no manual transmission restriction is placed on their license.
O	If a driver possesses a Class A CDL, but obtains his or her passenger or school bus endorsement in a Class B vehicle the State must place an "M" restriction indicating that the driver can only operate Class B and C passenger vehicle or school buses.
M	If a driver possesses a Class A CDL, but obtains his or her passenger or school bus endorsement in a Class B vehicle the State must place an "M" restriction indicating that the driver can only operate Class B and C passenger vehicle or school buses.
N	If a driver possesses a Class B CDL, but obtains his or her passenger or school bus endorsement in a Class C vehicle; the State must place an "N" restriction indicating that the driver can only operate Class C passenger vehicle or school buses.
V	If the State is notified by the FMCSA that a medical variance has been issued to the driver, the State must indicate the existence of such a medical variance on the CDLIS driving record and the CDL document using a restriction code "V" to indicate that there is information about the medical variance on the CDLIS record.

States may have a more restrictive category for a class of license, or have additional codes for endorsements or restrictions on CDLs that are not mentioned in the Federal regulations, as long as these items are fully explained on the license document.

Drivers who operate CMVs in Kansas may have additional restrictions on a CDL. These include but are not limited to:

Kansas Restriction Code	Restriction Description
B	Corrective Lenses (applies when operating any class of vehicle to meet State safety requirements and when no driver medical certificate is required as provided in 49 CFR Part 391, Subpart E §391.43)
D	Prosthetic Aid
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 (applies when required on driver's medical certificate as provided in 49 CFR Part 391, Subpart E §391.43) Restrictions "B" and "J23" may both apply to CDL holders.

Basic CDL Drug & Alcohol Information for School Districts

Employer Responsibilities

- The school district, as an employer, is responsible for meeting all applicable requirements and procedures of the Federal DOT (Department of Transportation) agency regulations regarding alcohol and drug testing of any employee required to have a CDL (Commercial Drivers License).
- You are responsible for all actions of your officials, representatives, and agents (including service agents) in carrying out the requirements of the Federal DOT agency regulations.
- All agreements and arrangements, written or unwritten, between and among employers and service agents concerning the implementation of DOT drug and alcohol testing requirements are deemed, as a matter of law, to require compliance with all applicable provisions of this part and DOT agency drug and alcohol testing regulations. Compliance with these provisions is a material term of all such agreements and arrangements.
- **Given the complexity of the DOT's drug and alcohol testing requirements, it is strongly suggested and recommended school districts hire a C/TPA (Consortium/Third-Party Administrator) to help manage their federally mandated CDL alcohol and drug testing program.**

Recommendations for choosing a Consortium

School districts should look for a Consortium/Third-Party Administrator that includes and provides the following services:

- Random Selections
- Consulting
- Assisting the school with a written policy on drug and alcohol use
- Assisting the school with educational materials that explain the requirements of the FMCSRs (Federal Motor Carrier Safety Regulations) relating to drug and alcohol testing
- 24/7 Emergency Support
- Reasonable Suspicion Training for Supervisors
- Testing at Certified Labs
- Collection Site Management
- Record keeping and Reporting Assistance
- MRO (Medical Review Officer) Services

Definitions:

Consortium/Third-party administrator (C/TPA). A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPAs typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not “employers” for purposes of this part.

Medical Review Officer (MRO). A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Service agent. Any person or entity, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements. This includes, but is not limited to, collectors, BATs and STTs, laboratories, MROs, substance abuse professionals, and C/TPAs. To act as service agents, persons and organizations must meet DOT qualifications, if applicable. Service agents are not employers for purposes of this part.

Substance Abuse Professional (SAP). A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Limited Query Allows an employer to determine if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations, but does not release any specific violation information contained in the driver's Clearinghouse record. This query is required annually for all CDL employees.

Full Query Provides an employer detailed information about any resolved or unresolved violations in a driver's Clearinghouse record. The driver's electronic consent is required in the Clearinghouse. This query is to be used as part of the pre-employment process when hiring a CDL driver.

Applicability:

- Federally mandated CDL alcohol and drug testing apply to all bus drivers, teachers, mechanics, coaches, custodians, administrators or any other district employees, if they have a CDL and drive a school bus or activity bus.
- Non-CDL holders who drive school vehicles are not required by law to be in a random drug testing pool. It is permissible for the school/contractor to have a district policy requiring the same testing. However, under federal law, you cannot place non-CDL holders in the same pool as your CDL holders.

Federal Law requires:

- School Districts/Contractors must designate an employer representative to be responsible for the testing program
- All supervisors must complete reasonable suspicion training
- School Districts/Contractors must have a written policy on drug and alcohol use and shall provide educational materials that explain the requirements of the FMCSRs relating to drug and alcohol testing
- School Districts/Contractors must maintain a statement signed by each employee certifying receipt of the policy and educational materials
- Record retention varies from 1 year to indefinite
- All records shall be maintained in a secure location with controlled access
- All school district employees requiring a CDL must be enrolled in a company random controlled substance and alcohol testing program

Six types of drug and alcohol testing required by federal law:

- Pre-employment - Drivers are required to have a negative pre-employment drug test result before performing any safety-sensitive functions for the company, like driving a commercial vehicle.
- Random - Random tests are unannounced and occur throughout the year. The actual selection of Drivers for random testing is to be made by a scientifically valid method by the entity doing the selections.
- Post-accident - A post-accident test must be conducted when a Driver is involved in an accident that meets specific requirements (see flow chart on website)
- Reasonable suspicion - When a Driver shows signs of possibly being impaired by drugs or alcohol, a supervisor who is trained to make a reasonable-suspicion determination is to require the employee to submit to a reasonable-suspicion drug and/or alcohol test.
- Return to duty - When a Driver shows signs of possibly being impaired by drugs or alcohol, a supervisor who is trained to make a reasonable-suspicion determination is to require the employee to submit to a reasonable-suspicion drug and/or alcohol test.
- Follow-up - A Driver in a follow-up testing program is required to take at least six unannounced follow-up tests during the first 12-months after resuming safety-sensitive duties and may be in a follow-up testing program for up to five years.

Consent for Drug & Alcohol testing from previous CDL employers:

- When accepting job applications for prospective school bus drivers your job application should include a 10-year prior history and you must check the person's CDL drug and alcohol testing history with any previous employer (required to do testing) who employed the person during the previous three years.
- The school/contractor must get the prospective employee's written consent to seek the information from these employers.
- The person must list all previous and current employers within the last three years. If the person does not list previous employers or refuses to sign the consent form, you cannot allow the person drive for you.
- The consent must be a specific release authorizing the new employer to receive testing information from a specific former or current employer about a specific employee.
- A separate release form for each past employer in the previous three years is required
- A sample consent form can be found on our website
- If the prospective employee has failed an alcohol and/or drug test AT ANY TIME in the past, the prospective employee is not eligible to drive a school bus until this individual completes SAP (Substance Abuse Program) return-to-duty requirements in 49 CFR Part 40
- Effective January 6, 2020, employers must also query the FMCSA (Federal Motor Carrier Safety Administration) Drug and Alcohol Clearinghouse

Note: The clearing house will not contain any information prior to January 6, 2020. The consent for information from previous CDL employers will need to be conducted until January 6, 2023 at which time there will be a 3-year history in the clearinghouse.

Drug & Alcohol Clearinghouse Information

- Any school district who employs CDL drivers, with the CDL being a condition of their employment, will need to register and set up an account with the clearinghouse
- You need to consult your C/TPA (Consortium/ Third Party Administrator) to find out which services they are going to provide for you and which ones you will be responsible for
- Annual mandated limited queries of all your CDL drivers will need to be made through the clearinghouse starting in 2020. (It is recommended you wait until at least March or later the first year) Even if your C/TPA does this for you, you will need to purchase the queries for the C/TPA. Queries cost \$1.25 each
- Queries can only be purchased through the clearing house which accepts credit/debit cards, Amazon Pay, PayPal and EFT from a bank account (similar to a check, requires the routing number and bank account number)
- Queries can be purchased in bundles which never expire.

- A limited and a full query cost the same.
- You will need written consent from your current CDL employees to run limited queries (Sample consent can be found on our website)
- The school district as an employer will have a legal responsibility to report alcohol and drug violations to the clearinghouse
- New CDL employees after January 6th will need to be checked with a full query through the clearinghouse for alcohol and drug violations in addition to the Consent for Drug & Alcohol testing from previous CDL employers

Note: The clearing house will not contain any information prior to January 6, 2020. The consent for information from previous CDL employers will need to be conducted until January 6, 2023 at which time there will be a 3-year history in the clearinghouse.

- New CDL employees after January 6th will need to also register with the clearinghouse and provide the employer with digital consent to run a full query
- Digital consent only applies to a full query.
- Your existing CDL employees, who were hired prior to January 6, 2020, do not need to register with the clearinghouse unless they were to change jobs or have an issue arise during a limited query.
- All CDL employees hired prior to or after January 6, 2020, will need to give written consent for you to run the mandated annual limited queries
- You can find a list of Frequently Asked Questions on the FMCSA website
<https://clearinghouse.fmcsa.dot.gov/>
- FMCSA advises to use caution regarding solicitations from vendors offering to register employers with the clearinghouse. Federal law requires employers (school district) to do their own registering. The law does not allow someone else to do this for you
- Step by step registering instructions for the clearinghouse, for both school districts and drivers, can be found on our website
- The Clearinghouse will allow for the batch uploading of driver queries by preparing a tab-delimited file and uploading that file into the Clearinghouse for processing follow this link
<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Bulk-Upload-Template>



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

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.

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

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)

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-ARRA, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

Revised July 2020

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

38

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

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.

School Bus Safety Unit

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				

Hole Punch for 3 Ring Binder Along Dotted Lines

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

[illegible]

Safety Equipment

A large, empty grid of squares, intended for drawing a picture. The grid is composed of 10 columns and 10 rows of squares.

General Appearance

[illegible]

Inside Gauges (check operation)

Lights & Controls

[illegible]

Post - Trip

Bus Number: _____

Week Days	
Monday Start Mileage	
Monday End Mileage	
Driver Name	
Driver Signature	

Tuesday Start Mileage	
Tuesday End Mileage	
Driver Name	
Driver Signature	

Wednesday Start Mileage	
Wednesday End Mileage	
Driver Name	
Driver Signature	

Thursday Start Mileage	
Thursday End Mileage	
Driver Name	
Driver Signature	

Friday Start Mileage	
Friday End Mileage	
Driver Name	
Driver Signature	

Mechanic Signature: _____

Date: _____

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: _____

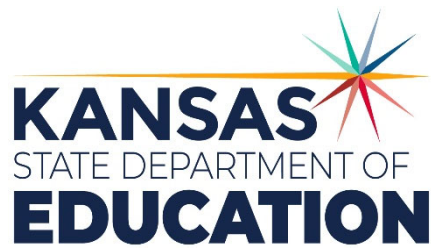
Revised July 2021

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"/>		
2 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
3 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
4 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
5 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
6 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
7 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
8 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
9 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
10 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
11 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
12 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
13 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
14 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
15 <input type="checkbox"/> 2 <input type="checkbox"/>			F <input type="checkbox"/> R <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
16 <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, 785-296-4941

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

Kansas leads the world in the success of each student

Resources for Implementation and Differentiation

The Kansas State Department of Education (KSDE) has a new online resource to help administrators, educators and families learn about required and recommended training for the 2021-2022 school year.


With a click of a button, you can access a list of trainings clustered around three themes – **Leadership Training, Prevention and Responsive Culture, and Student Safety and Wellness**. Each section identifies who the training is geared toward and if it is required or recommended.




The new website, <https://www.ksde.org/Agency/Division-of-Learning-Services/Student-Staff-Training>, touches on training for a variety of people, from superintendents and transportation supervisors to coaches, students and families. Topics include juvenile justice, negotiations, bullying awareness, sexual harassment, accident prevention, concussion protocol and first aid. The website even provides how often each training is needed.

We hope this new tool is informative and helpful as you navigate through professional development and other key trainings.

For questions regarding trainings and resources, contact:



Shanna Bigler-McKenzie
Mental Health Education Program Consultant
(785) 296-4941
sbigler-mckenzie@ksde.org
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.org



The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

REQUIRED and
Recommended

Student and
Staff **Training**

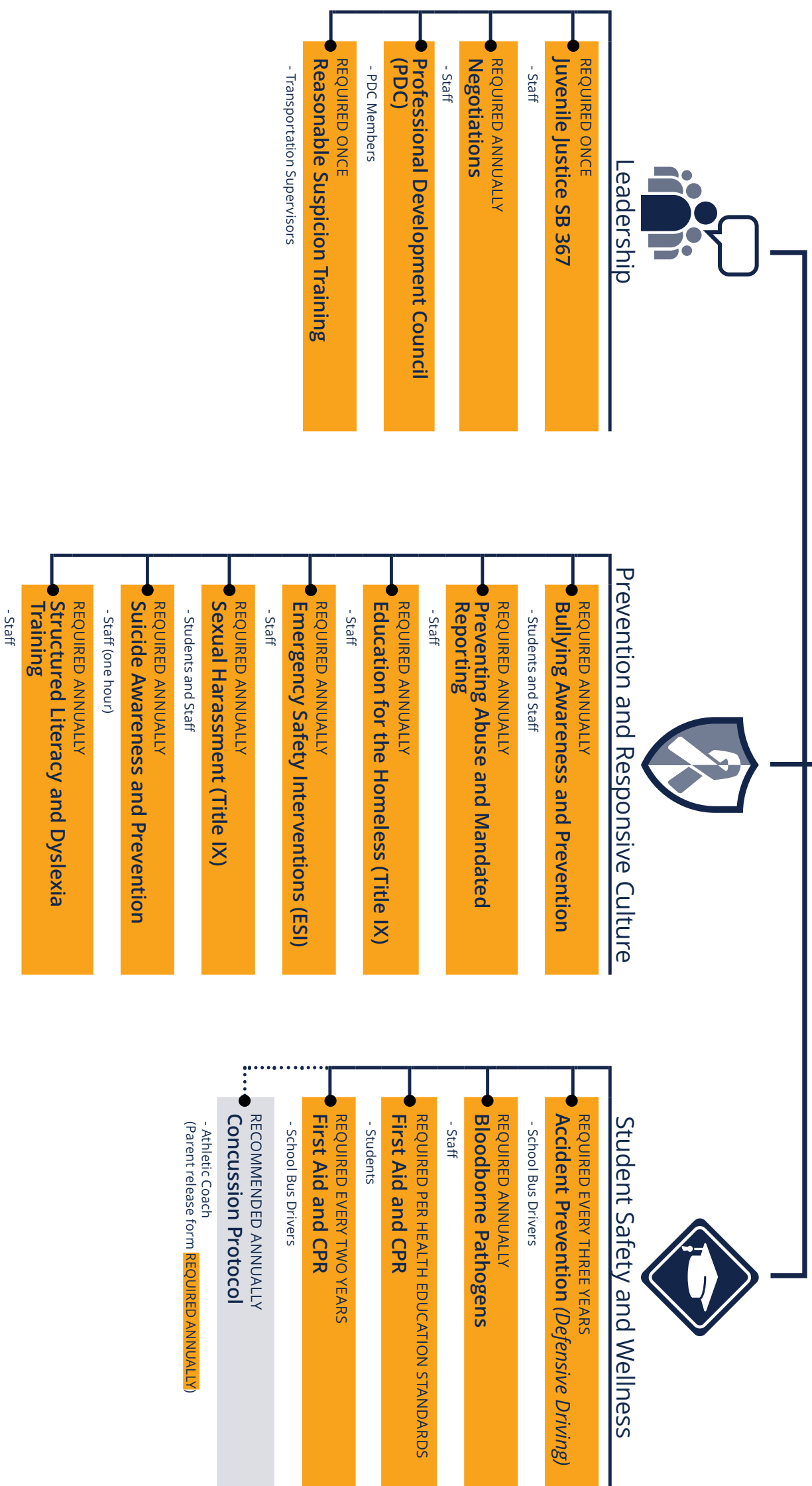
2021-2022
SCHOOL YEAR



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REQUIRED and Recommended Student and Staff Training



<https://www.ksde.org/Agency/Division-of-Learning-Services/Student-Staff-Training>

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KANSAS STATE BOARD OF EDUCATION

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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DISTRICT 9

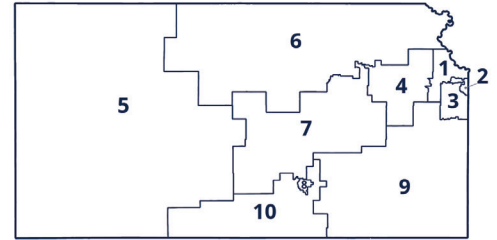


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April 27, 2021