

## Policy Information

### Series 5000 - Personnel

#### Requirements of Occasional and Volunteer Drivers No. 4 Bus Driver Data

Policy # 5430, 4.3

2014 5430

Personnel

#### **SUBJECT: REQUIREMENTS OF OCCASIONAL & VOLUNTEER DRIVERS**

In keeping with its obligation to insure the safety of children to the extent possible, and in keeping with the spirit of the Regulations of the Commissioner, the Vehicle and Traffic Law, and the rules of the Department of Transportation, the Board determines that occasional drivers will meet the following requirements:

1. be at least 21 years of age;
2. be a certified teacher employed by the Genesee Valley Educational Partnership;
3. hold the appropriate and valid driver's license for the vehicle being operated;
4. submit three (3) written character references using the prescribed form;
5. pass an initial and an annual physical examination administered by the school physician;
6. be approved by the District Superintendent and the Board annually;
7. use only vehicles approved by the Department of Transportation to transport students, maximum capacity 14 passengers;
8. transport students less than 30 days per year;
9. attend one (1) Two Hour Pre-service Class training program presented by a NYS Certified School Bus Driving Instructor;
10. attend two (2) hours of safety refresher training annually presented by a NYS Certified School Bus Driving Instructor;
11. operate a vehicle only when all passengers are secured by the occupant restraint system installed in the vehicle;
12. report moving violations and accidents on the prescribed form.

Volunteer drivers for the Even Start program shall meet all of the requirements above with the exception of #2 (teacher certification), and shall be allowed to transport Even Start program participants only. Volunteer drivers without teacher certification are not allowed to transport pupils.

Each program administrator will submit a list of potential drivers and the necessary supporting documentation to the Partnership School Bus Driving Instructor for review. The Partnership School Bus Driving Instructor will review all information submitted, obtain a current abstract from the Department of Motor Vehicles and submit recommendations regarding appointments to the District Superintendent.

Each program administrator will maintain a log of driver trips to assure that no driver exceeds the maximum of thirty (30) days per year transporting students.

Board Approved

6/17/97

1/20/98

10/16/13

11/19/14

FORM  
Personnel

To: Genesee Valley Educational Partnership

**Re: Occasional Driver Character Reference Requirements**

\_\_\_\_\_  
(Applicant's Name)

Gentlemen:

I have known the above person for \_\_\_\_\_ years. The answers I am giving below are, to the best of my knowledge, true statements concerning this person. I understand this person is being considered for employment as an occasional school bus driver at the Genesee Valley Educational Partnership. This status will occur in conjunction with their present job responsibilities.

1. Do you consider this person of good moral character?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is this person good at handling school age children?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. To your knowledge, has this person ever been involved in any kind of drug or alcohol abuse? (If yes, explain below.)

Yes \_\_\_\_\_ No \_\_\_\_\_

4. To your knowledge, has this person ever been convicted of any crime? (If yes, please explain below.)

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Do you consider this person to be a safe and courteous driver?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Please forward to: Daniel Proctor, School Bus Driver Trainer  
Livonia Central School – Connell Building  
Livonia, NY 14487

FORM  
Personnel

Date: \_\_\_\_\_

To: Genesee Valley Educational Partnership

From: \_\_\_\_\_

Re: **Occasional Driver Notification: Traffic Violation/Accident**

Per the requirements to notify my employer within 30 days of a conviction for any traffic violation (except parking) and or my involvement as the driver of a vehicle involved in an accident, I hereby formally advise the Genesee Valley Educational Partnership, that the following events have occurred:

Accident Date: \_\_\_\_\_

Location: \_\_\_\_\_

Property Damage: \_\_\_\_\_

Injuries: \_\_\_\_\_

Date of Violation: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Charge: \_\_\_\_\_

Court & Location: \_\_\_\_\_

To the best of my knowledge and belief, the information given above is true.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Please forward to: Daniel Proctor, School Bus Driver Trainer  
Livonia Central School – Connell Building  
Livonia, NY 14487

FORM  
Personnel

Date: \_\_\_\_\_

