

The Operation and Maintenance of District Conforming Passenger Vans and Type “A” Mini Buses

Definitions

“Conforming Passenger Vans”: Vans that meet Oregon Department of Education multi-passenger vehicle requirements.

“Mini-Bus”: Type “A” 11-15 pupil transporting vehicle with a capacity of not more than 15, including the driver.

Maintenance

Quarterly check-ups will be done by a licensed and bonded business with qualified mechanics using a form developed by the transportation department.

The principal (or his/her designee) of the building where the conforming passenger van is garaged is responsible for maintenance checks. A copy of maintenance checks is to be sent to the transportation department.

Principals will budget for fuel and other routine maintenance including lubrication, oil, lights and tires. The transportation department shop will perform the state annual vehicle check.

Conforming passenger vans and Type “A” mini-bus condition reports will be made by each driver after each run on forms provided by the transportation department.

Mandatory Equipment

Required equipment:

1. Reflectors;
2. First-aid kit (24 unit sealed and full);
3. Fire extinguisher (tested within the last year and fully charged);
4. Seat belts;
5. Child safety systems for children 4 or 5 years old or who weigh between 40 and 60 pounds regardless of age;

6. Emergency communication equipment;
7. Flashing amber lights (hazard lights).

Qualifications of Drivers

Drivers of district conforming passenger vans or Type “A” mini-buses must meet the following criteria:

1. Employee or volunteer of the district;
2. Receive and pass training requirements:
 - a. Receive and pass a defensive driving class sponsored by the transportation department;
 - b. Take written tests every three years. Updated DMV driving record and current first-aid cards must be provided at the time of the test.
3. Hold a valid first-aid card;
4. Have knowledge of emergency equipment, vehicle pre-trip inspections and evacuation procedures;
5. Successfully complete a drive test with an approved tester;
6. A volunteer driver needs to meet the requirements of Board policy IICC - Community Volunteers.

Drivers who do not comply with guidelines (inspections, rules, conditions) face possible exclusion from use of the vehicles.

No driver will drive any conforming passenger van or Type “A” mini-bus who, within the proceeding three-year period, received an entry in a public record, as defined in ORS 192.410, involving criminal activity, drugs, alcoholic beverages or hit and run driving.

Building principals are expected to see that all rules and regulations are followed and for taking the appropriate actions if violations occur.

Each school must submit a list of all drivers and their driver’s license numbers to the transportation coordinator before drivers will be allowed to drive a district-conforming passenger van or Type “A” mini-bus.

Rules for Use of Conforming Passenger Vans and Type “A” Mini-Buses

Rules and regulations will be posted in each district vehicle.

1. Maximum number of persons who may be transported.

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2. Seat belts must be used by driver and all riders.
3. Child safety systems (booster seats) must be used for all children 4 or 5 years of age or who weigh between 40 and 60 pounds regardless of age.
4. All Oregon traffic laws must be followed.
5. All Oregon Department of Education rules in OAR 581-053-0550 will be followed.

Exceptions to the guidelines and regulations must be approved by the superintendent.