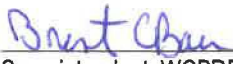



**Wood County Board of Developmental Disabilities
PROCEDURE**

Procedure #:	02-ALL-ALL-0606 (VH)	Subject:	Qualifications of Transportation Personnel
Effective Date:	03-01-01	Last Revision:	04-18-2024
Person Responsible:	Health & Safety Coordinator		
Approvals/Date:	 4/23/24 Superintendent, WCBDD	 4/23/2024 Department Director/Coordinator	Date

Following Ohio Department of Education (ODE) Rules, Ohio Administrative Code (OAC), and Ohio Revised Code (ORC), the following qualifications for employment of transportation personnel shall be strictly followed per ODE Rule 3301-83-06.

The position of **Bus Transportation Supervisor** shall be responsible for the management and supervision of personnel, safety, training, operations, and maintenance of vehicles in the Transportation Department.

- The qualifications of this position are listed on Appendix A of this Procedure.
- The Bus Transportation Supervisor must have two (2) years of demonstrated leadership in a transportation-related position. Must have five (5) years of verifiable driving experience.
- Must maintain, possess, or obtain an Ohio Preservice Training certificate according to 3301-83-10 of the Administrative Code.
- Newly assigned supervisors shall complete the classroom portion of the Ohio preservice driver training program within one year of their appointment to the position and are encouraged to obtain training or assistance from another knowledgeable source within thirty days of their appointment.

The position of **Bus Driver** qualifications shall include but not limited to:

- An understanding of the role of pupil transportation in the educational program and meeting all the physical, mental, and moral requirements established by federal rule, state laws, and the 3301-83-06 chapter of the Administrative Code.
- Information listed in Appendix A in this procedure.
- Must be physically qualified according to the requirements listed in rule 3301-83-07 of the Administrative Code. The T-8 physical must be completed by the board's contracted physician at the time of hire.
- **Bus Drivers** must comply with ORC 3303-83-23 for criminal or other motor vehicle offenses. **Bus Drivers** with any of the following shall be disqualified from operating a school bus:
 - A. more than two (2) points on their Motor Vehicle Record within the last thirty-six (36) months. **Bus Drivers** who receive more than two (2) points within a thirty-six (36) month period while employed shall be removed from bus driving duties.
 - B. Major motor vehicle convictions including OMVI, reckless operation, driving under suspension, and physical control of a vehicle under the influence shall disqualify a person from operating a school bus for six (6) years following the offense.
 - C. Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years.
 - D. Violation of school bus warning lights, school zone speed limit, or railroad crossing violation. Drivers convicted of these offenses may only be considered for employment after 1 year from the offense. Railroad crossing violations may be substantiated by conviction, video evidence, or report by railroad officials.
 - E. Applicants with more than two (2) points in the last thirty-six (36) months shall not be considered for **Bus Driver** positions.
- Participation in drug and alcohol testing as mandated by the Federal Motor Carrier Safety Administration (FMCSA) under 49 C.F.R. 382 (January 2007). Individuals who refuse to participate in testing are disqualified from operating a school bus.
- Participation in drug and alcohol training as mandated by the FMCSA 40 C.F.R. 382.601. The Bus Transportation Supervisor will meet with the new **Bus Driver** and receive copies of the Board's controlled substances and alcohol policies and procedures. They will receive information and view a **PowerPoint** presentation from the US Dept. of Transportation. Form 03-all-all-0831 will be signed acknowledging the required training.
- Drivers who are arrested, summoned, or indicted for a specific criminal violation described in OAC 3301-83-23 or ORC 5123-2-02 must be suspended from duties that require the care, custody, or control of a child.

The position of **Bus Aide** qualifications shall include but not limited to:

- Information listed in Appendix A of this procedure.
- Possessing or upgrading skills through formal and/or **in-service** training related to transportation of preschool and special needs children.

The position of Mechanic shall be qualified to perform quality preventive and regular maintenance programs. Qualifications shall include but not be limited to:

- Information listed in Appendix A of this procedure.
- Must have skill and knowledge of safe work practices in routine vehicle maintenance.
- Must have knowledge of Ohio driving rules and regulations.
- Must be capable of performing assigned brake service or inspection by reason of experience, training, or both (49 CFR 396.25).
- Mechanics will be required to operate a school bus with pupils on board and shall meet all requirements for a school bus driver.

Health & Safety Coordinator and Bus Transportation Supervisor must participate in a minimum of four hours of related training annually. The four hours of training should be attending local, regional, state, and national workshops and conferences devoted to the management, supervision, organization, and technical components of pupil transportation.

Bus Drivers and Bus Aides must participate in a minimum of four hours of annual **in-service** per ODE requirements. The training shall be based on a needs assessment that must include one or more of the following:

- A. School bus and commercial driver license requirements;
- B. Public and staff relations;
- C. Equipment and care, including the operation of all adaptive equipment needed to safely transport preschool and special needs students;
- D. Driving the bus;
- E. Defensive driving;
- F. Highway/railroad grade crossing safety;
- G. Pupil management;
- H. Safety and emergency procedures;
- I. Use of first aid and blood-borne pathogens equipment;
- J. Transporting the preschool and special needs children;
- K. Motor vehicle laws and Ohio pupil transportation operation and safety rules;
- L. Signs, signals, and pavement markings;
- M. Fuel conservation;
- N. Radio/cellular phone communications;
- O. Detailed route sheets.

Mechanics must **participate** in a workshop or training seminar, with a minimum of four hours of instruction, in one or more of the following areas:

- A. Preventive maintenance procedures;
- B. Repair procedures for each type of vehicle in the fleet and its special equipment;
- C. Servicing procedures for equipment;
- D. Inspection of the vehicle and its equipment;
- E. Recovery procedures for vehicles involved in an accident or breakdown;
- F. Preparation of maintenance records;
- G. Parts and equipment purchasing and storage;
- H. Establishment of parts inventory control procedures

On-the-bus Instructors qualifications shall include:

- Meeting the requirements of rule 3301-83-10 of the Administrative Code inclusive, relating to on-the-bus instructor training.
- Meeting all the requirements of school bus driver.
- Be currently employed in a role that includes school bus driving duties and be listed as an active driver by the ODE.
- Must pass a driving and pre-trip skills evaluation at least once every six years with a state pre-service instructor.
- Must be sponsored by a school transportation provider or preservice instructor.

All employees of the Transportation Department shall have access to appropriate information about individuals to the degree that such information might affect safe transportation and medical well-being while being transported. This information shall be available in the vehicle, or readily accessible in the transportation office.

The Human Resource Department shall maintain a personnel file and confidential file containing all documents listed in Appendix A. The Bus Transportation Supervisor is responsible for the computer data entry into ODE database, sending the ODE required training documentation and Transportation Department signoffs to the Human Resource Department, drug, and alcohol testing scheduling/training, and annual in-service planning/documentation.

Attachment: Appendix A

References:	01-ALL-ALL-0059	03-ALL-ALL-0400	03-ALL-ALL-0586
	ORC 3319.39	02-ALL-ALL-0333 (HR)	03-ALL-ALL-0715
	ORC 3327.10	02-ALL-ALL-0492 (AD)	03-ALL-ALL-0716
	ORC 4506	02-ALL-ALL-0495 (AD)	03-ALL-ALL-0830
	FMCSA 40 C.F.R. 382.601	02-ALL-ALL-0499 (AD)	03-ALL-ALL-0899
	FMCSA 49 C.F.R. 383	02-ALL-ALL-0844 (HR)	OAC 3301-83
	FMCSA 49 C.F.R. 396.25	03-ALL-ALL-0138	OAC 5123.081
	OAC 3301-83-23	03-ALL-ALL-0831	
	ORC 5123-2-02	03-ALL-ALL-0446	
	ODE Form T-8	03-ALL-ALL-0917	

tar\procedure\vh0606

				Vehicle Operator, Bus Transportation Supervisor, Mechanic			Bus Aide			Health & Safety Coordinator			Resources
				Applicant	Annual	6 year	Applicant	Annual	5 year	Applicant	Annual	5 year	
1	Written application	Authority ODoDD	Code reference OAC 5123:2-2-02	yes			yes			yes			02-all-all-0844(HR)
2	Employment references & work history	ODoDD	OAC 5123:2-2-02	yes			yes			yes			02-all-all-0844(HR)
3	FMCSA Drug and Alcohol Reference Check	Federal	FMCSA 49 CFR Part 383	yes									03-all-all-0715 03-all-all-0716
4	Physical (T-8)	State	ORC 3327.10 OAC 3301-83-07	yes	yes		Board Physical						ODE Form T-8 03-all-all-0830
5	PPD Test	Board		yes			yes			yes			03-all-all-0400
6	BCII State background check	State ODoDD	ORC 3319.39 OAC 3301-83-06 OAC 5123:2-2-02 ORC 3327.10	yes	RAP Program		yes		yes	yes		yes	02-all-all-0844(HR)
7	Federal background check	State ODoDD	ORC 3319.39 OAC 3301-83-06 OAC 5123:2-2-02 ORC 3327.10 OAC 3301-83-10	yes		yes	yes		yes	yes		yes	02-all-all-0844(HR)
8	Motor Vehicle Records Check and meet insurability criteria set forth by insurance carrier.	State	ORC 3327.10 OAC 3301-83-06 OAC 5123:2-2-02	yes	semiann ual through ODE		non- driver			yes Mgmt.	Every 3 years		02-all-all-0844(HR)
9	Six online background checks	ODoDD	OAC 5123:2-2-02	yes	yes		yes	yes		yes	yes		02-all-all-0844(HR)
10	Vehicle Operator Affidavit and Felony Affidavit	ODoDD	OAC 3301-83-23 OAC 5123:2-2-02	yes - both			just Felony			yes - both			03-all-all-0899 03-all-all-0446
11	Drug Testing	Federal	49 CFR Part 383	yes	random		yes			yes			DOT licensed drug testing provider 02-ALL-ALL-0499
12	Alcohol Testing	Federal	49 CFR Part 383		random								DOT licensed drug testing provider 02-ALL-ALL-0499
13	Superintendent/Employer Certificate	State	ORC 3327.10 OAC 3301-83-06	yes	yes								03-all-all-0917
14	Report driver data to Ohio Department of Education	State	ORC 3327.10	yes	yes	yes							Must be reported through Ohio Department of
15	Inservice	State	OAC 3301-83-10		4 hrs			4 hrs.			4 hrs.		Dates recorded in
16	Ohio Preservice Training	State	OAC 3301-83-10	yes		yes				yes			Obtained through Preservice program, ODE
17	Current Valid CDL with S/P or Ohio Driver's license	State, Fed	ORC 4506	Ohio CDL						Ohio DL			Driver's responsibility. Copy in personnel file.

Appendix A - Qualification Requirements for Transportation Department Staff - page 2

		Authority	Code reference and Pos Description	Vehicle Operator, Bus Transportation Supervisor, Mechanic			Bus Aide			Health & Safety Coordinator			Resources
				Applicant	Annual	6 year	Applicant	Annual	5 year	Applicant	Annual	5 year	
18	Minimum age	State and Board	OAC 3301-83-06	age 21			age 18			age 21			
19	Driving Experience	State and Board	OAC 3301-83-06				no						
20	Physically capable of lifting and managing preschool and special needs children when necessary	State	OAC 3301-83-06	yes	yes		yes	yes					02-all-all-0492 and 0495
21	Physical capabilities and receive training for proper lifting techniques on individuals served	Board Policy & Training	General Orientation	yes	yes		yes	yes		yes	yes		02-all-all-0492 and 0495
22	Ability to cope with stressful situations	State	OAC 3301-83-06	yes	yes		yes	yes					
23	Transportation Handbook	State	OAC 5123:2-1-03	yes			yes			yes			03-all-all-0586
24	Training on Veh. Op. Manual prior to contact.	Board	OAC 3301-83-21	yes			yes			yes			03-all-all-0567
25	Mandatory Initial Training	State	Board Policy OAC 3301-83	yes			yes			yes			02-all-all-0492
26	Mandatory Annual Training	State	Board Policy OAC 3301-83		yes			yes			yes		02-all-all-0495
27	Drug and Alcohol Training	FMCSA	FMCSA 40 C.F.R. 382.601	yes									03-all-all-0831
28	Employee Performance Appraisals	Board Policy			yes			yes			yes		01-all-all-0059 02-all-all-0333 (HR) 03-all-all-0138
29	Information made available on background, general needs and characteristics prior to contact with individual served.	ODE	OAC 3301-83-21	yes			yes			yes			