3301-83-05 Administration.

Responsibility for administration of pupil transportation operation and safety rules

(A) The state agencies responsible for pupil transportation may assist in pupil transportation operation and safety by providing:

1. Leadership;
2. Management;
3. Safety programs;
4. Training programs.

(B) The state agencies responsible for pupil transportation shall assist in pupil transportation operation and safety by providing:

1. Disbursement of state funding;
2. Standards for school bus construction;
3. Rules for pupil transportation operations;
4. Forms and reports.

(C) All school bus owners may designate a transportation director/supervisor to administer the transportation program and shall be responsible for the management and supervision of:

1. Personnel;
2. Safety;
3. Training;
4. Operations;
5. Maintenance.

(D) The Ohio department of education shall assist city, exempted, village, and local school districts by performing official timings to determine whether pupils attending non-public or community schools are eligible for transportation in accordance with section 3327.01 of the Revised Code. In performing the timings, the department shall use the procedures set forth in its Transportation Services for Chartered Nonpublic and Community School Students Handbook, located on the department’s website, including but not limited to:

1. Eligibility shall be determined by measuring the most direct route, which may include the interstate, by school bus from the public-school building to which the pupils would be assigned if attending the public school designated by the district of residence to the school bus loading area nearest and opposite the entrance door used by pupils transported at the attending non-public or community school;
(2) **Timings shall be conducted in a school bus, when both schools are in session, during the regular attendance times that the bus would travel to the school, and the bus should arrive at the building entrance or drop off location at the attending school at a reasonable time, based on the attending school’s bell schedule; and**

(3) **Timings conducted by a department representative are final. A second timing will not be conducted unless it can be demonstrated that the conditions pertaining to the original timing have substantially changed and the department approves it. The department’s determination regarding a second timing is final.**

R.C. [119.03](https://reference哦.com/119.03) review dates: 06/06/2013 and 06/06/2018

Promulgated Under: [119.03](https://reference哦.com/119.03)

Statutory Authority: [3301.07, 4511.76](https://reference哦.com/3301.07, 4511.76)

Rule Amplifies: [4511.76](https://reference哦.com/4511.76)

Prior Effective Dates: 10/22/84, 7/1/91, 10/5/98
Chapter 3301-83 Pupil Transportation

3301-83-06 Personnel qualifications.

(A) The transportation director/supervisor

All school bus owners may designate a transportation director/supervisor. If designated, the director/supervisor shall (A) The transportation director/supervisor shall have an understanding of understand the educational process and the role of transportation in this process.

Qualifications shall include:

(1) A satisfactory driving record as verified through checks made by the employing agency.

(2) A satisfactory work history as verified through professional references.

(3) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code.

(4) Post-high school education or work experience in education, business administration, management or transportation as determined by the school bus owner.

(5) The ability to work with a broad range of individuals and organizations.

(6) The ability to manage personnel and resources to achieve a desired objective.

(7) Completion of an annual participation in a minimum of four hours of inservice training related to school transportation, in school transportation-related training.

(8) Completion of the classroom portion of the Ohio preservice driver training program at least once every six years pursuant to paragraph (A)(2) of rule 3301-83-10 of the Administrative Code.

Newly assigned administrators shall complete the classroom portion of the Ohio preservice driver training program within one year of their appointment to the position, and are encouraged to obtain training or assistance from another knowledgeable source within thirty days of their appointment.

(B) The school bus driver

The school bus driver shall have an understanding of the role of pupil transportation in the educational program and meet all the physical, mental and moral requirements established by federal rule, state laws and this chapter of the Administrative Code.

Qualifications shall include:

(1) Be at least twenty-one years of age with a minimum of two years driving experience.
(2) Being physically qualified pursuant to the requirements listed in rule 3301-83-07 of the Administrative Code.

(3) Completion of semi-annual driver record checks through the Ohio department of education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:

(a) More than six points during the past two years;

(b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past sixteen years;

(c) Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7)(II) of section 4506.01 of the Revised Code, during the past two years; or

(d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.

(e) Nothing in paragraph (B) of this rule shall limit any district or employer from adopting more stringent qualifications.

(4) Being licensed as a school bus operator.

(5) Holding school bus driver certification by a city or exempted village superintendent, a community school superintendent, or by a county educational service center, or county board of developmental disabilities, head start program administrator, or non-public administrator.

(6) Completing pre-service and inservice training as prescribed in rule 3301-83-10 of the Administrative Code.

(7) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.

(8) Ability to cope with stressful situations.

(9) Possessing or upgrading skills through formal and/or in-service training.

(10) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule 3301-83-10 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(11) A negative pre-employment drug test.

(12) Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382 (May 13, 2016 – January 2007). Individuals who refuse to participate in testing are disqualified from operating a school bus.

(C) Maintenance personnel
Personnel employed for vehicle maintenance duties shall be qualified to perform quality preventive and regular maintenance programs and shall understand the relationship of vehicle maintenance to a safe pupil transportation program.

Qualifications as determined by the employer shall include:

(1) Work history;

(2) Education and annual training;

(3) Inservice attendance;

(4) Testing;


(6) Individuals who may be required to operate a school bus with pupils on board shall meet all requirements for a school bus driver as listed in paragraph (B) of this rule.

(D) Bus aides

Qualifications shall include:

(1) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.

(2) Ability to cope with stressful situations as related to preschool and special needs children.

(3) Possessing or upgrading skills through formal and/or inservice training related to transportation of preschool and special needs children.

(4) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years and the standard for evaluation of this report shall be as provided for in rule 3301-20-01 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(5) A negative pre-employment drug test.

(E) On-the-bus instructors

Qualifications shall include:

(1) Meeting the requirements of rule 3301-83-10 of the Administrative Code inclusive, relating to on-the-bus instructor training.

(2) Meeting all the requirements of school bus driver as listed in paragraph (B) of this rule.

(3) Skills necessary to plan and organize instruction.

(4) Ability to communicate effectively.
(5) Capability of coordinating instruction for pre-school and special needs transportation.

(6) Be currently employed in a role that includes school bus driving duties and be listed as an active driver by the Ohio department of education.

(7) Shall pass a driving and pre-trip skills evaluation at least once every six years with a state preservice instructor.

(8) Shall be sponsored by a school transportation provider or preservice instructor.

(F) Drivers of vehicles other than school buses utilized for pupil transportation.

Qualifications shall include:

(1) Be at least twenty-one years of age with a minimum of two years driving experience.

(2) Completion of semi-annual driver record checks through the Ohio department of education for which records shall be maintained by the employer and/or school district for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:

(a) More than six points during the past two years;

(b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past sixteen years;

(c) Two (or more) serious traffic violations, as defined in divisions (D)(1) to (D)(7)(II) of section 4506.01 of the Revised Code, during the past two years; or

(d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.

(e) Nothing in this rule shall limit any district or employer from adopting more stringent qualifications.

(3) Holding a valid driver's license.

(4) Proof of financial responsibility or insured by the school transportation provider.

(5) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver recertification pursuant to rule 3301-83-10 of the Revised Code and the standard for evaluation of this report shall be as provided for in rule 3301-83-23 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(6) A negative pre-employment drug test.

(67) Must be physically qualified as determined by rule 3301-83-07 of the Administrative Code, except that paragraph (D)(13) of rule 3301-83-07 shall not apply to drivers employed by the Ohio School for the Deaf and Ohio State School for the Blind, who must meet all other requirements outlined in rule.
3301-83-07 and shall only transport students enrolled at the Ohio School for the Deaf and Ohio State School for the Blind, interpreters, and authorized passengers as provided within rule 3301-83-17, after pre-trip procedures are conducted for each trip, including confirming communication capability to ensure the driver has the ability to communicate with passengers. The deaf driver’s ability to communicate may be satisfied by transporting groups of students and employees that can communicate using both speech and sign language or a group that includes a sighted individual that can communicate using speech and sign language.

(78) Complete preservice training requirements as follows:

(a) Shall complete a four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the pupil transportation office of the Ohio department of education.

(b) Shall complete a driving performance evaluation and review by a certified on-the-bus-instructor, or by a qualified administrator.

(c) Submit evidence of training to the Ohio department of education.

(d) Have a certificate of acknowledgement of van driver training as issued by the Ohio department of education.

(e) A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.

(89) Complete two hour minimum annual inservice training as approved by the school district transportation department.

(9) The certificate of any person who has not completed the required annual inservice shall be revoked. That person must then successfully complete all of the certification requirements as listed in this rule.

(10) Holding an annual driver certification issued by the owner of the vehicle.