

# Transportation Reports, Due Dates, and Best Practices

MONTH, INCLUDING DUE DATE <i>where applicable</i>	REPORT TYPE	SUPPORTING STATUTE	DESCRIPTION	REQUIRED/ RECOMMENDED
	DRIVES	<a href="#">OAC 3301-83-10</a>	<p><b>All drivers</b> that operate school transportation vehicles must be listed in the school district or employer’s driver roster. Drivers <b>must</b> be in “active” status to transport students.</p> <p><i>Schools who contract transportation services may require to be added as an OEDS role of “<b>data reviewer</b>” to the contractor providing services, to ensure the drivers are compliant with all pupil transportation requirements. (An additional IRN is <b>NOT</b> required).</i></p>	REQUIRED
	T-10	<a href="#">OAC 3301-83-14</a>	<p>The Ohio State Highway Patrol <b>must</b> be notified within <b>48 hours</b> of any school bus accident.</p> <p>Any school vehicle accident that results in fatality, injury, or in excess of \$1,000 property damage <b>must</b> be submitted in Drives within 15 days of accident. A copy of the T-10 <b>must</b> be emailed to the Ohio State Highway Patrol at: <a href="mailto:adlcs@dps.ohio.gov">adlcs@dps.ohio.gov</a> .</p>	REQUIRED
	T-9	<a href="#">OAC 3301-83-10</a>	<p>School vehicle driver training records electronically submitted in Drives. Training documents must be legible and scanned into the system.</p> <ul style="list-style-type: none"> <li>• New driver: submit within 30 days of training completion.</li> <li>• Recertifying driver: At minimum every 6 years, submit record before renewal certificate issued.</li> </ul>	REQUIRED
		<a href="#">OAC 3301-83-06</a>	<p>Newly appointed transportation directors/supervisors <b>must</b> complete the classroom portion of the Ohio Pre-service driver training with <b>six months</b> of being appointed to the position and at least once every six years after appointment.</p>	REQUIRED

		<a href="#">OAC 3301-83-06</a>	School bus and motor van drivers <b>must</b> have a negative pre-employment drug test. School districts and employers will implement drug and alcohol testing for motor van drivers and impose standards for motor van driver disqualification. <b><i>This is separate from the CDL drivers DOT requirement and should be a separate pool.</i></b>	REQUIRED
		<a href="#">FMCSA 49 CFR 382</a>	All Commercial Motor Vehicle (CDL licensed) drivers must be registered in the <a href="#">drug and alcohol</a> Clearinghouse and entered into the employers random testing pool. Employers must meet FMCSA criteria issued in January every year for the percentage of employees to be tested (50-percent annually).	REQUIRED
		<a href="#">FMCSA 49 CFR parts 40 and 382</a>	FMCSA Clearinghouse requires employers to query current and prospective employees' drug and alcohol violations before permitting the employee to operate a CMV on public roads. New employees must be queried before being hired; All drivers must be queried at a minimum annually.	REQUIRED
		<a href="#">OAC 3301-83-05</a>	Official school bus timings to determine if a nonpublic or community school is eligible for transportation services from the public school district must be completed on a school bus and on a day that both schools are in session.	REQUIRED
		<a href="#">ORC 3327.10 (F)</a>	Employers are required to run BMV data on drivers a minimum of two times a year.	REQUIRED
<b>January</b>				
<b>31</b>		<a href="#">ORC 3314.091</a>	Deadline for community school to submit notification to public district to relinquish transportation responsibility	REQUIRED
<b>31</b>		<a href="#">OAC 3301-83-01</a>	Current Fiscal Year T-1 ridership amendment if changes remain in effect for the remainder of the school year	<i>IF WARRANTED</i>

February				
15		<a href="#">ORC 3327.016</a>	Schedule meeting(s) with community school and nonpublic school leadership to communicate district transportation procedures and processes.	RECOMMENDED
April				
1		<a href="#">ORC 3327.016</a>	Community schools and nonpublic schools must submit start and end times to public school districts responsible for transporting their students.	REQUIRED
15		<a href="#">ORC 3314.091</a>	New Community schools scheduled to open in the upcoming school year notify public district they are accepting transportation responsibility for the upcoming school year.	REQUIRED
May				
1	T-8	<a href="#">OAC 3301-83-07</a> <a href="#">ORC 3327.10</a>	<p>Driver physicals can be started after this date for the following school year. Medical waivers must be submitted to the Department by using a secure link as instructed in Drives.</p> <p><b>Recommendation:</b> Wait until after the last day of student instruction before scheduling.</p>	REQUIRED
31		<a href="#">ORC 3327.016</a>	Public districts that received start and end times from community schools and nonpublic schools by April 1st submit transportation plan no later than this date (within 60 days of receipt) which should include routes and schedules.	REQUIRED
July				
		<a href="#">ORC 3327.02</a>	<p>Public districts shall make the determination of impracticality for each individual student 30 days prior to the students first day of instruction.</p> <p>Districts are required to submit impracticality determination with detailed description to <a href="mailto:PILOtransportation@education.ohio.gov">PILOtransportation@education.ohio.gov</a> and issue a letter notifying parents of the determination.</p>	REQUIRED

<b>1</b>		<a href="#">ORC 3327.016</a>	If community or nonpublic schools submit start and end times after April 1 but before this date, public district will attempt to provide a transportation plan including routes and schedules by August 1.	REQUIRED
<b>15</b>	T-2C		Contractors submit transportation expenses to public districts.	RECOMMENDED
<b>20</b>		<a href="#">OAC 3301-83-01</a>	Districts submit transit authority expenses to the department.	REQUIRED
<b>August</b>				
		<a href="#">OAC 3301-83-13</a>	School bus routes shall be approved annually by the district board of education not earlier than 30 days prior to and not later than ten days after the beginning of a school term.	REQUIRED
		<a href="#">ORC 3327.016</a>	For community and nonpublic school students that enroll after July 1, the district will provide a transportation plan within 14 business days of receipt of a request for transportation services.	REQUIRED
<b>1</b>		<a href="#">ORC 3314.091</a>	Community school notifies the public school district that it is accepting transportation responsibility for the students attending the community school.	REQUIRED
<b>31</b>	T-2	<a href="#">OAC 3301-83-01</a>	Public districts and community schools that accept transportation responsibility under ORC 3314.091 shall submit transportation expense reports.	REQUIRED
<b>31</b>	T-8	<a href="#">OAC 3301-83-07</a>	Driver T-8 physicals must be entered and signed in Drives no later than this date. Failing to do so will result in the driver being inactive at midnight September 1 <sup>st</sup> . Inactive drivers are not permitted to transport students.	REQUIRED

<b>September</b>				
<b>Mid-month</b>	T-1	<a href="#">ORC 3317.0212</a> <a href="#">OAC 3301-83-01</a> <a href="#">ORC 3314.091</a>	Public districts and community schools that accept transportation responsibility under ORC 3314.091 update assigned/spare school bus inventory to complete ridership report by November 1.	<i>RECOMMENDED</i>
<b>October</b>				
<b>1st full week school is in sessions five consecutive days</b>	T-1	<a href="#">ORC 3317.0212</a> <a href="#">OAC 3301-83-01</a> <a href="#">ORC 3314.091</a>	Public districts and community schools that accept transportation responsibility under ORC 3314.091 shall complete student ridership for students riding the bus. Schools will use the greater of the am or pm ridership average to report on the T-1 in Drives.	REQUIRED
<b>November</b>				
<b>1</b>	T-1	<a href="#">ORC 3317.0212</a> <a href="#">OAC 3301-83-01</a>	Average ridership reported by public districts and community school in Drives.	REQUIRED