

Bus Driver Requirements, Training and Responsibilities

The Eagle County School District Board of Education recognizes the need to maintain a superior quality workforce for the safe transportation of students. School bus drivers are responsible for safety of passengers and the appropriate care of equipment.

REGULATIONS:

1. Each school bus driver will be required to comply with all state and insurance regulations regarding the licensing of an individual for classification of school bus driver.
2. All school bus drivers--whether full-time, regular part-time, or temporary part-time--shall be required to have an bi-annual physical examination at the cost of the Eagle County School District. The physician chosen to administer the physical examination must be approved in advance by the Superintendent (*or his/her designee*).

If a school bus driver should resign within thirty (30) calendar days of his/her first day of employment, the amount paid for his/her physical will be deducted from his/her final paycheck.

All applicants will receive advance notice of this procedure prior to their attendance in the school bus driver training program. The maximum cost of the physical will not exceed \$100.

3. Each school bus driver candidate will be required to successfully complete the standard training program as provided by the School District. This currently consists of 24 hours of classroom time and 56 hours of road training time. Upon the successful completion of training, physical examination, and proof of an acceptable driving history, a candidate selected for school bus driver will be given the status of a substitute driver and will be allowed to apply for any existing route that is currently open. The Director of Transportation has the responsibility of selecting a school bus driver for an open route.
4. Upon the opening of a new permanent or existing permanent route, all school bus drivers are eligible to apply for the open route. The Director of Transportation will select the best driver for the route based on driving ability, experience, past performance, and other criteria as established by the Director of Transportation and the Superintendent (*or his/her designee*). When all other factors are considered equal, the driver with the most experience shall be considered for the position. Upon selection, the Director of Transportation will provide the Superintendent (*or his/her designee*) with the proper personnel information of the successful candidate. The Superintendent (*or his/her designee*) will have final approval of the candidate.
5. An extra-duty roster for in-district and over-the-road trips will be established and maintained by the Director of Transportation.

6. School bus drivers will be paid according to the salary schedule adopted by the Board of Education. It shall be the responsibility of the Director of Transportation to ensure that the pay guidelines are being adhered to by all drivers. Any hours not deemed to be part of the normal route operation will require the prior approval of the Superintendent (*or his/her designee*). Each driver will be given 58 minutes of preparation time per day in addition to their regular route time. This preparation time will be for the purpose of school bus inspection and weekly cleaning of the school bus.

Prior to the start of each school year, school bus drivers will be assigned routes. The assignment of any particular route will be the responsibility of the Director of Transportation. If a driver's hours per day changes by more than 15 minutes over the previous school year's hours, a new Personnel Action form and back-up criteria will be submitted by the Director of Transportation to the Superintendent (*or his/her designee*).

7. Training will be provided for all existing drivers. This training shall consist of 24 hours of in-service and road training time per school year.
8. On days when a driver's driving time is reduced due to circumstances beyond the scope of the driver's normal route, the driver will be paid based on actual driver time plus preparation time. Any overtime will require prior approval of the Superintendent (*or his/her designee*.)

CROSS REF.: **EEBA, School-Owned Vehicles**
 Bus Driver's Handbook