

ROLES AND DUTIES OF EMPLOYEES

School Bus Drivers

Authority

Students transported in a school bus or in a student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103)

(cf. 3540 - Transportation)
(cf. 5131.1 - Bus Conduct)

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.

Administrative regulations related to bus driver authority shall be made available to parents/guardians, students, teachers and other interested parties. (5 CCR 14103)

(cf. 5145.6 - Parental Notifications)

Qualifications, Training and Monitoring

All drivers employed to operate school buses or student activity buses shall possess, at a minimum, both of the following documents issued by the state Department of Motor Vehicles: (Vehicle Code 12517)

1. A valid driver's license for the appropriate class of vehicle to be driven
2. A certificate which permits the driver to operate either school buses or student activity buses

(cf. 4200 - Classified Personnel)
(cf. 4211 - Recruitment and Selection)

A driver who possesses a valid certificate to drive a student activity bus shall not be entitled to drive a school bus unless he/she obtains the license and certificate required for that position. (Education Code 39830.1)

The district's electronic fingerprinting system, managed by the California Department of Justice, may be used to fingerprint an applicant for an original certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

ROLES AND DUTIES OF EMPLOYEE (continued)

The Superintendent or designee shall ensure that school bus drivers receive training which includes:

1. Necessary first aid practices (Vehicle Code 12522)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)
3. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4231 - Staff Development)

School bus drivers shall be subject to drug and alcohol testing in accordance with Governing Board policy and the requirements of federal law.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated. (Vehicle Code 1808.8, 13376)

(cf. 4215 - Evaluation/Supervision)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Responsibilities

The school bus driver's major responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's transportation safety plan.

(cf. 3543 - Transportation Safety and Emergencies)

Drivers shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

(cf. 3541 - Transportation Routes and Services)

ROLES AND DUTIES OF EMPLOYEE (continued)

Drivers shall activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before any bus stop where students are loading or unloading. They shall operate the flashing red signal lights and stop signal arm at all times when the bus is stopped to load or unload students. The flashing amber warning lights, flashing red signal lights and stop signal arm shall not be operated at any other time, or at any place where traffic is controlled by a traffic officer. (Vehicle Code 22112)

When the bus is stopped on a highway or private road to load or unload students and traffic is not controlled by a traffic officer, the driver shall: (Vehicle Code 22112)

1. Check for approaching traffic in all directions and activate the flashing red light signal system and, if the bus is so equipped, the stop signal arm.
2. Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated and that it is safe to exit the bus.

When the bus is stopped on a highway or private road to load or unload students and traffic is not controlled by a traffic officer or official traffic control system, the driver shall: (Vehicle Code 22112)

1. Escort all students in grades pre-kindergarten through 8 who need to cross the highway or private road, using an approved hand-held "STOP" sign while so doing.
2. Require all students to walk in front of the bus as they cross the road or highway.
3. Ensure that all students who need to cross the road or highway have crossed safely and that all other unloaded students and pedestrians are a safe distance from the bus before setting the bus in motion. (13 CCR 1227)

ROLES AND DUTIES OF EMPLOYEE (continued)

Except when loading or unloading students at a location where students must cross a highway or private road upon which the bus is stopped, the flashing red signal lights and stop signal arm requirements do not apply at any of the following locations: (Vehicle Code 22112)

1. School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked
2. Where the school bus is disabled due to mechanical breakdown
3. Where students require assistance to board or leave the school bus
4. Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard
5. On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway
6. Any location determined by the Superintendent or designee, with the approval of the California Highway Patrol, to present a traffic or safety hazard

Drivers shall immediately report all school bus accidents to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (13 CCR 1219)

School bus drivers also shall report the following to the Superintendent or designee:

1. Recurring and serious student misbehavior
2. Parental and student complaints
3. Traffic violations
4. Consistently late school dismissals which cause transportation delays
5. Overload runs
6. Mechanical or other problems with buses and equipment

Legal Reference: (see next page)

ROLES AND DUTIES OF EMPLOYEE (continued)

Legal Reference:

EDUCATION CODE

39830.1 *Drivers of school pupil activity buses*
39831 *Training in proper actions in event of hijacking*
39831.5 *Student instruction in bus safety*
39833 *Operating bus in violation of order or regulation or without operator's qualification*
39842 *School bus; unauthorized entry*
40080-40090.5 *Training required to obtain or renew bus driver certificate*
45125.1 *Criminal background checks for contractors*
56195.8 *Adoption of policies*

PENAL CODE

241.3 *Assault against school bus driver*
243.3 *Battery against school bus driver*

VEHICLE CODE

1808.8 *Dismissal for safety-related cause*
2570-2575 *Transportation of students*
12517-12517.4 *Certification requirements*
12522 *First aid training for school bus drivers*
13376 *Driver certificates; revocation or suspension; sex offense prosecution*
22112 *School bus signals; roadway crossings*
25257 *School bus; flashing light signal system*
25257.2 *School bus used for transportation of developmentally disabled person*
34501.6 *School buses; reduced visibility*
34508.5 *Investigation of accidents*

CODE OF REGULATIONS, TITLE 5

14103 *Authority of the driver*
14104 *School bus driver instructor*

CODE OF REGULATIONS, TITLE 13

1200-1228 *General provisions, school bus regulations*

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 *Federal motor vehicle safety standard #222*

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