Stark County Board of Developmental Disabilities

Transportation Procedure 028	Effective: 9/1/2015
Requirements for Transportation of School Students in Non-School	
Bus Vehicles	
Chapter 5: Program Services	Page 1 of 1

Subject: Requirements for Transportation of School Students in Non-School Bus Vehicles

Authorized non-bus vehicles to transport school students to and from school related events shall be originally designed to transport nine (9) passengers or less, equipped with a fire extinguisher, first-aid kit, a body fluid cleanup kit, flares, reflectors and shall have a roof top sign marked "School Transportation" and a sign on the side of the vehicle shall clearly identify the Board as the owner.

Each van used for this purpose shall be inspected no less that two (2) times per year by a qualified mechanic and so documented. The inspection shall cover all applicable sections.

Those staff transporting students shall be:

- 1. Eighteen (18) years of age, with two years of driving experience.
- 2. Hold a valid driver's license.
- 3. Submit to an annual driver's abstract and have no more than six (6) points during any one year regardless of the vehicle driven at the time of the violation. Written notice of any traffic conviction shall be provided to the Principal within three (3) working days or seven (7) calendar days of the conviction, whichever occurs first.
- 4. Physically qualified via an annual physical as reflected in Ohio Administrative Code 3301-83-07.
- 5. Complete a daily Pre-trip Inspection Sheet and provide the completed form to the Principal, at Southgate School.
- 6. Complete a 4 hour minimum Ohio Preservice driver curriculum or other course only as approved in advance by the pupil transportation section of the Ohio Department of Education, successfully complete a driving performance evaluation and review, submit evidence of training to the regional Preservice Instructor, have a certificate of acknowledgement of van driver training as issued by the Ohio Preservice program, and;
- 7. Annually, after the initial training, complete a two (2) hour in-service. The certificate of any person who has not completed the required annual in-service shall be revoked. That person must then successfully complete all of the initial certification requirements.
- 8. A satisfactory report from the State Bureau of Criminal Identification and Investigation, initially and every six (6) years thereafter.

The above training requirement meets the requirement reflected in Non-bus Vehicle Procedure 6.005.

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