

**AUXILIARY SERVICES**  
*Series 700*

Policy Title: DUTIES OF BUS DRIVERS

Code: 702.7

Bus drivers for Lapwai School District #341 are hired in accordance with state laws and regulations. Persons shall complete the following requirements before they can secure a position as a bus driver.

1. Make written application to the district on the approved form.
2. File with the district a health certificate, signed not longer than three (3) months prior to such filing by a licensed physician and in approved form.
3. Hold a valid Idaho chauffeur's license.
4. Be at least 21 years of age, of good moral character and not addicted to the use of intoxicants or narcotics.
5. Drive a school bus with the district director of transportation and be recommended by the director.
6. Approved by the Board of Trustees.
7. Must be employed under a written contract with the district.
8. Receive from the district a permit to operate a school bus, which must be carried by driver when driving a bus.
9. Complete eight (8) hours of orientation for bus drivers. A first time driver in the district and/or State of Idaho must complete a 40-hour classroom and behind-the-wheel instruction before transporting students.
10. All substitute drivers must meet the same requirements as regular drivers.

Drivers also have the responsibility to abide by the following regulations:

1. Refrain from using profane or improper language and shall prohibit same among the students. Drivers are not to smoke on the school bus while transporting students nor are passengers permitted to smoke on the bus.
2. Report immediately all accidents involving a school bus to the transportation supervisor, who will advise the superintendent of schools. All report blanks are to be completed, including the report for the Department of Law Enforcement, the insurance company and the superintendent's office.
3. Report to the transportation supervisor any condition which constitutes a hazard to the safety of the pupils being transported.
4. Complete a master roster of students transported at least once a month for the superintendent's office. Each driver is to prepare a map of the route he/she drives as requested.
5. Take turns driving for activity trips.
6. The first, last and most important consideration for the school bus driver is the safety of his/her passengers, and to accomplish this the bus driver must know and abide by all laws, rules and regulations governing the operation of buses.

Duties of Bus Drivers - 702.7 (continued)

All teachers shall be limited to driving one regular bus route per day. Any exception to this shall be at the discretion of the superintendent. When a bus driving vacancy occurs, qualified local citizens shall be given preference over the hiring of teachers.

Payment for bus drivers shall be based upon a formula which takes into consideration types of road driven and length of route.

Date of Adoption:  
Readopted: July 2009

Related References:

Legal References:  
Section 33-1509, I.C.  
State Board Transportation Manual  
Federal Standard No. 17