

**MIDDLETON SCHOOL DISTRICT #134 POLICY  
AND PROCEDURE MANUAL  
SECTION 8000 – Non Instructional Operations  
DUTIES OF SCHOOL BUS DRIVERS.....POLICY 8040**

The School Board adopts this policy to define the duties of all bus drivers transporting students of this District, whether on a regular route, field trip, or activity trip.

This policy applies to all regular and substitute bus drivers, whether employed by the district or on contract.

1. Prior to operating the bus, the driver will check the tires, lights, stop arm controls, and brakes to determine if they are in proper working condition. The driver will immediately report any equipment, which is not in proper working condition.
2. The driver will regularly check the first-aid kit to see that it contains all required items and replace missing items.
3. Only properly enrolled students, eligible for transportation, and aides may ride the bus on a regular route. When special circumstances exist and space is available, the superintendent or designee may allow non-students to ride the bus. The driver will not allow non-students to board the bus, unless presented with prior written permission by the superintendent or designee. Teachers and other persons who have been officially appointed as chaperones may be allowed on the bus for field and activity trips.
4. The driver has complete responsibility, and final authority, for the operation of the bus and care of the student passengers. The driver is responsible for the proper discipline of students on the bus and will exercise discipline in compliance with the district's discipline policies. The driver will not remove any student from the bus for discipline reasons except at the student's school or the student's regular bus stop. The driver will report to the transportation supervisor any student whose behavior may endanger the operation of the bus, uses obscene language, or damages the bus.
5. The driver will load and unload students only from the right-hand side of the road and at a position from which the driver has clear vision of at least one hundred (100) yards in both directions. The driver will count the number of students exiting the bus at each stop and will ascertain the students' whereabouts prior to moving the bus. When loading or unloading students on a roadway having more than three (3) lanes, the driver will load or unload only those students who live on the right-hand side, unless the stop is at an intersection with traffic control signals.
6. Prior to crossing any railroad track, or entering or crossing any arterial highway, the driver will come to a full stop. If any railroad crossing, intersection, or access is obscured by trees, buildings, or other object, or wind, storm, fog, or any other restriction

to visibility, the school bus driver will open any window or door that permits him/her to determine when it is safe to proceed.

7. The driver will require each passenger to be seated in a regular passenger seat. No passengers will be allowed to stand while the bus is in motion.
8. The driver will not allow students to carry weapons, inflammable or explosive materials, or animals onto the bus.
9. The bus driver will not, under any circumstances, exceed a rate of speed of sixty-five (65) miles per hour.
10. The driver will report to his or her immediate supervisor the license number of any vehicle that violates any law endangering students.
11. The driver will immediately report all traffic accidents in which the bus is involved to the local school authorities and the appropriate law enforcement agency. The Superintendent will report all accidents to the State Department of Education. The driver or his or her supervisor will complete a School Bus Accident Report form and submit it to the State Department of Education within fifteen (15) days of the accident.
12. The driver will report to the transportation supervisor any condition on or bordering the route which constitutes a hazard to the safety of the students being transported.
13. The driver will not leave an occupied bus. In case of emergency, the driver will radio for assistance. If such communication is not possible, the driver should send a bus aide for assistance, ask a passing motorist to communicate the need for assistance to the local law enforcement authorities or school district administrative office, or wait for help.
14. When the driver leaves an unoccupied bus, he or she will shut off the motor, set the brakes, and remove the ignition keys-
15. The driver will comply, as much as possible, with the time schedule established for the route.
16. Hours of Service of Drivers  
The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law, and the District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:
  - (1) More than ten (10) hours following eight (8) consecutive hours off duty; or
  - (2) For any period after having been on duty fifteen (15) hours following eight (8) consecutive hours off duty.Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive any period after:

- (1) Having been on duty sixty (60) hours in any seven (7) consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
- (2) Having been on duty seventy (70) hours in any period of eight (8) consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

17. Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips.

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**LEGAL REFERENCE:**

Idaho Code Sections

33-1508

33-1509

*Pupil Transportation Manual*, Idaho State Department of Education, revised 1996 and all subsequent revisions.

**Other Reference:**

Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

**ADOPTED: 08/09/82**

**REVISED: 10/96**

**REVISED: 02/01**

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**REVISED: 05/11/15**