


Under Kansas law, the mandates listed below are to be followed by drivers any time Kansas students are transported in an activity bus, school bus or school passenger vehicle.



ACTIVITY TRIPS: Prior to each activity trip in an activity bus or school bus, the driver shall provide a brief explanation concerning emergency evacuation procedures and location of emergency exits for the bus being used. Be sure to include service door operation.

KAR 91-38-9

AGE: Each driver of an activity bus shall be 21 years of age or older. Route drivers shall be at least 18 years of age.

KAR 91-38-7

AMBER 8-WAY LIGHTS: School Bus Drivers shall activate amber 8-way lights at least 200 feet, but not more than 1,000 feet, before every stop prior to activating the red 8-way lights and stop arm.

KSA 8-1730

CDL (COMMERCIAL DRIVERS LICENSE) / DRIVERS LICENSE: A CDL (Commercial Driver's License) class A or B license is required for all vehicles with a gross weight over 26,001 pounds and/or rated to transport 16 or more passengers. A CDL class A, B, or C 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. All CDL's must have a "P" passenger and "S" school bus endorsement. Drivers of school passenger vehicles and buses rated less than 26,000 pounds, or for fewer than 16 passengers must maintain an appropriate non-commercial driver's license.

K.A.R. 91-38-6

CRIMINAL & DRIVING RECORD: A driver is disqualified from transporting students who discloses or whose driving record indicates that, within the past 10 years, the person has been convicted of any of the following major traffic violations: Hit-and-run driving; driving while under the influence of alcohol or drugs; vehicular homicide; reckless driving; or any offense for which the driver's license was suspended or revoked pursuant to KSA 8-254 and 8-255, and amendments thereto. An individual who has been convicted of any crime involving a child is permanently disqualified from transporting students.

KAR 91-38-6

DOORS: Every Activity Bus, School Bus and School Passenger Vehicle Driver shall ensure that all doors are closed before the vehicle is put into motion and remain closed while the vehicle is moving.

KAR 91-38-7

DRIVER TRAINING REQUIREMENTS: Drivers shall comply with the following requirements:

- Every driver of an activity bus or school bus shall be provided a minimum of 12 hours training in a school bus. Six hours of the training must be completed before the driver is allowed to transport students; however, the second six-hour block may be completed while transporting students, so long as the appointed driver-trainer accompanies the trainee on the bus route or activity trip. Note: A CLP (Commercial Learners Permit) holders are prohibited from operating a school bus with students under Federal Law 49 CFR 383.25

- Every Activity Bus, School Bus and Primarily Hired School Passenger Vehicle Driver shall attend 10 safety meetings or the proportional number of meeting for the amount of time employed during the school year.
- Every Activity Bus, School Bus and Primarily Hired School Passenger Vehicle driver shall complete an approved first aid and CPR course within 30 days after the first day the driver transports students, and certification shall be kept current. Drivers who are currently certified emergency medical service providers are not required provided their EMS certification remains current. Courses must be instructor lead. Approved courses are Medic First Aid, American Red Cross, American Heart Association, and National Safety Council (NSC) First Aid.
NO ONLINE COURSES ACCEPTED!
- Every Activity Bus, School Bus and Primarily Hired School Passenger Vehicle shall successfully complete a vehicle accident prevention course approved by the state department of education, within 30 days after the first day the driver transports students and maintain certification by completion of an accident prevention course at least every three years. This course must be scheduled for 8 hours and instructor lead. Approved courses are American Auto Association (AAA), National Safety Council, Smith System, AARP Driver Safety Program, 3-D Hartford.
NO ONLINE COURSES ACCEPTED!
KAR 91-38-6

DRUG & ALCOHOL CLEARINGHOUSE: Every driver required a CDL (Commercial Driver's License) to transport students is subject to the FMCSA (Federal Motor Carrier Safety Administration) Drug and Alcohol Clearinghouse. These requirements include but are not limited to:

- Providing written consent for annual limited queries through the clearinghouse
- Providing digital consent for full queries on new driver applicants through the clearinghouse
- Providing written consent from new employees for drug & alcohol information from previous employers for the 3-year history not covered by the FMCSA Drug and Alcohol Clearing House

DRUG & ALCOHOL TESTING: Every driver required a CDL (Commercial Driver's License) to transport students is subject to Federal Alcohol and Drug Testing under 49 CFR Part 40. These requirements include but are not limited to:

- Pre-employment Testing
- Random Testing
- Post-accident Testing
- Reasonable Suspicion Training

EVACUATIONS: As a general rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one. A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of fire?
- Is there a smell of raw or leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?

- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus and not come in contact with the material.

CDL Manual 10.3.1

Note: Students need to be familiar with service door operation in the event the driver becomes incapacitated.

EXPERIENCE: Every driver who operates an activity bus, school bus or school passenger vehicle to transport students shall have at least one year's experience in operating a motor vehicle.

KAR 91-38-6

FUEL: If an activity bus, school bus or school passenger vehicle is refueled during any trip when passengers are being transported, the driver shall unload all passengers from the vehicle and turn off the vehicle's motor before beginning refueling procedures. Fuel shall not be transported in any manner, except in the vehicle's fuel tank.

KAR 91-38-7

HOURS: Every Activity Bus, School Bus and Primarily Hired School Passenger Vehicle Driver shall not drive a school vehicle for more than 10 consecutive hours or for more than a total of 10 hours in any 15-hour period.

KAR 91-38-7

KEYS: If an Activity Bus, School Bus or School Passenger Vehicle leaves the driver's seat, the parking brake shall be set, the motor turned off, and the keys removed. However, drivers of specially equipped buses may leave the motor running to operate a power lift after setting the parking brake.

KAR 91-38-7

OBSTRUCTIONS: Each Activity Bus and School Bus Driver shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions (coolers, book bags, band instruments, school projects, sports equipment, etc.) at all times.

K.A.R. 91-38-7

PHYSICAL EXAMINATIONS: Every Activity Bus, School Bus and Primarily Hired School Passenger Vehicle Driver is required to comply with physical qualification requirements of 49 C.F.R., Part 391.41 (most commonly known as a "DOT physical").

K.A.R. 91-38-6

POST-TRIP INSPECTION: Following the completion of any trip, Every Activity Bus, School Bus and School Passenger Vehicle Driver shall perform a walk-through inspection of the school bus or activity bus, or a visual check of the school passenger vehicle, that the provider was driving, to ensure that all passengers have disembarked.

KAR 91-38-7

PRE-TRIP INSPECTION: Every Activity Bus, School Bus and School Passenger Vehicle Driver shall complete a pre-trip inspection before each trip and be documented prior to transporting students.

KAR 91-38-7

RAILROAD CROSSINGS: Activity Bus and School Bus Drivers shall stop the bus at every railroad crossing within 50 feet but not less than 15 feet from the nearest rail and while stopped shall listen and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, and shall not proceed until such driver can do so safely. Exception would include: the crossing is controlled by a police officer or flagman, controlled by a traffic signal, crossing which is marked by a sign as being abandoned or exempt.

KSA 8-1553

RED 8-WAY LIGHTS: Every School Bus Driver shall activate the 8-way red lights and stop arm anytime while loading and unloading students on the roadway.

KAR 91-38-9

SAFETY HAZARDS: Every Activity Bus, School Bus and School Passenger Vehicle Driver shall report to the transportation supervisor any condition encountered by the driver on a transportation route that appears to pose a safety hazard.

KAR 91-38-3

SCHOOL PASSENGER VEHICLES: The use of 12 and 15 passenger rated vans for student transportation is illegal. It is illegal to remove seats from a 12 or 15 passenger rated van to meet the state and federal mandated passenger rating requirement for student transportation.

KSA 72-64,100

SCHOOL PASSENGER VEHICLE OCCUPANTS: School Passenger Vehicle Drivers shall ensure that occupant restraint systems are provided for, and utilized by, all occupants of school passenger vehicles. Size-appropriate child safety restraining systems shall be utilized, pursuant to K.S.A. 8-1344.

KAR 91-38-2

SEAT BELTS: Every driver shall utilize the driver's safety belt at all times while the Activity Bus, School Bus or School Passenger Vehicle is in motion.

KAR 91-38-7

SUBSTITUTE DRIVERS: Every Activity Bus, School Bus and Primarily Hired School Passenger Vehicle Driver shall complete the same training requirements as regular drivers.

KAR 91-38-6

STUDENTS CROSSING ROADWAY: Every School Bus Driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure that all traffic has stopped and shall instruct students to wait for a signal from the driver before crossing the roadway.

KAR 91-38-8

TRAILERS: A driver of a school bus or activity bus shall not tow any trailer or other vehicle with the bus, while any passenger is on the bus.

KAR 91-38-7

NOTE: School Districts and School Bus Contractors may have additional policies and procedures.