

SECTION: OPERATIONS

TITLE: DRIVER/AIDE HIRING

ADOPTED: May 13, 2008

REVISED:

UNITED SCHOOL DISTRICT

810.2. DRIVER/AIDE HIRING	
1. Purpose	Hiring of school bus drivers and school bus aides shall be in accordance with law and meet the following guidelines that will form a basis for decision-making as to whether a school bus driver or school bus aide will be approved by the Board to be eligible to drive a school bus or act as a student aide.
2. Authority	The Board contracts for school bus services which includes the hiring of school bus drivers and school bus aides by the contractor as employees of the contractor but requiring the approval of the Board.
3. Guidelines	<p><u>Eligibility For Approval</u></p> <p><i>All School Bus And Van Drivers –</i></p> <p>All school bus and van drivers must be hired as employees of the contractor in accordance with law and regulations. The contractor must provide the school district with proof of eligibility, which includes copies of the following documents:</p> <ol style="list-style-type: none"> 1. Act 34 – Criminal History Clearance. 2. Act 151 – Child Abuse Clearance. 3. Act 114 – FBI Background Clearance. 4. Physical examination. <p><i>School Bus Drivers –</i></p> <p>For school bus drivers, the contractor must provide the school district with proof of eligibility, which includes copies of the following documents:</p> <ol style="list-style-type: none"> 5. Driver’s license with “S” endorsement.
Title 67 Chapter 171	
SC 111	
23 Pa. C.S.A. Sec. 6301 et seq	
SC 111	

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<p>23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>6. Bus driver certification. 7. I-9 Form. 8. Social security card.</p>
<p>SC 111</p>	<p><i>School Bus Aides –</i> All school bus aides must be hired as employees of the contractor in accordance with the negotiated contract between the contractor and the district. The contractor must provide the district with proof of eligibility, which includes copies of the following documents:</p>
<p>23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>1. Driver's license or photo ID. 2. Act 34 – Criminal History Clearance. 3. Act 151 – Child Abuse Clearance. 4. Act 114 – FBI Background Clearance. 5. I-9 form. 6. Social security card.</p>
<p>SC 111</p>	<p><u>Drug/Alcohol Testing</u></p>
<p>Pol. 810.1</p>	<p>All school bus drivers must participate in drug and alcohol testing according to the policy devised by the bus contractor and approved by the district. Positive results from drug/alcohol testing should be dealt with immediately by the contractor resulting in removal of the driver from any school bus driven for the transportation of district students. Reinstatement of the driver for the district will be determined by the district.</p>
<p>4. Delegation of Responsibility</p>	<p>The enforcement of these hiring guidelines shall be the responsibility of the Transportation Coordinator.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>It is the responsibility of the bus contractor to immediately inform the district of any subsequent Act 34, Act 114, Act 151 and/or traffic violation. The contractor shall obtain annual motor vehicle reports for each driver from the Department of Transportation to verify driver requirement accuracy.</p>

References:

School Code – 29 P.S. Sec. 111

Department of Transportation Regulations – 67 PA Code Chapter 171

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 810.1

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