

<p><b>DIOCESE OF DES MOINES</b></p> <p><b>Catholic Schools Policies/Regulations</b></p>
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## **Auxiliary Services**

### **Requirements for Bus Drivers, Transported Students, and Buses**

Schools must comply with the following requirements:

- 1) **281-43.14(285) Driver age.** School bus drivers must be at least 18 years of age on or before August 1 preceding the opening of the school year for which a school bus driver authorization is required.
- 2) **281-43.15(285) Physical fitness.** Except for insulin-dependent diabetics, an applicant for a school bus driver's authorization must undergo a biennial physical examination by a licensed physician or surgeon, osteopathic physician or surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner. The applicant must submit to the applicant's employer the signed medical examiner's certificate (Pursuant to Federal Motor Carrier Safety Administration regulations 49 CFR Sections 391.41 to 391.49), indicating among other requirements, sufficient physical capacity to operate the bus effectively to render assistance to the passengers in case of illness or injury, and freedom from any communicable disease. At the discretion of the chief administrator or designee of the employer or prospective employer, the chief administrator or designee shall evaluate the applicant's ability in operating a school bus, including all safety equipment, in providing assistance to passengers in evacuation of the school bus, and in performing other duties required of a school bus driver.
- 3) **281-43.17(285) Insulin-dependent diabetics.** A person who is an insulin-dependent diabetic may qualify to be a school bus driver if the person meets all qualifications of Iowa Code subsection 321.375(3). Such driver is subject to an annual physical examination by a qualified medical examiner as listed in rule 281-43.15(285).
- 4) **281-43.21(285) Experience, traffic law knowledge and driving record.** No driver applicant shall be employed or allowed to transport students until the board determines that the applicant has an acceptable driving record, demonstrates the ability to safely operate the vehicle(s) representative of the vehicle(s) required to be operated during employment and is knowledgeable of traffic laws and regulations pertaining to the operation of a school bus.

- 5) **281-43.23(285) Application form.** The school bus driver and the board of education/school board shall submit an application for the school bus driver's authorization annually, and upon a form prescribed by the Department of Education.
- 6) **281-43.30(285) Semiannual inspection.** To facilitate the semiannual inspection program, School officials shall send their buses to inspection centers as scheduled. A sufficient number of drivers or other school personnel shall be available at the inspection to operate the equipment for the inspectors. There is a fee for each vehicle inspected.
- 8) **281-43.31(285) Maintenance record.** School officials shall cause the chassis of all buses and allowable alternative vehicles, whether publicly or privately owned, to be inspected annually and all necessary repairs made before the Vehicle is put into service. The inspection and repairs shall be recorded on a form (TR-F-27A) prescribed by the Department of Education. The completed form (TR-F-27A) shall be signed by the mechanic and carried in the glove compartment of the bus.
- 9) **281-43.32(285) Drivers' Schools.** All school bus drivers shall attend classes or schools of instruction as approved by the Department of Education and provided for in Iowa Code subsection 321.376(2). The course of instruction for new drivers, to be successfully completed within the first six months of employment, shall also include the annual course of instruction for the school year in which the new driver is hired. All current school bus drivers shall attend the annual course of instruction, unless the current driver misses a year of instruction . Upon missing a year of instruction, a current driver shall successfully complete the course of instruction for new drivers prior to receiving an authorization.
- 10) **281-43.33(285) Insurance.** The board of education shall carry insurance on all school-owned buses and see that insurance is carried by all contractors engaged in transporting pupils for the school in the coverage and limits as determined by the diocesan insurance company.
- 11) **281-43.36(285) Accident reports.** The principal shall make a report to the school transportation office of the Department of Education on any accident involving any vehicle in use as a school bus. The driver of the bus shall cooperate with the principal in making the report. The report shall be made on the Department of Transportation Iowa Accident Report Form.
- 12) **281-43.37(285) Railroad crossings.** The driver of any school bus shall bring the bus to a complete stop at all railroad crossings, as required in Iowa Code section 321.343, regardless of whether or not there are any pupils in the bus, and regardless of whether or not there is an automatic signal at the crossing. After stopping, the driver shall open the entrance door, look and listen for approaching trains and shall not proceed to cross the tracks until it is safe to do so.
- 13) **281-43.38(285) Driver restrictions.**
  - 43.38(1)** The driver of a school bus shall not smoke on the bus.
  - 43.38(2)** The driver shall not permit firearms to be carried in the bus.
  - 43.38(3)** The driver shall not fill the fuel tank while the motor is running or when there are passengers on the bus
- 14) School bus drivers must comply with drug and alcohol testing rules.
- 15) **281-43.40(285) Pupil instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

- 16) **281-43.41(285) Trip inspections.** A pre-trip inspection of each school bus shall be performed and recorded prior to each trip. A written report shall be submitted promptly to the principal, transportation supervisor, school bus mechanic, or other person charged with the responsibility for the school transportation program, if any defects or deficiencies are discovered that may affect the safety of the vehicle's operation or result in its mechanical breakdown. A post-trip inspection of the interior of the school bus shall be performed after each trip.
- 17) **281-43.42(285) Loading and unloading areas.** Restricted loading and unloading areas shall be established for school buses at, or near schools.
- 18) **281.43.43(285) Communication equipment.** Each school bus shall have a two-way communications system or cellular telephone capable of emergency communication between the driver of the bus and the school's base of operations for school transportation.

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