DRAFT – NOT FOR FILING

3301-83-10 Personnel training program.

(A) Minimum school bus driver training

Before a school administrator or contractor may issue a certificate to qualifying drivers to be employed to operate a school bus, in accordance with division (A) or (B) of section 3327.10 of the Revised Code, drivers will successfully complete the Ohio pre-service school bus driver training program. Successful completion of training, annual in-service training, and the driver qualifications set forth in rule 3301-83-06 of the Administrative Code, are documented in the department of education and workforce's web-based driver's record and through a school bus driver training completion certificate issued by an Ohio pre-service school bus driver training instructor, which expires six years from the date of issuance.

(1) To achieve an acceptable level of competence, a minimum of twelve hours of on-the-bus instruction will be completed prior to a driver being assigned to operate a school bus with pupils on board. This instruction will consist of each of the following:

(a) Pre-trip inspection, control systems and dashboard instrumentation and mirror adjustment;

(b) Identification of acceptable driving techniques;

(c) Starting the engine;

(d) Position of hands for steering;

(e) Shifting the ~~automatic and/or standard transmissions~~ transmission;

(f) Off road CDL maneuvers;

(g) Starting into traffic and pulling to the curb;

(h) Entering and leaving the freeway;

(i) Stopping for emergencies;

(j) Speed control;

(k) Changing lanes;

(l) Passing;

(m) Intersections - stop and through;

(n) Left and right turns;

(o) Turn-arounds;

(p) Loading and unloading pupils;

(q) Railroad crossings;

(r) Practice driving utilizing a detailed route sheet;

(s) Emergency evacuation procedures;

(t) Miscellaneous items to include at least the following:

(i) Special driving situations;

(ii) Special trips;

(iii) Regular trip restrictions;

(iv) Environmental compliance issues;

(v) Fatigue and wellness;

(vi) Handling equipment and cargo;

(vii) Hours of service conditions.

(u) Student management;

(v) School bus security; ~~and~~

(w) Defensive driving.

(2) A minimum of fifteen hours of pre-service classroom instruction prior to operating a school bus with pupils on board. Alternatively, an individual may complete the department of education and workforce on-line pre-service school bus driver training course as authorized under section 3327.101 of the Revised Code. This instruction will consist of <u>each</u> the following:

(a) School bus and commercial driver license provisions;

(b) Public relations;

(c) Pre-driving instructions;

(d) Driving the bus;

(e) Defensive driving;

(f) Pupil management, including bullying behaviors;

(g) Safety and emergency procedures;

(h) Use of first aid and blood borne pathogens equipment;

(i) Transporting the preschool and special needs children, including a practical overview of the characteristics and needs of those individuals;

(j) Fuel conservation and air quality and other environmental issues;

(k) Radio/cellular phone communication;

(l) Motor vehicle laws and Ohio pupil transportation operation and safety rules;

(m) School district or community school, if the community school is providing transportation according to section 3314.091 of the Revised Code, policies;

(n) Drug and alcohol testing conditions; ~~and~~

(o) Liability and responsibility.

(3) The school bus driver will demonstrate familiarity with the topics covered in the pre-service training at the completion of the pre-service training.

(4) A valid commercial driver's license with school bus and passenger endorsements, in accordance with sections 4506.03 and 4506.12 of the Revised Code, is a precondition for the school bus driver training certificate to be issued.

(5) After a driver has received a school bus driver training certificate and before transporting pupils, the driver will do both of the following:

(a) Observe a route with an experienced driver with students onboard; ~~and~~

(b) Drive a route with an experienced driver and students onboard.

Prior to a school bus driver training certificate being issued, records of time, test scores, names, districts and other documentation of on-the-bus instruction will be maintained and filed with the department of education and workforce in the method prescribed by the department. Copies of original records are to be maintained by the school bus owner.

(6) Each school bus owner will provide additional training for drivers and bus aides who transport preschool and special needs students. Such training will be completed prior to operating a bus with preschool and special needs children on board and will include each of the following:

(a) Appropriate behavior management, including bullying behaviors;

(b) Physical handling;

(c) Effective communication;

(d) Use and operation of adaptive equipment;

(e) An understanding of related behaviors and/or the particular disabling conditions; ~~and~~

(f) ~~Administer~~ An understanding of the health care needs of the student or students and the steps to take to address those needs according to ~~their~~ the driver's qualifications ~~and the needs of the student~~.

(7) To be considered valid, all portions of the training set forth in this rule will be completed and electronically reported to the department of education and workforce, according to division (G) of section 3327.10 of the Revised Code, within a twelve-month period. Pre-service and re-certification classes are valid for twelve months from the last day class is completed. After training set forth in paragraph (A) of this rule is completed, but before the school bus driver training certificate may be issued each of the following will occur:

(a) The on-the-bus instructor will sign the driver's application for the school bus driver training certificate; ~~and~~

(b) The school bus owner will sign, and electronically submit, a T-9 form with the department within thirty days of the application~~.~~;

(c) Supporting documentation of records of completion of the training in paragraph (A) of this rule will be submitted to with the department in the method prescribed by the department prior to a school bus driver training certificate being issued. Copies of original records will be maintained by the school bus owner for a minimum of six years.

~~(8) Upon approval of the department and in the case of unusual circumstances, with the exception of safety and emergency procedures, pupil management, and school bus owner policies, the pre-service training components set forth in paragraphs (A)(2) and (G)(1) of this rule may be completed within forty-five days of employment. A temporary certificate will be issued for the operation of a school bus during the training period. A satisfactory state and federal criminal background check will be completed prior to the issuance of the temporary certificate. Temporary certificates may only be issued to first time drivers seeking certification.~~

(B) Minimum motor van driver training

(1) Before a certificate to operate a motor van, as defined in rule 3301-83-04 of the Administrative Code, may be issued under division (A) or (B) of section 3327.10 of the Revised Code, drivers will successfully complete pre-service motor van driver training. This training will include completion of both of the following:

(a) A four-hour minimum Ohio preservice driver curriculum or other course approved in advance by the department of education and workforce. A current school bus driver certificate may also fulfill the curriculum component of training; ~~and~~

(b) A driving performance evaluation and review by a certified on-the-bus-instructor or motor van driving performance evaluator (MVE)~~, or by another individual employed and designated by an educational service center, school or district,~~ demonstrating that the driver is accustomed to the vehicle.

As part of the driving performance evaluation, the motor van driver will demonstrate the ability to successfully complete a pre-trip vehicle inspection, as set forth in rule 3301-83-11 of the Ohio Administrative Code, and knowledge of what is contained in the motor van driving training curriculum, as set forth in paragraph (B)(1) of this rule.

(2) Each motor van owner will provide additional training for drivers who transport preschool and special needs students. Such training will be completed prior to operating a motor van with preschool and special needs children on board and will include each of the following:

(a) Appropriate behavior management, including bullying behaviors;

(b) Physical handling;

(c) Effective communication;

(d) Use and operation of adaptive equipment;

(e) An understanding of related behaviors and/or the particular disabling conditions; ~~and~~

(f) Administer health care according to their qualifications and the needs of the student.

(C) Annual in-service training

The board of education or governing board/administrator is to offer annual in-service training for all regular and substitute school bus drivers, all drivers of vehicles other than school buses, and bus aides and ensure that all drivers and aides complete the training. This training may be offered in one session, or multiple sessions as determined by each employer. The employer may also recognize training offered by other sources in lieu of their own program. School bus drivers, ~~and~~ aides, and drivers of vehicles other than school buses will participate in a minimum of four hours of training. The training will be based on a needs assessment that includes one or more of the following:

(1) School bus and commercial driver license provisions;

(2) Public and staff relations;

(3) Equipment and care, including the operation of all adaptive equipment needed to safely transport pre-school and special needs students;

(4) Driving the bus;

(5) Defensive driving;

(6) Highway/railroad grade crossing safety;

(7) Pupil management, including bullying behaviors;

(8) Safety and emergency procedures;

(9) Use of first aid and blood borne pathogens equipment;

(10) Transporting the preschool and special needs children;

(11) Motor vehicle laws and Ohio pupil transportation operation and safety rules;

(12) Signs, signals and pavement markings;

(13) Fuel conservation;

(14) Radio/cellular phone communications;

(15) Detailed route sheets.

(D) Pupil transportation director/supervisor training

Pupil transportation administrators are to participate in a minimum of four hours of related training annually. School bus owners should encourage and support directors/supervisors of pupil transportation to attend local, regional, state and national workshops and conferences devoted to the management, supervision, organization and technical components of pupil transportation.

(E) School bus mechanic training

Each school bus owner will provide the opportunity for school bus maintenance personnel to participate in an annual workshop or training seminar, with a minimum of four hours of instruction, in one or more of the following areas:

(1) Preventive maintenance procedures;

(2) Repair procedures for each type of vehicle in the fleet and its special equipment;

(3) Servicing procedures for equipment;

(4) Inspection of the vehicle and its equipment;

(5) Recovery procedures for vehicles involved in an accident or breakdown;

(6) Preparation of maintenance records;

(7) Parts and equipment purchasing and storage; ~~and~~

(8) Establishment of parts inventory control procedures.

(F) On-the-bus instructors

(1) All school bus owners are to select and have a designated on-the-bus instructor or contract to obtain the services of a certified on-the-bus instructor.

(2) On-the-bus instructor(s) will be trained and certified by an Ohio pre-service school bus driver training instructor. On-the-bus instructor(s) will attend annual in-service trainings as scheduled and provided by the Ohio pre-service school bus driver training instructor.

(3)(a) An on-the-bus instructor verification is to be indicated in the department's web-based driver's record and remains valid unless revoked by the Ohio pre-service school bus driver training instructor.

(~~a~~b) The Ohio pre-service school bus driver training instructor will revoke the on-the-bus status in the event the driver or an on-the-bus instructor does not attend the annual in-service training conducted by the Ohio pre-service school bus driver training instructor, or does not receive an individual recertification evaluation by the Ohio pre-service school bus driver training instructor;

(~~b~~c) The Ohio pre-service school bus driver training instructor may revoke or suspend the on-the-bus instructor status upon the request of the school bus owner.

(4) When appropriate, the Ohio pre-service school bus driver training instructor or other certified on-the-bus instructor may provide all or part of on-the-bus instruction in lieu of the assigned on-the-bus instructor.

(G) Motor van driving performance evaluators (MVE)

(1) All school transportation motor van owners are to select and have a designated MVE or contract to obtain the services of a MVE.

(2) MVE(s) will be trained and certified by an Ohio pre-service school transportation driver training instructor. MVE(s) will attend annual in-service trainings as scheduled and provided by the Ohio pre-service school transportation driver training instructor.

(3) A MVE verification is to be indicated in the department's web-based driver's record and remains valid unless revoked by the Ohio pre-service school transportation driver training instructor.

(a) The Ohio pre-service school transportation driver training instructor will revoke the MVE status in the event the driver or a MVE does not attend the annual in-service training conducted by the Ohio pre-service school transportation driver training instructor, or does not receive an individual recertification evaluation by the Ohio pre-service school transportation driver training instructor;

(b) The Ohio pre-service school transportation driver training instructor may revoke or suspend the MVE status upon the request of the school transportation vehicle owner.

(4) A certified on-the-bus instructor may provide all or part of the MVE instruction in lieu of an Ohio pre-service school transportation training instructor.

(H) School bus driver training certificate renewal

A school bus driver will be issued a new school bus driver training certificate upon successful completion of the qualifications every six years. Application for a renewal certificate will be made no later than thirty days prior to the expiration of the current certificate. The completion of the following school bus driver certificate qualifications may occur anytime in the twelve months prior to application. No school bus driver will transport pupils without a current certificate and meeting each of the following:

(1) A minimum of nine hours of the Ohio pre-service school bus driver training classroom instruction will be completed prior to applying for renewal certification. Alternatively, an individual may complete the department of education and workforce on-line pre-service school bus driver training course as authorized under section 3327.101 of the Revised Code. That instruction consists of each of the following:

(a) Public relations;

(b) Pupil management, including bullying behavior;

(c) Pre-trip inspection;

(d) Driving the bus;

(e) Defensive driving;

(f) Fuel conservation;

(g) Transporting preschool and special needs children;

(h) Safety and emergency procedures;

(i) Radio/cellular phone communications; ~~and~~

(j) Motor vehicle laws and Ohio pupil transportation operation and safety rules.

(2) The driver will demonstrate their familiarity with the topics covered at the completion of the class.

(3) A driving performance evaluation and review will be completed prior to applying for certification. The driving skills evaluation and review consists of each the following:

(a) Identification of acceptable driving techniques, including each of the following:

(i) Position of hands for steering;

(ii) Braking;

(iii) Following distance;

(iv) Speed control; ~~and~~

(v) Observing traffic conditions ahead.

(b) Intersections - stop and through;

(c) Left and right turns;

(d) Curves;

(e) Changing lanes;

(f) Passing;

(g) Railroad crossings;

(h) Loading and unloading pupils;

(i) Turn-arounds;

(j) Entering and leaving the freeway;

(k) Starting into traffic and pulling to the curb;

(l) Stopping for emergencies;

(m) Pre-trip inspection; ~~and~~

(n) Mirror adjustment.

(4) The driver may have no more than four opportunities to successfully demonstrate the driving skills as follows:

(a) A certified on-the-bus instructor designated by the school district, school bus owner, or private operator will administer the first three opportunities.

(b) A fourth opportunity to demonstrate driving skills, if necessary, will be administered by an Ohio pre-service instructor. The driver will be offered appropriate driving instruction prior to this fourth opportunity.

(c) Drivers that fail to successfully demonstrate driving skills on the fourth opportunity will repeat the initial training set forth in paragraph (A) of this rule in order for the driver's certificate to be renewed.

(5) ~~The certification qualifications for classroom instruction, pursuant to paragraphs (G)(1) and (G)(2) of this rule, may be substituted with successful completion of the Ohio pre-service advanced school bus driver training course if completed during the driver's current six-year certification period.~~

~~(6) The certification qualifications for driving skills, pursuant to paragraphs (G)(3) and (G)(4) of this rule, may be substituted with participation in a state and/or regional school bus driver safety road-e-o, and achieving a minimum of eighty per cent of the possible points, if completed during the driver's current six-year certification period.~~

~~(7)~~ All other qualifications for school bus drivers as described in paragraph (B) of rule 3301-83-06 of the Administrative Code are to be met prior to application for a renewal certificate.

~~(8)~~ (6) Records of completion of the qualifications in paragraphs (G)(1) to ~~(G)(7)~~ (G)(5) of this rule will be maintained and filed with the department in the method prescribed by the department before a certificate of successful completion is issued. Copies of original records will be maintained by the school bus owner for a minimum of six years.

~~(9)~~ (7) The certificate of any person who cannot provide proof of having operated a school bus during the previous twenty-four months will be considered invalid. That person is to then successfully satisfy the certification qualifications described in paragraphs (A)(1) to (A)(7) or (G)(1) to ~~(G)(7)~~ (G)(5) of this rule, as applicable, prior to resuming transportation of pupils.

(I) Motor van driver training certificate renewal

A motor van driver will be issued a new motor van driver training certificate upon successful completion of the qualifications every six years. Application for a renewal certificate will be made no later than thirty days prior to the expiration of the current certificate. The completion of the following motor van driver certificate qualifications may occur anytime in the twelve months prior to application. No motor van driver will transport pupils without a current certificate:

(1) Completion of a four-hour minimum Ohio pre-service driver curriculum course approved in advance by the department of education and workforce.

(2) A driving performance evaluation and review by an evaluator meeting the qualifications in paragraph (B)(1)(b) of this rule will be completed prior to applying for certification.

The driver may have no more than four opportunities to successfully complete the driving performance evaluation. Drivers that fail to successfully demonstrate driving skills on the fourth opportunity will repeat the four-hour curriculum course in order for the pre-service certificate to be renewed.

(~~H~~J) A driver's completion of training certificate issued by a pre-service instructor may be rescinded in the department's web-based driver's record if the driver fails to :

(1) Complete annual in-service training;

(2) Meet the qualifications set forth in section 3327.10 of the Revised Code or rule ~~3310~~3301-83-06 of the Administrative Code.

(a) A driver, whose pre-service training certificate has been rescinded solely based on video evidence of a railroad crossing violation or a railroad official's report, who does not have a pending traffic law citation based on the incident, may request a review of the video or railroad official's finding by a panel

comprised of an Ohio pre-service instructor, a certified on-the-bus instructor, and a member of the Ohio state highway patrol.

i. The panel members will be selected by the department and will be individuals who have not previously reviewed the video.

ii. The driver's pre-service training certificate will be reinstated if the panel members unanimously agree that a railroad crossing violation did not occur.

iii. The panel decision will be final and not subject to further review; however the driver's pre-service training certificate will be rescinded should the driver be convicted of a railroad crossing violation based on the incident.

(~~I~~K) Districts will identify, share, and encourage bus drivers to participate in professional development opportunities.

Supplemental Information

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