

## **ICB: Bus Driver Responsibilities**

The Divide County School District #1 bus drivers shall maintain the assigned bus in a prudent and responsible manner. These responsibilities include, but are not limited to, the safe passage of students to and from school.

To maintain the bus, each driver is to arrange for repairs of the designated unit. This is completed by scheduling with the proper service agency or the district bus mechanic for repairs or service. Tires, batteries, supplies, and first aid kits shall be requested when needed based upon usual and customary wear and life expectancy.

The driver shall assist in proper route planning for greatest efficiency and acceptable time tables. The route should consider road conditions, distance, bus capacity and weather. Students are expected to board the bus immediately, however, the driver shall allow up to 4 minutes for students to load at each stop unless students are known not to be riding that day.

Servicing, repairs, fluid use, and oil use should be documented. Preventive maintenance should be practiced by all drivers. The driver shall schedule a monthly bus inspection with the district bus mechanic at a convenient time. This would include cleanliness, apparatus operations, and daily routine operations.

The regular route driver is expected to operate the bus on a regular basis. A regular basis is defined as more than 70% of the time. The substitute driver should be used sparingly.

Regular drivers, substitute drivers, and activity trip drivers shall attend all meetings and workshops scheduled by the administration, county superintendent and highway patrol.

All bus drivers shall possess the appropriate physical card, driver's license and/or endorsements required by law and shall be subject to alcohol and drug testing as required by law.

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Legal Ref:	NDCC 15.1-30-08	Transportation of students
	NDCC 15.1-30-06	Vehicular transportation- Bids, contracts, bonds
	NDCC 15.1-30-08	Contents of vehicular transportation contract- Restrictions
	NDCC 15.1-30-08	Arbitration of disagreement as to compensation on Change of route

**Divide County  
School District**

**POLICY ADOPTED: 09/14/2010  
POLICY REAFFIRMED:  
POLICY AMENDED: 09/12/2006**