

BUS DRIVER QUALIFICATIONS AND TRAINING

Only employees who have the appropriate license for the vehicle operated and who have complied with the regulations of the Commissioners of Motor Vehicles, Transportation and Education may drive pupils to and from home on regularly scheduled routes. No other person may operate a school bus on a scheduled route for the purpose of transporting pupils to and from home.

To ensure the adequate and effective training of bus drivers, no person shall be allowed to operate a school bus without first receiving all of his/her training under the direct supervision of a State Education Department approved school bus driving instructor. While a trainee engages in pre-service training, which takes place prior to a driver transporting children, no direct supervision is mandated; however, all training must be approved by a Department approved instructor.

None other than the above mentioned persons may drive a school owned vehicle having a pupil in capacity greater than 15 passengers. School vehicles having capacities of fewer than 15 passengers may be driven by employees hired as bus drivers as well as State Education Department certified members of the instructional staff. The latter, however, may not drive on regularly scheduled routes. State Education Department certified staff members transporting students in school owned vehicles must also comply with requirements of the Commissioners of Motor Vehicles, Transportation and Education.

All school bus drivers must acquire the appropriate Commercial Drivers License pursuant to New York State law. Volunteer bus drivers (who operate a bus designed to carry 14 or fewer passengers and drive less than 30 day per year) are exempt from this (CDL) requirement. Such drivers may not drive regularly scheduled routes.

Upon completion of the established training procedures, the school district shall verify compliance with the direct supervision requirement through the use of their recordkeeping systems.

The Board also recognizes the importance of the contact time and relationships between bus drivers and students. In regard to this, opportunities for in-service programs for staff concerning the danger signs of child abuse and neglect will be extended to include the bus driving staff.

Ref: Commercial Motor Vehicle Safety Act (CMVSA), 1986
Education Law §3624
Vehicle and Traffic Law, Article 19-A
8 NYCRR §156.3, as amended
15 NYCRR Part 3

ADOPTED: 5/23/94

Administrative Procedure
School Vehicle Safety Video System Policy

A. Purpose

The primary of the video system aboard school vehicles is to assist bus drivers in managing and improving school bus safety & discipline, so as to:

- 1) Increase the safe transportation of students to and from school.
- 2) To prevent inappropriate student behavior, as defined by district school bus behavior regulations, aboard school vehicles which may endanger the safety and welfare of all passengers.

B. System Usage

- 1) Video equipment may be mounted in all school vehicles as directed by the Superintendent of Schools or his designee.
- 2) The bus interiors will be videotaped randomly on a daily basis. The videotaping will be conducted across the fleet at the discretion of the Superintendent of Schools or his appointee.
- 3.) (a) The staff appointee will be responsible for determining the most appropriate method for installing and retrieving the camera and videotapes from the bus runs.
(b) The staff appointee will install and maintain the equipment randomly preventing certainty of camera locations.

C. Use of Video Tapes

- 1) The video tapes resulting from the system's daily monitoring of behavior on school vehicles will be used to determine if unsafe and inappropriate behavior, as defined by District policy and procedures, has occurred.
- 2) Viewing of video tapes is limited to:
 - (a) School officials (Superintendent, Principals, Administrators, Business Officials, members of the Board of Education, Insurance Representative, School Attorney and Staff Appointee.)
 - (b) Parents of pupils directly involved in a particular disciplinary case as designated by the appropriate Building Principal.
 - (c) Bus drivers directly involved in a particular disciplinary case as designated by Transportation Supervisor or Building Principal.
 - (d) Teachers directly involved in a disciplinary case as designated by Transportation Supervisor or Building Principal.
 - (e) Students involved in a disciplinary incident as designated by Transportation Supervisor or a Building Principal.
 - (f) Appropriate law enforcement officials as designated by the Superintendent of Schools.
 - (g) Any other individual the Superintendent determines should review the tapes.
- 3) Video tapes will not be used for public meetings or displays.
- 4) The staff appointee will be responsible for viewing the videotape to determine if any inappropriate behavior had occurred.
 - (a) This individual will be responsible for advising all appropriate parties involved which may include but not be limited to the following:
 - 1) Building Principals
 - 2) Designated staff member

- 3) Transportation Supervisor
- 4) Parents/Guardian
- 5) Student (s)
- 6) Bus Driver

5) (a) After a videotape has been reviewed it will be evaluated by the staff appointee, catalogued and stored.

(b) If a videotape is found to be free of inappropriate behavior and no action is deemed necessary, the tape will be recycled at the discretion of the staff appointee.

6) Parent(s)/Guardian, and students will only be shown the portion of the videotape which identifies the existence of the problem which brought about the disciplinary referral.

7) Tapes are the sole possession of the school district and will be viewed at the discretion of the Superintendent of School of his designee. A request to review a videotape can be made for corrective purposes only and aimed at a specific problem or situation. Individuals subject to make a viewing request are the same as listed in procedure c (2) above. A request may be denied at the discretion of the Superintendent of Schools of his designee.

8) Viewing of videotapes will occur only at

(a) Superintendent's Office (District Office)

(b) Site designated by the Superintendent of Schools as appropriate for a particular disciplinary incident.

9) Tapes will be stored in a safe, secure, convenient location on the district campus. Written videotape evaluations will be made when appropriate and attached to the Bus Conduct report.

Adopted: 05/23/1994