

**STUDENT TRANSPORTATION EMPLOYEE REQUIREMENTS,
TRAINING AND RESPONSIBILITIES**

Part A – School Bus Drivers

The school bus driver is responsible for safeguarding the lives of children in performance of his/her duty. The work requires physical strength, mental poise, the ability to cope effectively with emergencies, excellent driving skills and an ability to relate positively with students.

All school bus drivers must hold a valid school bus operator license endorsement issued by the Maine Secretary of State. All drivers are required to participate in any in-service training provided by the Windham School Department.

A. Annual Medical Examination

All drivers operating a vehicle designed to carry 10 or more passengers must undergo an annual physical examination as required by the Uniform School Bus Standards and submit the completed School Bus Driver Physical Examination Form to the Superintendent/designee. Physical examinations shall be conducted by a physician selected by the School Department and paid for by the School Department.

Annual examinations must be completed during the month preceding the start of the school year for regular drivers. New and substitute bus drivers must complete the examination before beginning their driving duties.

B. Drug and Alcohol Testing

School bus drivers will participate in drug and alcohol testing as required by applicable federal and state laws.

C. Annual Motor Vehicle Records Check

Each school bus driver operating a vehicle carrying 10 or more passengers shall undergo an annual state motor vehicle records check.

Part B – Other Employees with Student Driving Responsibilities

The Superintendent/designee is directed to obtain annual motor vehicle records checks for any school employee who transports students as part of their regular duties.

Legal References: 49 CFR Parts 40 and 382
26 MRSA §§ 681(8)(B); 685(2); 689
Uniform School Bus Standards, 081.6

Cross-Reference: EEAEAA – Drug and Alcohol Testing of Bus Drivers
EEAEAA-R – Drug and Alcohol Testing of Bus Drivers – Administrative Procedure

First Reading: _____

Second Reading/Adopted: _____
(replaces policy EEACA)