

SCHOOL BUS DRIVERS (REGULATION)

In accordance with the policy of the board of education, this regulation shall govern the operation of school buses in the Varnum Public Schools system. Bus drivers shall:

1. Be eighteen years of age or older.
2. Possess an Oklahoma Commercial Driver License (CDL), A, B or C, authorizing the operation of a school bus and an Oklahoma bus driving certificate.
3. Be required to complete a satisfactory physical examination upon the offer of employment and must obtain an annual physical examination. Such examination will include drug testing as set forth in policy DCC. A copy of the results of the annual physical examination shall be maintained by the superintendent.
4. Submit to drug and alcohol testing as required by state and federal law. (See policies **DCC and DCCB**.)
5. Operate on their designated routes approved by the transportation division of the State Department of Education.
6. Complete their bus routes by **7:40 AM** each morning when reasonably safe and proper to do so.
7. Report individuals illegally passing their schools buses. The approved form (see **CN-E**) will be completed and submitted to the law enforcement authority of the municipality where the alleged violation occurred and to the district's director of transportation.
8. Notify the appropriate principal's office upon arrival at school of any student who gets sick on the way to school.
9. Make other appropriate reports as required by state law and/or district administrators.
10. If a driver is unable to drive the assigned route, notification should be made to the transportation director as soon as possible. Failure to notify the proper administrator may result in admonishment, dismissal, or nonrenewal of contract.
11. As contracted employees, drivers are expected to fulfill their contractual obligation to Varnum Public Schools. Excessive absenteeism (8 trips) will be referred to the Superintendent and may result in admonishment, dismissal, or nonrenewal of contract.

12. If it becomes necessary to give a verbal or written admonishment or reprimand to a driver, supporting information and the driver's response will be maintained in a personnel file.
13. Complaints (verbal or written) by parents, community members, or students will be submitted to the transportation director and appropriate investigation and response will be developed.
14. Bus drivers will be paid per trip at a rate set by the Board of Education. If a driver is absent, he/she is not paid for that trip.
15. Substitute drivers are paid the same rate per trip as determined by the Board of Education.

Bus drivers will be employed by the board of education upon the recommendation of the superintendent.

REFERENCE: 70 O.S. §9-107

**CROSS-REFERENCE: Policy DCC
Policy DCCB
Polciy CN-E**