

ADMINISTRATIVE REGULATION

No. 809(d)

Board of Trustees

Douglas County School District

OPERATIONS

NON-BUS STUDENT TRANSPORTATION REGULATION

District employees transporting students in vehicles other than school buses must be approved by the Vehicle Maintenance Supervisor. Drivers will be put on a master list if they meet the criteria for transporting students in non-bus vehicles and agree to observe the regulations as outlined below:

1. A satisfactory driving record (evidenced by a yearly state DMV printout) and a valid Nevada/California Drivers License. Restrictions noted on an individual's operators license will be considered when approving drivers under this regulation. Newly hired employees must provide a driving record covering the previous three years. All records will be kept confidential.
2. Must be at least 21 years of age, unless employed by the District and assigned to a specific student as a requirement of the position. Only transportation within the District will be allowed for drivers under the age of 21.
3. Drivers may not participate in the program if they have:
 - a. One serious violation (such as reckless or drunk driving) in the last three years.
 - b. Two or more at-fault accidents in the last three years.
 - c. Three or more moving violations in the last three years.
 - d. Continued disregard for policies under the Non-Bus Student Transportation Program.

Confidential warning letters will be sent to individuals when the annual review of their driving records indicates they may reach the limits established above. No warning letter is required to terminate driving privilege if the limits have been reached.

4. Each vehicle will have an established capacity, which is determined by the manufacturer, and must not be exceeded.
5. Any trip over 150 miles involving 8 or more persons may be required to take a school bus in lieu of vans.

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6. A driver may not be on duty more than 15 hours in a 24-hour period. Of this time, the driver may not exceed 10 hours of actual driving time. The time spent operating, loading, unloading, repairing, servicing the vehicle, and waiting for passengers must be included in determining the 15-hour period. After 10 hours of operating a vehicle, the driver must rest for 10 hours before he/she again operates a vehicle for transportation purposes. If on-duty and driving time will exceed these limits, alternate drivers must be obtained and included in the trip request.
7. Transportation shall be in District-owned vehicles except in case of emergencies.
8. Non-bus transportation use will be documented by submitting a Trip Request form. These forms will be kept on file at the Vehicle Maintenance Department.

The Vehicle Maintenance Supervisor or his designee must approve, in writing, any exceptions to the above Regulation.

See Policy related to this Administrative Regulation
See also: Administrative Regulations 809, 809(a), 809(b), 809(c)

09/2000