

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT OF SCHOOL BUS OPERATORS

6.172*

- I. School bus operators are defined as any persons employed or contracted to the School District to transport pre-kindergarten through grade 12 students in school buses as defined in Section 1006.25, Florida Statutes, State Board of Education rules, and other controlling regulations.
- II. At the time of initial employment the School Board shall assure that the operator of a school bus meets the following requirements:
 - A. Has five (5) years of licensed driving experience.
 - B. Has submitted to the Superintendent a written application for employment in a form prescribed by the School Board.
 - C. Has filed a set of fingerprints for the purpose of the required background check for determining criminal record.
 - D. Has filed form ESE 479, Florida School Bus Operators Medical Examination Report for Commercial Driver Fitness Determination.
- III. Prior to transporting students on a school bus, each operator shall meet the following requirements:
 - A. Hold a valid Commercial Driver's License (CDL) with passenger endorsement.
 - B. Successfully complete forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the Basic School Bus Operator Curriculum.
 - C. Demonstrate the ability to prepare required written reports. Be physically capable of operating the vehicle as determined by a physical examination, Form ESE 479, prescribed by the Commissioner and given by a physician designated by the School Board and as determined by a dexterity test administered by the District.
 - D. Demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator.

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- IV. A certification of training provided by the Commissioner shall be issued by the District to each operator successfully completing the forty (40) hours of pre-service training.
- V. The District School Board shall obtain an operator's history record from the Department of Highway Safety and Motor Vehicles for each regular school bus operator, substitute operator, or any other individual certified to drive a school bus by the District. The schedule for reviewing these records shall be as follows:
 - A. Prior to initial employment;
 - B. Prior to the first day of the fall semester.
 - C. Thereafter, the District shall continuously screen operator records using the automated weekly updates, ensuring proper retrieval documentation for every week.
- VI. Driver history records shall be requested and reviewed by the District in a manner prescribed by the Department of Highway Safety and Motor Vehicles using the Automated School Bus Driver's License Record Check System through the Department's database.
- VII. The driving record of each applicant and school bus operator shall be reviewed to determine if the record contains any infractions of the driving code that would make the person unqualified for the position of school bus operator in accordance with the District safe driver plan.
- VIII. Any school bus operator who should have known that his/her driver's license has expired or has been suspended or revoked and who drives a bus shall be subject to disciplinary action up to and including dismissal.
- IX. At least annually, the District shall assure that the operator of a school bus meets the following requirements:
 - A. The requirements of paragraph III.A. of this rule.
 - B. Successful completion of a minimum of eight (8) hours of inservice training related to the operator's responsibilities for transporting students.
 - C. Successful passing of a dexterity test administered by the District and maintenance of a valid operators medical examination report.
- X. At the time of reemployment, the Board shall assure that each school bus operator meets all the requirements of sections II. and III.A. of this policy. If not

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more than a twelve (12) continuous calendar month break in service has occurred, a operator shall be required to complete eight (8) hours of inservice training related to his or her responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar months has occurred, the operator shall be required to successfully complete all of the requirements of sections II. through IV. of this rule.

- XI. All school bus operators shall be subject to the federal requirements of 49 CFR, Parts 382 and 391 related to substance abuse testing and alcohol detection program.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, 1012.45, F.S.
49 CFR 350 et al.

STATE BOARD OF EDUCATION RULE(S): 6A-3.0141, 6A-3.0171(1)(d)

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