

## **BUS DRIVER'S RESPONSIBILITIES**

1. Follow all rules, regulations, and responsibilities set forth by the Oregon Department of Education- pupil transportation. \*see Oregon Pupil Transportation Manuel.
2. Arrive 15 minutes before route to check messages and perform pre-trip.
3. Sweep floor and dust interior of bus once daily. Clean windows once a week and mop and wash bus once a month.
4. Buses are not to be parked with less than 1/4 tank of gas; except for on weekends or extended periods of non-use.
5. A pre-trip inspection will be done each time before you transport children, parents or staff. A pre-trip, which includes under the hood and drive train, will be completed once a day.
6. A Post trip will be performed after each route, which includes checking for any children left on the bus and posting the "Bus is Empty" sign.
7. Ensure children are transported in approved weight and height safety restraints. Safety vests or child restraints are to be secured with a seat belt at all times (whether occupied or not).
9. Drivers will ensure that the buses are not loaded beyond the maximum passenger capacity at any time.
10. Buses may not be used for personal business.
11. There will be no food or drink allowed on bus (except staff meetings).
12. When a driver has a double route, a pick-up and take home back to back, the driver may use the restroom but no phone calls or eating between routes.
13. No aerosol cans can be stored in the bus.
14. Siblings riding agency buses must use the proper child restraint.
15. Fuel cards and cellular phones need to be brought into the center each night.
16. Informs teachers after each route that all children have been delivered home.
17. Drivers will ensure baggage and other items transported in the passenger compartment are properly stored in a covered container and secured. Drivers will also ensure that all aisles remain clear and the doors and emergency exits remain unobstructed at all times.
18. Drivers are responsible for operating vehicles in a safe and cautious manner in such a way as to avoid causing excessive wear and/or damage. When maintenance is required, drivers will obtain prior approval from the Transportation Manager.

19. Drivers will provide training to parents on transportation issues, pedestrian safety and the importance of escorting their children to and from the bus; within 30 days of the start of the school year. Drivers will ensure every parent that attends open house has received this information before the start of school.
20. Drivers will ensure that throughout the school year children are taught and reminded of: safe riding practices, safety procedures for boarding and exiting the bus, crossing the street, recognizing danger zones, and emergency evacuation procedures. Drivers, with the assistance of the Bus Monitors will utilize the monthly emergency evacuation drill times to review these items with children.
21. Evacuation drills are performed monthly for each class, with evacuation forms turned in with mileage and attendance sheets, pre-trip sheets, and route updates at the end of the month.
22. Drivers are responsible for completing accurately all required paperwork, including attendance and mileage sheets, pre-trip sheets and route updates.
23. Drivers, with the assistance of the Transportation Manager, will establish alternate routes in the case of hazardous conditions that could affect the safety of the children for each of their designated routes. Alternate routes will comply with the same requirements as regular routes.
24. Buses should not back up or make U-Turns at stops, except when necessary due to safety issues or physical barriers. These instances must be approved by the Transportation Manager before they occur.
25. Children should not cross a street or highway to board or exit the bus. If it is absolutely necessary, a monitor or adult must escort them. These instances must be approved by the Transportation Manager before they occur.
26. Drivers will not answer the bus cell phone for any reason while driving the bus.

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Bus drivers signature

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Date