



Tuolumne Joint Powers Authority

Transportation Policy

Reviewed by the JPA Committee/Approved by the JPA Board

- **Alpine County Office of Education/Alpine County Unified School District**
- **Amador County Office of Education/Amador County Unified School District**
- **Bellevue Elementary School**
- **Big Oak Flat/Groveland Unified School District**
- **Bret Harte Union High School District**
- **Calaveras County Office of Education**
- **Calaveras Unified School District**
- **Columbia Union School District**
- **Curtis Creek School District**
- **Jamestown School District**
- **Mark Twain Union Elementary School District**
- **Sonora Elementary School**
- **Sonora Union High School District**
- **Soulsbyville Elementary School District**
- **Summerville Elementary School District**
- **Summerville Union High School District**
- **Tuolumne County Superintendent of Schools**
- **Twain Harte School District**
- **Vallecito Union School District**

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Tuolumne Joint Powers Authority

Transportation Policy

The Tuolumne Joint Powers Authority (TJPA) Transportation Policy is designed to protect drivers, passengers, bystanders, vehicles and property when activities require transportation.

Members of the TJPA engage in many activities requiring transportation to other locations. To accomplish this transport safely, the Member Districts own and maintain a fleet of vehicles of various types, frequently rents or charters other vehicles, and allows employees to be reimbursed for the use of their personal vehicles. Because of the significant hazards such transportation activities represent, the following procedures have been instituted to protect both persons and property from harm during such usage and to provide equitable usage of the fleet. This policy is in addition to the requirements noted the [California Commercial Driver Handbook](#). Individual TJPA Districts may establish more, but not less, restrictive policies for their own District.

I. Types of Vehicles

A. The District may own or lease several types of vehicles:

1. These vehicles are described as light trucks, sedans or minivans.
2. These vehicles are designed primarily for cargo, non-passengers, whose driver does not need a [Commercial Driver's License](#). These vehicles are designed to carry cargo and are typically larger, heavier, and more unstable than light trucks, sedans, or minivans with a wider turning radius and lengthier stopping distances required when loaded.
3. These vehicles are designed and manufactured to carry seven (7) passengers, plus the driver, but whose driver is not required to have a [Commercial Driver's License](#). These vehicles also are larger, heavier, and more unstable than other vehicles, with a wider turning radius and lengthier stopping distances required when loaded. The performance characteristics of these types of vehicles require more driver skill and training.
4. These vehicles are large trucks, buses, etc., or have passenger accommodations for sixteen (16) or more persons and require the driver to have a [Commercial Driver's License](#).
5. **Personal Vehicles** - Employees may operate their personal vehicles for District purposes and submit mileage for reimbursement. Such reimbursement is intended to cover the cost of gas, wear and tear, insurance, and deductibles for the vehicle. Any accident will be filed under the employee's auto insurance with the District's liability policy acting as secondary coverage. Therefore, all Transportation Policy restrictions apply while on District business.
6. **Non-Licensed Vehicles** - Vehicles that are not licensed for road use may not be driven on public roads. All Transportation Policy restrictions apply as appropriate.
7. **Charter Buses/Motor Coach Rentals**
It is acceptable for a District to use commercial charter services; however, the driver must possess a [California School Bus License](#) and be School Pupil Activity Bus ([SPAB Certified](#)). California Public Utilities Commission (CPUC) is responsible for overseeing and regulating Charter Buses/Motor Coach services in the following areas:

- Requires \$750,000 and \$5 million in liability insurance based on vehicle size, undergo annual vehicle or terminal inspections, and enroll in the Department of Motor Vehicle's program that notifies the company when a driver accrues an adverse action on his/her driving record.
- Requires drivers are subject to drug and alcohol testing. State laws require a company and its drivers to ensure that minors do not consume alcoholic beverages on board.
- Requires to promptly suspend a driver accused of driving while under the influence of drugs or alcohol.
- Requires drivers must undergo background checks based on a driver's Social Security number, which screens publicly available information for evidence of criminal convictions that prohibit a person from becoming a driver.
- Requires a company whose primary business is to transport minors to ensure that each driver undergoes a fingerprint-based criminal background check performed by the California Department of Justice.

Unlicensed carriers operating without proper compliance with insurance, safety, and driver requirements are considered illegal and pose potential risks. **To ensure compliance and legitimacy, districts are advised to run the Charter Bus/Motor Coach business name/DBA through the CPUC Portal:**

<https://tcportal.cpuc.ca.gov/TCP/s/>

B. Vehicle Acquisitions & Long-Term Leases

1. The District Office must approve and transact any purchases or long-term leases of new or used vehicles. Without the approval of the District Office, the District's insurance coverage will not be extended to such vehicles regardless of whether the driver is an authorized district driver.
2. All vehicles considered for purchase are evaluated for [environmental impact](#).
3. Safety features are given as much consideration as cost in the new and used vehicle purchasing process. The need for features such as air bags, back up mirrors, backup alarms, backup distance sensors, automatic headlight-ignition connections and anti-lock brakes will be evaluated on a vehicle-by-vehicle basis.

C. Vehicle Administration

1. The District Office maintains a centralized list of all vehicles owned by the District. This master list shall be updated as necessary, and shall include at least the following information:
 - a) Vehicle Type
 - b) Vehicle Year
 - c) Vehicle Make
 - d) Vehicle Model
 - e) Vehicle Identification Number (VIN)
 - f) Vehicle License Number
 - g) District ID#

II. Driver Qualifications and Training Policy

- A.** The vast majority of personal injuries, deaths, and property damages from motor vehicle collisions are directly attributable to driver error. Operating a District vehicle is a privilege bearing heavy responsibility, particularly when passengers are involved. For this reason, the District reserves the right to be highly selective in approving drivers to operate District vehicles. Non-employees of the District are NOT permitted to drive District vehicles with the exception of volunteers who are 1) donating their time to drive for District activities and 2) whose driving records have been reviewed and approved by the District Office.

All drivers of District owned or rented vehicles will be qualified in the following ways:

1. Driving Qualifications

All individuals seeking approval to operate a District vehicle shall:

- a) Be currently employed by the District, or volunteers designated and approved by the District.
- b) Be able to produce a valid domestic driver's license, be at least 21 years of age and have at least three (3) years of driving experience in the United States.
- c) Complete the "Request for Approved Driver Status Form" (Exhibit A) and deliver it in person to the District Office where staff will photocopy the license described in item b) above. For consideration to operate District vehicles this documentation must be delivered to the District Office at least one week prior to driving a District vehicle. The signed request authorizes the District to obtain a Motor Vehicle Record (MVR) on the applicant and attests that the applicant has read the Transportation Policy. If the MVR is unsatisfactory, the District Office will advise the applicant that they are NOT approved to drive.

2. Driving Disqualification

Driving privileges will not be granted to individuals whose history in the most recent three years includes one or more of the following moving violation convictions:

- a) Hit and run or failure to report an accident within the past five (5) years

- b) Negligent homicide arising out of the use of a motor vehicle
- c) Operating during a period of suspension or revocation during the past five (5) years
- d) Using a motor vehicle for the commission of a felony during any time period
- e) Operating a motor vehicle without the owner's authority during the past five (5) years
- f) Permitting an unlicensed person to drive
- g) Reckless driving during the past five (5) years
- h) Three (3) or more speeding tickets during the last three (3) years
- i) Speed in excess of 25 miles per hour (mph) over the posted limit during the last three (3) years
- j) Two preventable accidents in a 12-month period during the last three (3) years

OR

The driver has been convicted for driving while under the influence of alcohol or drugs (DWI/DUI) or possession of illegal substances or weapons within the past five (5) years.

3. Driving privileges will also be revoked if:

- a) The approved driver uses a District vehicle on personal business not approved by the Transportation Department.
- b) The approved driver loans a District vehicle to any other individual. If additional drivers will be operating the vehicle, all drivers must be listed on the reservation and listed on the approved driver list.

4. **Driver Training**

- a) **Basic Training** - All licensed drivers are expected to be familiar with the operation of a motor vehicle and motor vehicle law.
- b) **Remedial Training** - All employees who are involved in an incident determined to be preventable or who incur additional infractions on their driving record may be required to take remedial training. The successful completion of this course does not guarantee reinstatement of driving privileges.
- c) **Specialized Training** - Specialized training is required for operators of unusual vehicles, those transporting particularly hazardous cargo, or those encountering special hazards on particular routes, etc. as determined by the Transportation Director.

NOTE: The Transportation Director reserves the right to deny or revoke an individual's driving privileges should that individual exhibit poor judgement of any kind while driving District vehicles. The determination of the privilege to drive a District vehicle is at the discretion of the District Office. There is no appeal process.

III. Vehicle Usage and Reservation Policy

A. Vehicle Availability

1. District owned or short-term rental vehicles are available for use by District Departments upon request for domestic travel. District vehicles are not available for personal use.
2. District vehicles are not available for lease or use for private events.

B. Personal Vehicle Use

1. Reimbursable Use – Personal vehicles are not considered part of the District fleet. However, Business travel by employees (full-time or part-time) of the District using personal vehicles will be reimbursed for mileage incurred. The mileage rate includes reimbursement for fuel, wear & tear, depreciation, and insurance. Therefore, if an accident occurs, the employee's insurance provides the coverage and the employee is responsible for any deductible. The District's insurance will provide secondary liability coverage only. Since the District's policy could be called upon for coverage, all Transportation Policy regulations and restrictions apply while on District business.
2. Persons driving their own vehicles must complete a use of private vehicle request form and provide proof of insurance prior to driving their vehicle

C. Usage Costs

1. Violations – All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify the District of any traffic violations or accidents immediately upon return to the campus.

- D.** District vehicles should not be stored at a residential property unless the employee has prior written authorization from the District Superintendent and only under special circumstances.

Authorization shall only be granted under the following guidelines:

1. Personal and District property must be removed from the vehicle when not in use.

2. The District vehicle must be properly stored and monitored while residing at the residential property.
3. The District vehicle cannot be used for personal use.
4. Duration of the authorization must be limited/renewed annually.

IV. Trip and Route Safety Policy

A. General Regulations

1. **Locales** - Vehicles may NOT be operated outside the United States. The District's insurance only provides coverage for domestic travel. Vehicles may only be driven on designated roads and may not be operated off-road.
2. **Cell Phones** - For safety purposes, employees and/or volunteers shall not use cell phones, hands-free or otherwise while driving a District vehicle or personal car. Employees and/or volunteers shall safely pull off the road and/or access nearby legal parking. Drivers shall not compose, send or read any electronic message while driving on District business.
3. **Passengers** - Only District employees, students, and volunteers may be transported in vehicles owned or rented by the District. Family and friends who do not fall in these categories may not be transported. No drivers shall transport more passengers in a vehicle than the vehicle is designed to transport.
4. **Seatbelt Usage** - All occupants of the vehicle must use the restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied. Passengers must not remove their seat belts during travel. If a driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage, unless such refusal would endanger their safety. An exception to this policy is granted if an occupant presents a physician's statement stating that compliance is not possible or would be harmful to that person (e.g., a medical device that would be compromised by a shoulder belt). The physician's statement shall define its effective period.
5. **Front Passenger Seat** - On any trip with passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his/her/their responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator. This is encouraged but not mandatory.

6. **Trailers** - Approval to pull trailers must be obtained from the Transportation Director based on training specific to the impact of such trailers on vehicle hauling.
7. **Speed limit** - All posted speed limits must be followed and adjusted for prevailing weather conditions, vehicle (and trailer, if applicable) response to such conditions, and familiarity with the route. At no time should District or rental vehicle be driven at a speed greater than the posted speed limit. [California Vehicle Code 22406](#) states the maximum speed limit is 55 miles per hour for school buses carrying students.
8. **Modifications** - No modifications to vehicles (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) may be made except by the Transportation Department.
9. **Smoking** - Smoking and/or nicotine delivery system in District vehicles or rental vehicles is prohibited.
10. **Radar Detectors** - The use of radar, laser or other speed monitoring detection systems are prohibited.
11. **CB & Portable Radios** - If passengers are present, they and NOT the driver should operate any CB or portable radios used.
12. **Medications** - No drivers, before or during trips, will use alcohol, medications, or drugs whether taken with or without a prescription that may cause drowsiness or other physical or mental impairment.
13. **Hitchhikers** - Picking up hitchhikers is prohibited.
14. **Loads** - Hauling loads is prohibited, unless the vehicle is specifically designed or such loads. Examples of potentially damaging loads include firewood, sod, lumber or gravel. If bulky, awkward or hazardous cargo must be hauled, drivers must consult with the Transportation Director to ensure cargo will be properly stowed and hauled.

B. Weather Conditions

1. Drivers of student trips are responsible to obtain weather information before and during daily travel to determine if road or weather conditions present hazards along their planned travel route.
2. If District vehicles are already on the road and weather conditions become hazardous, the driver must stop the trip, delay or cancel travel planned for that day, and ensure the safety of all passengers.
3. At all times the Transportation Director, in consultation with the Superintendent, retains the right to immediately restrict all local travel as is deemed necessary, including rental or charter vehicles, in case of inclement weather or safety hazards.

C. Backing Up

The vast majority of all vehicle collisions occur while the driver is backing up. In order to prevent losses from vehicles operating in reverse:

1. Drivers will always enter the driver's door only after walking around the rear of the vehicle to note potential obstacles and the distance to them.
2. If a driver is backing into a space and:
 - a) The driver is not accompanied by passengers and is planning to back into a tight space and safety permits; he/she/they must stop the vehicle and walk around it to observe obstacles and distances before backing into the space.
 - b) The driver is accompanied by passengers; one passenger must disembark and direct the driver during backing operations if it is safe to do so.

D. Driver Inspections

1. Pre-Trip Inspections

Drivers should not operate a vehicle until they complete a visual pre-trip inspection, including a dent and damage check. Drivers should be satisfied that all necessary parts and components are in good working order. Problems should be reported before departure.

2. Post-Trip Inspections

Drivers will conduct post-trip inspections after trips. Unusual noises, awkward operation, or other problems should be reported.

V. Incidents and Reporting Policy

- A.** “Incidents” are events that result in personal injury or in damage to vehicles or property. If the incident occurs on District property, contact the District Office to file a report. If the incident occurs off campus, contact the local police/law enforcement to file a report. Also file a Bus/Vehicle Accident Report (located in the green folder in the glove compartment) with the District Office as soon as possible.

1. Post-Incident Procedures

Failure to report collisions or damage to vehicles will result in loss of driving privileges. In the event of an incident, report the incident to the District Office on the forms supplied.

2. Incident Investigations

Representatives from the District Office and the Transportation Director will review all incidents.

- a) All incidents will be designated as either “preventable” or “non-preventable” by actions of the District vehicle driver. The following are some of the criteria constituting “preventable” actions by the driver:
- (1) Failure to adjust speed to conditions of light, weather, road, or traffic.
 - (2) Failure to note dashboard warning lights that result in mechanical difficulties.
 - (3) Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition.
 - (4) Failure to adjust to clearance at top, sides, front or rear of vehicle.
 - (5) Failure to observe conditions at rear of vehicle while backing.
 - (6) Failure to yield right of way when necessary to avoid a collision.
 - (7) Failure to control speed to be able to stop within assured clear distance ahead.

(8) Failure to observe traffic laws and ordinances.

(9) Failure to observe the District's Transportation Policy.

3. If an incident is determined to have been "preventable", the following actions will be taken if the driver involved is:

a) **An employee whose job does not require regular driving:**

(1) The driver will be given a writing warning and be required to attend a Driver Training session as appropriate. Two preventable collisions within a five (5) year period will result in the revocation of his/her/their driving approval.

b) **An employee whose job requires regular driving:**

(1) The driver will be given a written warning and be required to attend a Driver Safety training session as appropriate. If a driver has two (2) preventable collisions with a one (1) year period, or three (3) preventable collisions in a two (2) year period. Human Resources will work in conjunction with the Transportation Director to determine appropriate consequences.

VI. Maintenance

A. Required Safety Equipment

Vehicles will contain safety equipment required by law.

B. Records Maintenance

1. Driver Records

The District Office will be responsible for maintaining driver records. A file will be kept current for each individual, to whom driving privileges are granted, containing:

- a) His/Her/Their completed Request for Approved Driver Status Form
- b) A photocopy of his/her/their valid driver's license
- c) Current annual Motor Vehicle Record/Driver Record information
- d) Incident Reports, if any
- e) Complaints received about his/her/their driving, if any
- f) Records of training received

2. Maintenance Records

Transportation Directors will be responsible for maintaining vehicle records. Written records of maintenance and inspection records shall be kept in a separate file for each vehicle.

Records will include:

- a) Vehicle year, make, model, and identification number (VIN).
- b) District vehicle inventory number.
- c) Tire size, ply, type, serial number (if applicable), date of purchase, and mileage of vehicle when installed.

- d) Special equipment or component parts involved.
- e) For each inspection: items inspected, repairs made, date completed, mileage, and name of inspecting mechanic as well as the date/mileage for the next scheduled inspection.
- f) Dates preventative maintenance was performed – to include the garage providing the maintenance.
- g) The date and nature of any other service ~~performed~~ performed as well as the garage where the service was performed.

C. Service, Inspections, and Repairs

All maintenance and service for District owned vehicles will be coordinated by the Transportation Director. Vehicles will be serviced and inspected according to the District Vehicle Checklist Preventative Maintenance, depending on usage. The Transportation Director will remove a vehicle from operation if repairs are necessary.

VII. Policy Enforcement

- A.** The Transportation Director in conjunction with the District Office will oversee the Transportation Program. Specific policies will be re-examined as needed and revised as appropriate. Revised current copies of these policies will be made available to all departments.

1. Usage Records

The Transportation Director is responsible for enforcing the following policies:

- a) Verifying that drivers are authorized to operate District vehicles.

2. Driving Records

The Transportation Director and District Office are responsible for enforcing the following policies:

- a) Collecting properly completed Request for Approved Driver Status Forms
- b) Conducting Motor Vehicle Record (MVR) checks
- c) Reviewing MVRs and informing applicants if driving privileges are withheld or revoked
- d) Maintaining the authorized driver list on a shared computer drive accessible by the Transportation Director and District Staff

3. Incident Reports

The District Office is responsible for the following:

- a) Collecting all information pertaining to an incident
- b) Filing insurance claims with the JPA when appropriate
- c) Monitoring incident reports for similarities and coordinating with the Transportation Director to provide any necessary training

4. **Training Records**

The District Office and or Transportation Director is responsible for the following:

- a) Providing Large Vehicle Training as needed
- b) Providing training for operation of vehicles with trailers
- c) Recommending other training as needed

5. **Vehicle Records**

The Transportation Director is responsible for the following:

- a) Maintaining vehicle service records
- b) Maintaining vehicle inspection records

I have received, read, understand and will adhere to the Tuolumne JPA Transportation Policy.

District

Signature

Date

Please Attach Copy:
Driver's License
Insurance Policy Coverage/Card
Vehicle Registration

Transportation for School-Related Trips and Events Driver Registration Form

Important: This form must be submitted to the school principal at least two weeks prior to the trip/event.

DRIVER INFORMATION: (circle one) Employee Parent/Guardian Volunteer
Check one: Curricular _____ Extracurricular _____ DMV Pull _____

Name: _____ Birth Date: _____

Address: _____ Phone #: _____ Cell# _____

Driver's License# _____ License Expiration Date: _____

I am willing to provide transportation for _____ (#) of students on this trip/event

TRIP/EVENT INFORMATION

Trip/Event Location: _____

Date(s) of Trip/Event _____ Departure Time: _____ Return Time: _____

School Site: _____ Teacher Supervisor: _____

VEHICLE INFORMATION

Name of Owner: _____ Address: _____

Year: _____ Make: _____ License Plate#: _____ Registration Expiration: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Phone#: _____

Policy #: _____ Expiration Date: _____

Liability Limits of Policy: (bodily injury) _____ (\$100,000 - \$300,000 per accident)

(property damage) _____ (\$25,000 per accident)

(medical) _____ (\$2,000 or single limit of \$300,000)

DRIVER STATEMENT

I certify that I am at least 21 years of age and hold a valid California Driver's License. I understand the District will conduct a DMV Pull Notice. I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Signed: _____ Date: _____

DRIVER INSTRUCTIONS:

When using your vehicle to transport students on trips/events or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence (as note above under liability limits).
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment. Require each passenger to use a seat belt.

In case of an emergency, keep all students together.

District
USE OF PRIVATE VEHICLE REQUEST FORM

DRIVER INFORMATION: *(please print)*

Name: _____

Address: _____
Street City State Zip Code

Driver's License Number: _____ / _____ Date of Birth _____ / _____ / _____
Number State Month Day Year

Driver's License Expiration Date: _____

Please attach a current copy of Driver's License.

VEHICLE INFORMATION: *(please print)*

Make: _____ Model: _____ Year: _____

Vehicle License Number: _____

Registered Owner: _____ Phone Number: () _____

Address: _____
Street City State Zip Code

INSURANCE INFORMATION: *(please print)* Please **attach a current copy of your Auto Liability ID card**

Insurance Carrier: _____

Insurance Agent: _____ Phone Number: () _____

Address: _____
Street City State Zip Code

Policy Number: _____

Effective Date: _____ Expiration Date: _____

Limits of Liability: _____

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver **or** district employee, I must possess a valid and current driver's license that is designated for the class of vehicle to be driven, a current vehicle registration and have at least the minimum insurance coverage in effect as specified in the California Vehicle Code on any private vehicle I use to transport students **or** for District business. I hereby certify that the vehicle being driven is in good mechanical and operational condition and I have no knowledge of mechanical defects that could impose a danger while transporting students. I understand that, per the California Vehicle Code, my personal automobile liability insurance policy shall be primary in the event of an accident and I understand that the District provides no insurance coverage (comprehensive or collision) for physical damage to my personal vehicle.

I give my permission to allow the _____ School District to obtain my motor vehicle record from the Department of Motor Vehicles.

(Signature)

(Date)

(Name - Please Print)

_____ SCHOOL DISTRICT
VEHICLE USE AUTHORIZATION

Name of Employee: _____

Vehicle in Use: _____

Address of Personal Residence/Property_____

Date(s)/Term of Authorization_____

By my signature below, I accept responsibility for the district vehicle while in my possession after work hours under the following guidelines as outlined in the Tuolumne JPA Transportation Policy:

1. Personal and district property will be removed from the vehicle when not in use.
2. The district vehicle will be properly stored and monitored while residing at my personal residence/property.
3. The district vehicle will not be used for personal use.
4. Duration of this authorization is limited and will be renewed as needed/annually per Superintendent.

IT IS FULLY UNDERSTOOD AND AGREED THAT THE DISTRICT IS IN NO WAY RESPONSIBLE, NOR DOES THE DISTRICT ASSUME LIABILITY FOR, ANY INJURIES OR LOSSES RESULTING FROM IMPROPER USE/NEGLIGENCE WHILE UNDER THIS AGREEMENT.

Employee Signature

Date

(Please Print)

Superintendent Signature

Date _____

Implementation July 1, 2025:

To the extent that the requirements of this article conflict with a contract entered into between a local educational agency and a private entity before January 1, 2024, this article shall not apply until the expiration or renewal of that contract.

“School-related pupil transportation” means home-to-school transportation, field trips, after school program-related transportation, preschool and childcare-related transportation, athletic program-related transportation, extracurricular school activity-related transportation, or any transportation of pupils to or from a school campus. This does not apply to a parent/guardian/relative, caregiver, court appointed to student, pupils that drive themselves.

1. Driver Qualifications:

- Possession of a valid commercial driver's license (CDL) with appropriate endorsements for the type of vehicle being operated.
- Not have been convicted of an offense listed in paragraph (1) of subdivision (a) of Section 13370 of the Vehicle Code, paragraph (5) of subdivision (a) of Section 13370 of the Vehicle Code, or subdivision (b) of Section 13370 of the Vehicle Code.
- Provide their employer or the private entity contracting with the local educational agency a report showing the driver’s current public record as recorded by the Department of Motor Vehicles and participate in the Department of Motor Vehicles’ pull-notice system.
- Completion of specialized training for school bus drivers, including safety procedures, student management, and emergency protocols.
- **JPA Policy drivers must be 21**

2. Background Checks:

- Pass a criminal background check, including fingerprint clearance consistent with Section 45125 for employees and Section 45125.1 for all other compensated drivers.
- Have a satisfactory driving record that includes none of the following:
 - (A) Within three years, has committed any violation that results in a conviction assigned a violation point count of two or more, as defined in Sections 12810 and 12810.5 of the Vehicle Code.
 - (B) Within three years, has had their driving privilege suspended, revoked, or on probation for any reason involving the unsafe operation of a motor vehicle.
 - (C) Has been determined by the Department of Motor Vehicles to be a negligent or incompetent operator.

3. Physical Fitness:

- Meeting medical and physical fitness requirements to ensure the ability to operate a school bus safely.
- Not have demonstrated irrational behavior to the extent that a reasonable and

prudent person would have reasonable cause to believe that the driver's ability to perform the duties of a driver may be impaired.

- Complete a medical examination not more than two years prior to the driver performing pupil transportation by a physician licensed to practice medicine, a licensed advanced practice registered nurse qualified to perform a medical examination, a licensed physician assistant, or a licensed doctor of chiropractic listed on the most current National Registry of Certified Medical Examiners, as adopted by the United States Department of Transportation. The driver shall provide a copy of the Medical Examiner's Certificate, Form MCSA-5876, or the medical examiner's certificate of clearance to their employer or the private entity contracting with the local educational agency. Neither the driver nor the medical examiner need to submit this examination result to the Department of Motor Vehicles.
- The driver shall complete a medical examination pursuant to this paragraph every two years after the initial examination and provide a copy of the Medical Examiner's Certificate, Form MCSA-5876, or the medical examiner's certificate of clearance to their employer or the private entity contracting with the local educational agency.
- Within the same month of reaching 65 years of age and each 12th month thereafter, the driver shall undergo a medical examination pursuant to this paragraph and provide a copy of the Medical Examiner's Certificate, Form MCSA-5876, or the medical examiner's certificate of clearance to their employer or the private entity contracting with the local educational agency.
- Submit and clear a tuberculosis risk assessment consistent with Section 49406.

4. Drug and Alcohol Testing:

- Be subjected to and comply with drug and alcohol testing consistent with Section 34520.3 of the Vehicle Code, subject to the cannabis discrimination limitations described in Section 12954 of the Government Code.

5. Training and Certification:

- Completion of ongoing training and certification programs to maintain proficiency in operating a school bus and ensuring the safety of passengers.
- Complete training at least equivalent to the American Red Cross first aid training program, or hold a valid and current first aid certificate issued by the American Red Cross or by an organization whose first aid training program is at least equivalent to the American Red Cross' first aid training program, as determined by the Emergency Medical Services Authority.
- Complete initial training and subsequent required training sufficient to gain proficiency in all of the following:
 - (A) Pre-trip vehicle inspections.
 - (B) Safe loading and unloading of passengers.
 - (C) Proper use of seatbelts and child safety restraints.

- (D) Handling accidents, incidents, and emergency situations.
- (E) Providing proper accommodations for pupils with disabilities.
- (F) Defensive driving.
- (G) Operations in inclement weather.
- (H) Operations at night or under impaired visibility conditions.

6. Safety Inspections:

- Conducting regular inspections of the school bus to ensure it meets safety standards and is in good working condition.
- Maintain a daily log sheet and complete the daily pre-trip inspection of the vehicle being driven that day, which shall include all of the following:
 - (A) A check of the operability of all lights, initialed by the driver before the vehicle is first driven in service that day.
 - (B) A check for fluid leaks, initialed by the driver before the vehicle is first driven in service that day.
 - (C) A check for the operability of the brakes, initialed by the driver before the vehicle is driven in service that day.

7. Driver Records:

- Maintaining accurate records of driving hours, routes, and any incidents or accidents involving the school bus.

8. Safety Regulations:

- Adherence to all state and federal regulations governing pupil transportation, including seat belt usage, emergency exit procedures, and speed limits.
- Not drive for more than 10 hours within a work period, or after the end of the 16th hour after coming on duty following eight consecutive hours off duty.
- Vehicle be inspected every 12 months, or every 50,000 miles, whichever comes first, at a facility licensed by the Bureau of Automotive Repair to ensure that the vehicle passes a 19-point vehicle inspection, as adopted by the Public Utilities Commission and set forth in D.13-09-045, before allowing the vehicle to be driven. This requirement does not apply to vehicles owned or contracted with a local educational agency already subject to a statutory inspection program.

9. Communication Skills:

- Effective communication with students, parents, and school officials to ensure smooth operations and address any concerns or emergencies.

10. Emergency Preparedness:

- Training in emergency response procedures, including evacuation drills and handling of medical emergencies or vehicle breakdowns.
- Be equipped with a first aid kit and a fire extinguisher.

11. Continuous Improvement:

- Participation in ongoing professional development and training programs to improve skills and stay updated on best practices in pupil transportation.

Any local educational agency contracting with a private entity to provide pupil transportation shall obtain from the private entity a written attestation to all of the following:

- (1) That it not have any applicable law violations at the time of applying for the contract.
- (2) That it will maintain compliance with applicable laws for the duration of the contract.
- (3) That it has on file all the reports and documents required pursuant to paragraphs (1) to (11), for the duration of the contract, including, but not limited to, updated, revised, or modified reports and documents. These reports and documents shall be available for inspection by the local educational agency or any other state regulatory agency at any time.

NOTES:

(A) For vehicles with a maximum capacity of eight or fewer passengers, excluding the driver, only street-legal coupes, sedans, or light-duty vehicles, including vans, minivans, sport utility vehicles, and pickup trucks, shall be used for pupil transportation.

(B) Nothing in this article shall limit any additional safety or training requirements that may be imposed by the Public Utilities Commission, a local educational agency, or any government agency.

(C) A driver who provides transportation services for pupils in a vehicle with a capacity of more than 10 persons, including the driver, shall:

1. Hold a valid California commercial driver's license for the appropriate class of vehicle, endorsed for passenger transportation pursuant to Section 15278 of the Vehicle Code.
2. SB 88 shall not reduce other legal requirements placed on any driver who provides transportation services for pupils in a vehicle with a capacity of more than 10 persons, including, but not limited to, a driver of a school bus or school pupil activity bus.

(F) A third party may report to the relevant local educational agency that the private entity the local educational agency contracted with has failed to provide a truthful attestation as required under subdivision or has failed to maintain compliance with the applicable laws required for the duration of the contract. The third party shall provide documentation to substantiate their allegation before the local educational agency considers it.

(G) A volunteer in a school shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the governing board of a school district, this section shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.

Exceptions:

- LEA Employees - employees who provide transportation to students because the employee is

supervising a field trip, extracurricular activity, or athletic program, or when the employee provides transportation to pupils for other activities, not to exceed 40 hours of drive time, per school year, per employee *An LEA may not rely on this exemption unless:

- it has made a reasonable effort to secure a driver who meets the enhanced safety requirements; and
- it informs the parent/guardian that the LEA employee driving their student does not meet the additional safety requirements of SB 88.

• Family Members - family members transporting students for field trips, or other school related reasons *SB 88 defines family member as a:

- parent or relative named in Section 361.3 of the Welfare and Institutions Code
- non-relative extended family member named in Section 362.7 of the Welfare and Institutions Code
- guardian or caregiver given temporary or permanent custody of the student
- court-appointed educational rights holder
- court-appointed special advocate
- student who drives themselves.

• Emergencies - transportation of students in an emergency or in situations posing an immediate threat to a student's physical safety (ie a fire, flood, earthquake, or epidemic).

• Foster Youth Services Coordinating Program - transportation of a student by a Foster Youth Services Coordinating Program while a student's transportation plan is being finalized which is not to exceed more than one month after the first ride is provided to the student under this exemption.

• Field Trips in Excess of 200 Miles From School - transportation for field trips when the destination is more than 200 miles from the student's campus, as specified.

• Individuals Employed by Specified County Agencies - individuals employed by the agencies listed below are also exempt:

- municipally owned transit system offering supplementary service
- congregate care facility licensed by the California Department of Social Services
- county human services agency
- entity serving pupils experiencing homelessness (excluding entities whose primary purpose is providing transportation services)
- county probation agency
- non-LEA government agency
- foster family agency
- tribal authority.

School Bus/District Vehicle Post-Accident Checklist

California's roadways and highways are some of the busiest in the nation. Whenever school district drivers are on the road in a bus or district vehicle, there is a risk of being involved in a traffic accident.

The purpose of this checklist is to help you after a traffic accident. Below is a list of what to do following an accident. Please be aware that this checklist is not meant to substitute for district policies or Federal and State training requirements. Additionally, this is not an exhaustive list.

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

Driver Post-Accident Procedures

Driver Post-Accident Procedures

1. Immediately after an accident:

- Activate the hazard lights
- Place the transmission in neutral and set the parking brake (manual) or place in park (automatic)
- Turn off the ignition and remove the key
- Locate and place the warning devices

2. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus.

3. Check for injuries, using the passenger list (if available) to indicate injuries. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.

4. Do not leave students unattended and/or unsupervised. Should circumstances warrant, in the event of an accident or emergency, a driver shall not leave the immediate vicinity of the bus to seek aid unless no pupil aboard can be sent to summon help. Cal. Code Regs. tit. 13 § 1219

5. Check for conditions that could cause fires, including a ruptured fuel tank, leaking or broken fuel lines; and/or hot tire, etc. *Do not touch a suspected hot tire.* Place your hand near it to see if heat is radiating off of it.

6. When notifying the District or transportation office, give the following information:

- Seriousness of the accident
- Location and time of accident

- Bus number and route number
- School
- Number of students on board
- Extent of any injuries
- Condition of vehicle
- Weather/road conditions
- Any other pertinent information

7. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by police or the District or transportation office. Parents/guardians are not allowed on the bus.

8. Stay vigilant for the continued safety of everyone at the scene and:

Never attempt to direct traffic.

Never move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.

Never discuss liability or fault, or sign anything until someone from the District or transportation office arrives.

Never discuss details of the accident with the media.

Never move an injured person unless the person's life is in jeopardy.

9. Cooperate with law enforcement. Provide concise and clear answers and details. Give your name, address, driver's license and bus driver permit numbers.

10. If your vehicle strikes an animal, continue until it is safe to stop, keeping in mind that the sight of an injured animal could upset the children on the bus. Park the vehicle and radio or call the District or transportation office with the information. The office will notify the proper authorities.

11. The District or transportation office, when notifying the school, may suggest that personnel follow up with students to minimize trauma or emotional after-effects.

Document the Scene

1. Record as much detail about the accident as possible using your phone's camera and video features.

2. Record the date and time of the accident, and photograph the entire scene of the accident and property damage.

3. Note street names and the direction each vehicle was heading both before and after the accident.

Information Gathering

While at the accident scene the driver and/or transportation supervisor shall:

1. Obtain the name, address, date of birth, and seating position of every passenger on the bus.
2. If possible, obtain the names, addresses, driver's license numbers and phone numbers of any witnesses.
3. Regarding other vehicles involved in the accident, obtain the:
 - Other drivers' names
 - Other drivers' license numbers
 - Other drivers' addresses and phone numbers
 - Make, model, year, and license plate numbers of other involved vehicles
 - Other drivers' insurance carrier information
 - Name, address, and phone numbers of passengers in other involved vehicles

District or Transportation Office Responsibilities

1. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.
2. Send a transportation supervisor to the accident scene to assist the bus driver.
3. Arrange for the parents/guardians of children on the bus to be contacted.
4. Arrange alternate transportation for the children.
5. Contact Tuolumne JPA as soon as possible and follow the instructions given.
6. Help the bus driver complete accident report forms, including insurance forms. Complete the SISC Bus/Vehicle Accident Report Form and forward to the Tuolumne JPA immediately after any accident.
7. Obtain any accident reports completed by third parties, including police reports.

Call a Tow Truck

Depending on how much damage the bus sustained, it may need to be towed to a body shop. If necessary, call a tow truck.

Post-Accident Alcohol and Drug Testing

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*; and administrative procedure, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:
 - a. The accident involved the loss of human life;
 - b. The driver receives a citation for a moving traffic violation arising from the accident; or
 - c. A law enforcement officer directs that such a test be given.
4. If a required alcohol test is **not** administered:
 - a. Within two hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
 - b. Within eight hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.
5. If a required controlled substance test is **not** administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
6. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until undergoing a post-accident alcohol test.

Bus Inspection

Following an accident, each damaged bus component must be inspected before the bus is returned to service.

See a Doctor

Some injuries require immediate attention. However, if you experience pain or the need to seek medical attention after the date of your accident, please notify your supervisor.

Stay Organized

Designate a spot in your bus to keep your registration, proof of insurance card, contact information and a list of key things you need to remember at the scene of an accident.



REPORT OF TRAFFIC ACCIDENT OCCURRING IN CALIFORNIA

Please type or print.

# OF VEHICLES	DATE OF ACCIDENT	ACCIDENT LOCATION (CITY/COUNTY) (CALIFORNIA ONLY)		ON PRIVATE PROPERTY ☐ Yes ☐ No
REPORTING PARTY'S INFORMATION	TIME OF ACCIDENT Hour ☐ AM ☐ PM	☐ Moving ☐ Stopped in Traffic ☐ Parked ☐ Pedestrian ☐ Bicyclist ☐ Other (E.G., ROLLAWAY)		
	DRIVER'S NAME (FIRST, MIDDLE, LAST)			DRIVER LICENSE NUMBER
	DRIVER'S STREET ADDRESS			STATE
	CITY			DATE OF BIRTH
	STATE		ZIP CODE	TELEPHONE NUMBERS Wk () Hm ()
	VEHICLE (YEAR AND MAKE)	VEHICLE LICENSE PLATE OR VEHICLE IDENTIFICATION NUMBER		DAMAGES OVER \$1,000 ☐ Yes ☐ No
	VEHICLE OWNER (PERSON OR COMPANY)			STATE
	ADDRESS			DATE OF BIRTH
	CITY		STATE	ZIP CODE
	INSURANCE COMPANY NAME (NOT AGENT OR BROKER) AT THE TIME OF THE ACCIDENT			POLICY NUMBER
COMPANY NAIC NUMBER	POLICY PERIOD From: To:		POLICY HOLDER NAME	
OTHER PARTY'S INFORMATION	☐ Moving ☐ Stopped in Traffic ☐ Parked ☐ Pedestrian ☐ Bicyclist ☐ Other (E.G., ROLLAWAY)			DRIVING FOR EMPLOYER ☐ Yes ☐ No
	DRIVER'S NAME (FIRST, MIDDLE, LAST)			DRIVER LICENSE NUMBER
	DRIVER'S STREET ADDRESS			STATE
	CITY			DATE OF BIRTH
	STATE		ZIP CODE	TELEPHONE NUMBERS Wk () Hm ()
	VEHICLE (YEAR AND MAKE)	VEHICLE LICENSE PLATE OR VEHICLE IDENTIFICATION NUMBER		DAMAGES OVER \$1,000 ☐ Yes ☐ No
	VEHICLE OWNER (PERSON OR COMPANY)			STATE
	ADDRESS			DATE OF BIRTH
	CITY		STATE	ZIP CODE
	INSURANCE COMPANY NAME (NOT AGENT OR BROKER) AT THE TIME OF THE ACCIDENT			POLICY NUMBER
COMPANY NAIC NUMBER	POLICY PERIOD From: To:		POLICY HOLDER NAME	
INJURY/DEATH PROPERTY DAMAGE	NAME AND ADDRESS OF INDIVIDUAL INJURED OR DECEASED			☐ Injured ☐ Driver ☐ Passenger ☐ Deceased ☐ Bicyclist ☐ Pedestrian
	NAME AND ADDRESS OF INDIVIDUAL INJURED OR DECEASED			☐ Injured ☐ Driver ☐ Passenger ☐ Deceased ☐ Bicyclist ☐ Pedestrian
	OTHER PROPERTY DAMAGED (TELEPHONE POLES, FENCE, LIVESTOCK, ETC.)			DAMAGES OVER \$1,000 ☐ Yes ☐ No
	PROPERTY OWNER'S NAME AND ADDRESS			
	 			

READ IMPORTANT INFORMATION ON BACK

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE	PRINTED NAME	SIGNATURE X
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A YOUR VEHICLE		CALIFORNIA INSURANCE INFORMATION		DO NOT DETACH		DMV FILE NUMBER	
		The Department may send this part to the insurance company indicated. If not fully completed , it will be assumed you were not insured for the accident and your license will be suspended .					
I N S U R A N C E	NAME OF INSURANCE COMPANY (NOT AGENT OR BROKER) THAT ISSUED THE LIABILITY POLICY COVERING THE OPERATION OF YOUR VEHICLE						
	POLICY NUMBER		POLICY PERIOD				
			From: _____ To: _____				DRIVER LICENSE NUMBER (DRIVER OF YOUR VEHICLE)
	DATE OF ACCIDENT	IN OR NEAR (CITY OR TOWN) (CALIFORNIA ONLY)					
	VEHICLE (YEAR AND MAKE)		VEHICLE IDENTIFICATION NUMBER		VEHICLE LICENSE PLATE NUMBER		STATE
	DRIVER		ADDRESS				
OWNER		ADDRESS					
FULL NAME OF POLICY HOLDER		ADDRESS					

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If the policy was not in effect, this form must be completed and returned to DMV within 20 days.

The undersigned company advises that with respect to the reported accident, the policy reported on the reverse side:

☐ **WAS NOT IN EFFECT**

☐ Was not a liability policy ☐ Did not cover the vehicle/driver ☐ Number is not a company policy number

Policy Number _____ Policy Period from _____ to _____

Signature _____

Title _____

Date _____

MAIL TO:
Department of Motor Vehicles
P.O. Box 942884
Sacramento, CA 94284-0884

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IMPORTANT INFORMATION

California law requires *traffic accidents* on a California street/highway or private property to be reported to the Department of Motor Vehicles (DMV) within 10 days if there was an injury, death or property damage in excess of \$1,000. Untimely reporting could result in DMV suspending a driver license. Accidents involving vehicles *not required to be registered* such as an off-road vehicle (OHV), implement of husbandry, or snowmobile **or** occurring on a military base **or** occurring on the driver's *own* property involving *only* the personal property of the driver *and* there was no injury or death are not reportable.

The law requires the driver to file **this SR 1 form** with DMV **regardless of fault**. This report must be made in addition to any other report filed with a law enforcement agency, insurance company, or the California Highway Patrol (CHP) as their reports **do not** satisfy the filing requirement. An insurance agent, attorney, or other designated representative may file the report for the driver.

The law requires every driver and every owner of a motor vehicle to be "financially responsible" for any injury or damage resulting from operating or owning a motor vehicle. The minimum insurance level for "financial responsibility" is **public liability and property damage coverage** of \$15,000 for injury or death of one person, \$30,000 for injury or death of two or more persons and \$5,000 property damage per accident. Comprehensive and collision insurance **does not meet the legal requirement**.

The *California Vehicle Code* (CVC) §1806 requires DMV to record accident information **regardless of fault** when individuals report accidents under the Financial Responsibility Law or if law enforcement agencies or CHP investigate and make a report.

WHEN COMPLETING THIS FORM...

Please print within the spaces and boxes on this form. If you need to provide additional information on a separate piece of paper(s) or you include a *copy* of any law enforcement agency report, please check the box to indicate 'Additional Information Attached'. **If you are the passenger reporting the accident**, be sure to identify yourself by using the 'other' box and stating 'passenger' in the explanation.

- Write **unk (for unknown)** or **none** in any space or box when you do not have information on the other party involved.
- Give insurance information that is complete and which *correctly* and *fully* identifies the **company** that *issued* the policy.
- Place the correct National Association of Insurance Commissioners (NAIC) number for your insurance company in the boxes provided. The NAIC number should be located on your insurance ID card or you can contact your insurance agent or company for the information.
- Identify any person involved in the accident (driver, passenger, bicyclist, pedestrian, etc.) who you saw was injured or complained of bodily injury or know to be deceased.
- Record in the OTHER PROPERTY DAMAGED section any damage to telephone poles, fences, street signs, guard posts, trees, livestock, dogs, etc., meeting the filing requirement, including amount. *This may require that you contact the owner of the property for an estimate of damages.*
- Once you have completed this report, please mail it to:

**Department of Motor Vehicles
Financial Responsibility
Mail Station J237
P.O. Box 942884
Sacramento, CA 94284-0884**

DMV does not accept reports or take actions against non-reporting or uninsured motorists unless this SR 1 form is sent to DMV by someone involved in the accident or their designee and the report is received by DMV *within one calendar year of the accident date*.

ADVISORY STATEMENT

The accident information on the SR 1 is required under the authority of Divisions 6 and 7 of the CVC. Failure to provide the information will result in suspension of the driving privilege. Except as made confidential by law (e.g., medical information) or exempted under the Public Records Act, the information is a public record, is regularly used by law enforcement agencies and insurance companies, and is open to public inspection. CVC §16005 limits the public record for SR 1 reports to accident involvement, but does allow persons with a proper interest (involved drivers, their employers, etc.) to receive specified information. Individuals may inspect or obtain copies of information contained in their records during regular office hours. The Financial Responsibility Unit Manager, 2570 24th Street, Sacramento, CA 95818 (telephone number: 916-657-6677) is responsible for maintaining this information.