

This district establishes and adopts these policies governing the student transportation system and will inform students, teachers, administrators and transportation personnel of the requirements.

The board will designate which school officials will have responsibility and authority for operation of the student transportation system. The function of each official will also be designated.

This school district will maintain a personnel file for each school bus driver which will include the following:

- 1. Employment application;*
- 2. Copy of yearly physical examinations;*
- 3. Record of all school bus driver training;*
- 4. Copy of current commercial driver's license;*
- 5. Copies of drug tests, if any;*
- 6. Copies of annual driving record check; and*
- 7. Copies of driver evaluations.*

The copy of the annual physical exams and results of drug testing, if any, will be kept in a confidential file separate from the rest of the employee's personnel file.

Appropriate supervision will be provided of loading and unloading areas at or near each school. The building principal or designee will schedule school personnel for such duties.

The district will provide emergency training and evacuation drills for students and bus drivers.

The district's transportation supervisor will ride on each route and with each driver at least one (1) time per year. The supervisor will evaluate the driver's performance and the safety of the route and bus stops. Documentation of the evaluation will be retained in the driver's personnel file.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: March 8, 2004

