

MARION SCHOOL DISTRICT 60-3	NEPN Code: EEAB
SUPPORT SERVICES	

SCHOOL BUS DRIVERS & RESPONSIBILITIES

All school bus drivers requiring a CDL (driving 15+ passengers in a Class C bus or larger) must have passed the State driver’s examination, hold a valid CDL with School Bus and Passenger endorsements, hold a valid DOT medical certificate, and comply with all other State of SD statutes for bus drivers, including random drug testing. All this information will be kept on file in the Business office.

Physical examinations must be passed in order to renew the medical certificate and keep the CDL current. The normal required bus driver physical exam will be paid by the Marion School District. However, circumstances may arise because of special physical conditions, requiring the driver to take additional examinations beyond the State’s basic requirement. In these cases, the driver may be required to pay the cost for these special examinations, at the discretion of the Administration.

Substitute bus drivers are required to have all licensing, medical certification, and other requirements met and kept on file as a regular bus driver. Substitute bus drivers will be hired on an as-needed basis by the Administration, and will be paid at a rate comparable to a regular bus driver for routes and special trips.

Bus route drivers shall drive the bus route to which they are assigned for morning and/or afternoon routes each day, unless a substitute driver has been assigned for the route. Drivers must notify the Transportation Director or other Administrator prior to the route when the driver is unable to drive a route, and give the school official ample time to find a substitute driver. Drivers shall inform the Transportation Director or Superintendent when any trouble arises with the condition of the bus, with the bus route, or any student/ disciplinary issues. Each driver is responsible for obeying all the laws of the State of South Dakota and federal laws pertinent to bus drivers while driving the school bus.

Route times, length of route, and pick-ups / drop-offs will be determined by the Transportation Director prior to the first day of school, and are subject to change throughout the year. Transportation Director will provide each bus driver with a list of students scheduled to ride on the bus route for drivers to check against students on the bus. Effort will be made by school officials to give notes or otherwise inform bus drivers when additional student(s) will be riding the bus or when students are not riding the bus. Messages will also be left on bus phones by parents in the mornings before bus routes begin. Parents/guardians are to make every effort to inform the bus driver and/or school officials when students are not riding the bus, or when there is a change in student(s) riding the bus. Bus drivers are to check with school officials when unsure if a student is to be riding the bus. In case of inclement weather or shortened school days, drivers may be required to drive the bus route at any time of the day. Effort will be made by the Transportation Director and/or Superintendent to contact the bus drivers in these situations.

Bus drivers are to keep a daily record for routes and other activities on trip mileage, number of bus passengers, and fuel added to bus. Drivers are to complete a pre-trip inspection. Records will be given to the Transportation Director at the end of each month for each school bus. Bus drivers must ensure that all students have exited the bus upon completion of a bus route or activity trip.

1st Read: April 10, 2017

2nd Read: May 8, 2017

Approved: May 8, 2017