

Stark County Board of Developmental Disabilities

Transportation Procedure 07 Driver/Rider Responsibilities	Effective: 9/1/2015
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Driver/Rider Responsibilities

Based on route assignment a Bus Driver/Rider shall be considered 22.5 hour, 30.5 hour or 32.5 hour per week employee.

All Drivers and Riders are required to complete as necessary all activities related to the run, i.e. pick up trash from inside the bus, sweep the floor, clean windows and mirrors for visibility, refuel the vehicle, complete any incident report, and check seats to ensure all passengers have left the vehicle.

Ref: OAC 3301-83-20 (e)

Drivers and Riders are to leave the Bus Garage lot at their scheduled depart time.

Drivers are responsible for reporting any route changes as soon as they occur to the Manger of Transportation/Designee.

Unauthorized stops are prohibited from the time a vehicle leaves the garage until it returns.

All Drivers and Riders must remain on Board property after their runs for the duration of their scheduled work time.

All Bus/Van Drivers are Responsible for:

- Operate vehicle in accordance with requirements of Ohio Traffic Laws, the Requirements of ODE.
- Drivers must have their Driver's License with them whenever they are operating a Board Vehicle.
- ID Badge on whenever on duty.
- Upon completion of a route they need to complete a post trip inspection.
- Report all accidents/crashes and incidents at the time of occurrence while operation a vehicle.
- Report all citations for Moving Violations/Accidents issued to covered employee.
- Ensure Transportation Department has current information on Home Address, Phone #, and Emergency Contact.
- Never fuel a vehicle with passengers inside vehicle.
- Never leave your fuel tank go below a ½ tank.
- Maintain accurate seating and route logs.
- Set timers on Vehicle (Bus).