

PRESTON COUNTY BOARD OF EDUCATION

FILE: 12 - TRANSPORTATION SERVICES

File: 12-9 School Bus Maintenance and Safety

Last Reviewed: 6-28-10

Next Review: 7-01-12

The Preston County Board of Education believes that the primary purpose of the transportation system is to safely transport students to and from school. The safety and welfare of the rider is of paramount importance. Consequently, safety rules and regulations shall be enforced even if it means dismissing drivers who do not follow regulations.

The regular maintenance and repair of the Preston County School's bus fleet shall be the joint responsibility of the individual bus drivers and school personnel assigned the specific responsibility for the routine maintenance and repair of all county vehicles. In addition, all buses shall be available for the regular state inspections. Any defects noted by either the regular local or state inspection shall be remedied immediately.

All drivers shall be instructed in first aid and shall hold at least a valid Standard First Aid Certificate. Such training shall be completed within the first three months of employment.

Transportation personnel shall provide instruction in school bus safety to all students at their respective schools.

(WVC §17C-14-12; §18-5-13; SBP 4336)

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R 12-9-1 Driver Responsibility for School Bus Maintenance and Safety

The driver shall perform the following preventative maintenance operations and care of the school bus to which s/he is assigned in accordance with instructions received from the Coordinator of Transportation.

- ❖ Bring his/her bus to the Board's garage for oil changes as directed by the Coordinator of Transportation.
- ❖ Bring his/her bus to the garage for any needed repairs or attention. S/he will make out a repair request and go over the problem with the shop foreman.
- ❖ Check the interior and exterior of the bus after each run to determine any damage.
- ❖ Warm up motor before starting on each run. (This must be done in all instances. Follow procedure to conserve gas.)
- ❖ The following items are assigned to each school bus, however, their condition and availability become the drivers responsibility and should be inspected periodically:
 - First Aid Kit;
 - Fire Extinguisher;
 - Flares and Reflectors; and
 - Chains.
- ❖ Check oil level, radiator, tires, emergency door, lug nuts, gasoline, mirror, foot brake, and parking brake before each run.

- ❖ Check all accessible screws and bolts, exterior and interior.
- ❖ Sweep and dust the inside of the bus after each morning run.
- ❖ Wash and clean the exterior of the bus whenever necessary; the lettering and lights must be plainly visible at all times.
- ❖ Wax the bus once each year.

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R 12-9-2 School Bus Safety Inspections

SBP 4336 requires that all school buses transporting students to school and/or school related events shall be inspected two (2) times annually by a qualified inspector employed by the State Department. In addition, a member of the West Virginia State Police may stop and inspect a school bus at any time or qualified bus inspectors employed by the State Department may also inspect a school bus at any time.

Such inspections are not to take the place of the daily inspection of school buses by the school bus operators, the periodic inspection by the County school bus maintenance personnel or the annual inspection of all motor vehicles required by the Commissioner of Motor Vehicles. These inspections shall be scheduled at such times and places that shall best protect the safety and welfare of transported students.

Preventative maintenance shall be performed on all school buses every two months during the school year, and a maintenance schedule for each school bus shall be posted in the service center. Maintenance records for buses shall be current and made available at the center.

Pre-trip Inspection:

In addition to the regular inspections, noted above, bus drivers shall conduct regular mandatory pre-trip, daily inspections of the bus. Prior to the morning and afternoon trips the bus operators shall inspect their buses utilizing the Pre-Trip Inspection Checklist that may be found in Appendix 12 of the Bus/Fleet Management Program section of the Safety Manual.

Weekly Inspection:

- ❖ Check the windshield washer fluid;
- ❖ Check the condition of, and be sure that a clean and well organized glove compartment is being maintained;
- ❖ Check level of liquid in battery and condition of battery terminals.

End of Trip Inspections:

- ❖ Check for damage to seats, children sleeping;
- ❖ Check outside of bus for visual damage;
- ❖ Refuel buses when needed at end of morning run; and
- ❖ Close all windows and doors.

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R 12-9-3 School Bus Radios

A communication system is installed that permits school bus operators, maintenance and transportation personnel, and central office personnel to maintain contact while performing duty assignments. The system, which is regulated by the FCC, is for school use only and under guidelines developed by the Director of Transportation. Those individuals receiving units to use are expected to maintain the units in a safe manner.

R 12-9-4 Cellular Telephones

The use of cellular phones or other portable electronic devices – even those equipped with hands-free devices – while driving is prohibited. The use of cellular phones while supervising the loading and unloading of students is prohibited. If communication with the Transportation Department is necessary, the bus must be stopped.

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R 12-9-5 Limits on the Idling of School Buses

- ❖ In normal weather a school bus driver may not idle the bus while waiting for or loading students. Windows on the bus are to be closed until the bus leaves the school zone.
- ❖ Buses will be allowed to idle when the temperature is 40 degrees Fahrenheit or colder, when the driving windows need to be defrosted, when the safety comfort of the students is in question, or when emergency dictates.
- ❖ School bus operators are prohibited from idling the buses for more than 10 minutes unless defrosting of windows is needed. In this case idling shall be limited to thirty minutes.

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Adopted: November 28, 1983
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