

Chapter 3301-83 Pupil Transportation

3301-83-06 Personnel qualifications.

(A) The transportation director/supervisor

All school bus owners may designate a transportation director/supervisor. If designated, the director/supervisor shall ~~(A) The transportation director/supervisor~~

~~The pupil transportation director/supervisor shall have an understanding of~~ understand the educational process and the role of transportation in this process.

Qualifications shall include:

- (1) A satisfactory driving record as verified through checks made by the employing agency.
- (2) A satisfactory work history as verified through professional references.
- (3) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code.
- (4) Post-high school education or work experience in education, business administration, management or transportation as determined by the school bus owner.
- (5) The ability to work with a broad range of individuals and organizations.
- (6) The ability to manage personnel and resources to achieve a desired objective.
- (7) Completion of Annual participation in a minimum of four hours of inservice training related to school transportation., in school transportation-related training.
- (8) Completion of the classroom portion of the Ohio preservice driver training program at least once every six years pursuant to paragraph (A)(2) of rule 3301-83-10 of the Administrative Code.

Newly assigned administrators shall complete the classroom portion of the Ohio preservice driver training program within one year of their appointment to the position. ~~and are encouraged to obtain training or assistance from another knowledgeable source within thirty days of their appointment.~~

(B) The school bus driver

The school bus driver shall have an understanding of the role of pupil transportation in the educational program and meet all the physical, mental and moral requirements established by federal rule, state laws and this chapter of the Administrative Code.

Qualifications shall include:

- (1) Be at least twenty-one years of age with a minimum of two years driving experience.

(2) Being physically qualified pursuant to the requirements listed in rule 3301-83-07 of the Administrative Code.

(3) Completion of semi-annual driver record checks through the ~~Ohio~~ department ~~of education~~ for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:

(a) More than six points during the past two years;

(b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past ~~six~~-ten years;

(c) Two (or more) serious traffic violations, as defined in divisions ~~(D)(D)(1) to (D)(D)(7)-(II)~~ of section 4506.01 of the Revised Code, during the past two years; or

(d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.

(e) Nothing in paragraph (B) of this rule shall limit any district or employer from adopting more stringent qualifications.

(4) Being licensed as a school bus operator, and have proof of insurability by the employer's insurer.

(5) Holding school bus driver certification by a city or exempted village superintendent, a community school superintendent, ~~or by~~ a county educational service center, or county board of developmental disabilities, head start program administrator, or non-public administrator.

(6) ~~Completing Completion of~~ pre-service and inservice training as prescribed in rule 3301-83-10 of the Administrative Code.

(7) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.

(8) Ability to cope with stressful situations.

(9) Possessing or upgrading skills through formal and/or in-service training.

(10) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver recertification pursuant to rule 3301-83-10 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(11) A negative pre-employment drug test.

(12) Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382 (~~May 12, 2016 January 2007~~). Individuals who refuse to participate in testing are disqualified from operating a school bus.

(C) Maintenance personnel

Personnel employed for vehicle maintenance duties shall be qualified to perform quality preventive and regular maintenance programs and shall understand the relationship of vehicle maintenance to a safe pupil transportation program.

Qualifications as determined by the employer shall include:

- (1) Work history;
- (2) Education and annual in-service training;
- (3) ~~Inservice attendance~~ Vehicle licensure appropriate for the vehicle types maintained;
- (4) Testing;
- (5) On-the-job performance evaluations.
- (6) Individuals who may be required to operate a school bus with pupils on board shall meet all requirements for a school bus driver as listed in paragraph (B) of this rule.

(D) Bus aides

Qualifications shall include:

- (1) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
- (2) Ability to cope with stressful situations as related to preschool and special needs children.
- (3) Possessing or upgrading skills through formal and/or inservice training related to transportation of preschool and special needs children.
- (4) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years and the standard for evaluation of this report shall be as provided for in rule 3301-20-01 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.
- (5) A negative pre-employment drug test.

(E) On-the-bus instructors

Qualifications shall include:

- (1) Meeting the requirements of rule 3301-83-10 of the Administrative Code inclusive, relating to on-the-bus instructor training.
- (2) Meeting all the requirements of school bus driver as listed in paragraph (B) of this rule.
- (3) Skills necessary to plan and organize instruction.

(4) Ability to communicate effectively.

(5) Capability of coordinating instruction for pre-school and special needs transportation.

(6) Be currently employed in a role that includes school bus driving duties and be listed as an active driver by the ~~Ohio department of education~~.

(7) Shall pass a driving and pre-trip skills evaluation at least once every six years with a state pre-service instructor.

(8) Shall be sponsored by a school transportation provider or preservice instructor.

(F) Drivers of vehicles other than school buses utilized for pupil transportation.

Qualifications shall include:

(1) Be at least twenty-one years of age with a minimum of two years driving experience.

(2) Completion of semi-annual driver record checks through the ~~Ohio department of education~~ for which records shall be maintained by the employer and/or school district for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:

(a) More than six points during the past two years;

(b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past ~~six~~-ten years;

(c) Two (or more) serious traffic violations, as defined in divisions ~~(D)(D)(1) to (D)(D)(7)~~ (II) of section 4506.01 of the Revised Code, during the past two years; or

(d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.

(e) Nothing in this rule shall limit any district or employer from adopting more stringent qualifications.

(3) Holding a valid driver's license.

(4) Proof of financial responsibility or insured by the school transportation provider.

(5) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule 3301-83-10 of the Revised Code and the standard for evaluation of this report shall be as provided for in rule 3301-83-23 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(6) Must be physically qualified as determined by rule 3301-83-07 of the Administrative Code.

(7) ~~Complete~~Must complete preservice training requirements as follows:

(a) A four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the pupil transportation office of the ~~Ohio department of education~~.

(b) A driving performance evaluation and review by a certified on-the-bus- instructor, or by an individual assigned by the employer.

(c) Submit evidence of training to the ~~Ohio department of education~~.

(d) Have a certificate of acknowledgement of van driver training as issued by the ~~Ohio department of education~~.

(e) A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.

(8) ~~Complete-~~Two hours of annual inservice training as approved by the school district transportation department.

~~_(9) The certificate of any person who has not completed the required annual inservice shall be revoked. That person must then successfully complete all of the certification requirements as listed in this rule.~~

~~(10)-9) Holding an annual driver certification issued by the owner of the vehicle.~~

Effective: 07/01/2012

R.C. [119.032](#) review dates: 02/08/2012 and 07/01/2017

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#), [4511.76](#)

Rule Amplifies: [3327.10](#), [4511.76](#)

Prior Effective Dates: 10/22/84, 7/1/91, 10/5/98, 11/13/01, 2/25/2007, 8/1/07, 5/23/2008

3301-83-07 School transportation driver physical qualifications rule.

(A) A person who meets the physical qualifications set forth in this rule as certified by a proper medical authority may be authorized to operate a school bus, as defined by division (F) of section 4511.01 of the Revised Code or a vehicle other than a school bus as defined in school van as defined in paragraph (C) of rule 3301-83-19 of the Administrative Code, for the purpose of transporting pupils.

(B) ~~One or more of the following will be appointed~~ Annually, one or more of the individuals set forth in division (B) of section 3327.10 of the Revised Code shall be appointed by all school bus owners to conduct the physical examinations in compliance with this rule:

~~(1) A person licensed under Chapter 4731. of the Revised Code or by another state to practice medicine and surgery or osteopathic medicine and surgery;~~

~~(2) Physician assistant;~~

~~(3) Certified nurse practitioner;~~

~~(4) Clinical nurse specialist; or~~

~~(5) Certified nurse midwife.~~

(C) Physical examination time schedule

(1) School bus driver medical examinations ~~will~~ shall be scheduled after the first day of May first and the completed physical shall be valid for the upcoming school year. A completed physical and T-8 form must be on file in accordance with procedures established by the department and must be accomplished before drivers will be qualified to operate a school bus or other pupil transportation vehicle described in 3301- 83-19 of the Administrative Code. with passengers on board for the next school year. The T-8 physical is valid so long as it has been completed by one of the licensed persons identified in division (B) of section 3327.10 of the Revised Code.

(2) Persons employed as new drivers before January first must meet the physical qualifications as defined in paragraph (E) of this rule prior to operating a school bus or other pupil transportation vehicle described in 3301-83-19 of the Administrative Code with passengers on board and be re-examined if re-employed as a school bus driver for the next school year.

(3) Persons employed as new drivers on or after January first must be examined prior to operating a school bus or other pupil transportation vehicle described in 3301-83-19 of the Administrative Code with passengers on board and the examination will remain valid throughout the following school year. Re-examination will be required if the driver is to be employed as a school bus driver for the second complete school year.

(D) A person may be certified by the appointed examiner as physically qualified to operate a school bus if the person:

(1) Has no loss of a foot, a leg, a hand, fingers, or an arm. Upon request to the department ~~of education~~, a driver applicant missing a foot, leg, fingers, hand, or arm, may request a performance evaluation to be conducted by the Ohio pre-service program instructor(s) to determine the person's ability to control and safely operate a school bus and satisfactorily

perform other related duties. Individuals who are granted a missing limb waiver shall be re-evaluated prior to applying for renewal of a T-9 certificate;

(2) Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation which is likely to interfere with a person's ability to control and safely operate a school bus. Upon request made to the ~~Ohio department of education~~, a driver applicant missing a foot, leg, fingers, hand, or arm, may request a performance evaluation to be conducted by the Ohio pre-service program instructor(s) to determine the applicant's ability to control and safely operate a school bus and satisfactorily perform other related duties. Individuals who are granted a missing limb waiver shall be re-evaluated prior to applying for renewal of a T-9 certificate;

(3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control. Drivers who are insulin dependent shall be failed on this item, and shall be required to obtain a waiver from the ~~Ohio department of education~~ pursuant to paragraph (F) of this rule;

(4) Annual urinalysis screening for glucose is required. If glucosuria is detected, a statement regarding the potential condition of diabetes mellitus and any required treatment is to be attached;

(5) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure. A person with a history of cardiovascular surgery or abnormality shall be given a more stringent examination (example: stress testing, holter monitoring, angiography or other examinations) to determine whether or not the surgery or abnormality is likely to impair a person's ability to control, inspect, and safely operate a school bus. If it is determined that the surgery or abnormality is not likely to impair the ability, the examining physician will provide certification to that effect with the examination report;

(6) Has no history of transient ischemic attack (TIA), carotid insufficiency, cerebral vascular accidents (stroke) or other vascular abnormalities which are unstable or uncontrolled and/or likely to interfere with a person's ability to control and safely operate a school bus;

(7) Has no established medical history or clinical diagnosis of respiratory dysfunction likely to interfere with a person's ability to control and safely operate a school bus;

(8) Has blood pressure not higher than 160/90 mmHg. If the blood pressure is greater than 160/90 mmHg, a medical certificate must be attached referencing the hypertension. Said medical certificate must establish the nature of the treatment, that the blood pressure is now controlled at or below 160/90 mmHg, with treatment documented, and that the hypertension and treatment are not likely to interfere with a person's ability to control and safely operate a school bus. If initial blood pressure systolic is 161-180 and/or diastolic is 91-104, a non-renewable temporary certificate may be issued for up to ninety days pending control of blood pressure at or below 160/90 mmHg. In all cases where blood pressure is initially greater than 160/90 mmHg, a six month follow-up certificate must be furnished by the drivers treating physician stating the blood pressure remains at or below 160/90 mmHg and under good control;

(9) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, or neuromuscular, disease which is likely to interfere with a person's ability to control and safely operate a school bus;

(10) Has no established medical history or clinical diagnosis of epilepsy or any other seizure disorder and has no other condition which is likely to cause loss of consciousness or any loss of a person's ability to control and safely operate a school bus;

(11) Has no mental, emotional, nervous, organic, or functional disease or psychiatric disorder which is likely to interfere with a person's ability to control and safely operate a school bus;

(12) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least seventy degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber. Persons may use corrective lenses to attain these standards;

(13) Screening audiometer test does not indicate an average hearing loss in the better ear greater than forty decibels at five hundred Hz, one thousand Hz, and two thousand Hz with or without a hearing aid when the audiometric device is calibrated to "American National Standard" (formerly ASA standard) Z 24.5. (Hearing in at least one ear must meet the preceding criteria);

(14) Has no current clinical evidence or clinical record of use of illegal substances and has no current clinical evidence or clinical record of use of legally prescribed medication which is likely to interfere with a person's ability to control and safely operate a school bus;

(15) Has no recent history of alcohol abuse and has no current clinical diagnosis of alcoholism;

(16) Has no neurologic deficit that would impair a person's ability to control and safely operate a school bus;

(17) Does not show clinical evidence of active pulmonary tuberculosis or other communicable diseases; and

(18) Has speech and other communication -capabilities to give clear and understandable directions or commands.

(E) Administration

(1) School bus drivers who have experienced a prolonged period of absence due to illness or injury or who have a significant change in their state of health may be required by the school bus owner to be re-examined in accordance with this rule.

(2) Currently employed school bus drivers disqualified by the appointed examining physician shall be notified by the school bus owner within fifteen days following receipt of the examination report. Currently employed school bus drivers desiring to appeal a disqualification shall file the appeal in writing within fifteen days with the school bus owner.

(3) Upon receipt of an appeal, the school bus owner shall arrange for a medical re-examination. The re-examination may be conducted by a public health board or private physician. The re-examining physician shall not be the physician administering the original examination.

(4) All re-examinations shall be based on the school bus driver physical qualifications rule and shall be final.

(5) Physical qualification examination reports shall contain a release authorization to be signed by the examinee for purposes of evaluation by constituted authorities.

(6) Costs for examinations required to the extent of compliance with this rule shall be the responsibility of the school bus owner.

(7) Physical examination reports for persons certified by the examining physicians as meeting this rule shall be retained for a period of six years by the school bus owner. The employing school bus owner shall file the appropriate copy of the examination report with the department of ~~education~~ within thirty days following the examination.

(F) Insulin Dependent Waivers

The ~~Ohio Department of Education~~ may grant waivers to insulin using individuals under the following conditions:

(1) The individual has not had a previously issued insulin waiver revoked or lapsed;

(2) The individual completes an insulin dependent waiver packet and submits the packet to the ~~Ohio department's~~ s of education's pupil transportation office;

(3) The individual has passed all other requirements of the Ohio school transportation vehicle physical;

(4) The individual possesses a currently valid operator's driver license;

The individual has had a driving record for a three-year period immediately preceding the date of application that (a) Contains no suspensions or revocations of their licenses for the operation of any motor vehicle, including their personal vehicle, except for suspensions or revocations due to nonpayment of fines;

(b) Contains no involvement in a reportable accident in any vehicle with an associated citation for a moving traffic violation; and

(c) Contains no involvement in more than one serious traffic violation in any vehicle as defined in divisions ~~(D)(D)(1) to (D)(D)(7)II~~ of section [4506.01](#) of the Revised Code.

(5) Medical requirements for application

(a) The individual has provided a licensed endocrinologist with a complete medical history including, but not limited to, the date insulin use began, all hospitalization reports, consultation notes for diagnostic examinations, special studies pertaining to the diabetes, all follow-up reports, and reports of any hypoglycemic insulin reactions within the last three years;

(b) The individual has been examined by a licensed endocrinologist and a complete medical evaluation concerning their medical history and current status has been made, including, at a minimum, the following:

(i) Fasting blood studies (glucose, glycosylated hemoglobin/HB A1c, including lab reference range) and urinalysis performed during the last six months; and

(ii) A detailed report of insulin dosages and types, diet utilized for control, and any significant factors such as smoking, alcohol use, and other medications or drugs taken.

(c) The individual submits a signed statement prepared by the examining endocrinologist whose license status is indicated. The signed statement shall include separate declarations indicating the following medical determinations:

(i) That the endocrinologist is familiar with the applicant's medical history for the past three years either through actual treatment over that time or through consultation with a physician who has treated the applicant during that time;

(ii) That the applicant has been using insulin to control his/her diabetes on the date of the application;

(iii) That the applicant does not have severe hypoglycemia or episodes of altered consciousness requiring the assistance of another person to regain control;

(iv) The applicant does not have hypoglycemia unawareness or the inability to recognize the early symptoms of hypoglycemia such as sweating, anxiety, forceful heartbeat, and light-headedness;

(v) That, within the past three years, the applicant has not had a hypoglycemic reaction at any time that resulted in any change in mental status that would have been, in the endocrinologist's opinion, detrimental to safe driving;

(vi) That the applicant's diabetic condition will not adversely affect his/her ability to operate a school bus or a school van;

(vii) That the applicant has been educated in diabetes and its management, thoroughly informed of and understands the procedures that must be followed to monitor and manage his/her diabetes, and what procedures should be followed if complications arise; and

(viii) That the applicant has the ability and has demonstrated willingness to properly monitor and manage his/her diabetes.

(d) The individual submits a separate statement from an examining ophthalmologist that the applicant has been examined and that the applicant does not have unstable proliferative diabetic retinopathy or unstable advancing disease of blood vessels in the retina and has stable visual acuity of at least 20/40 (Snellen) in each eye separately, with or without corrective lenses.

(6) Requirements of driver to maintain a valid waiver.

Special conditions that shall be met for any waiver issued to an insulin-using diabetic driver to remain valid. Each driver shall comply with the following requirements:

(a) Carry, use, and record, in a log, the readings from a portable self-monitoring blood glucose device (SMBG) that is equipped with a computerized memory. Blood glucose monitoring shall be performed one hour prior to and approximately every four hours while on duty. Paper tapes generated by SMBG's having a printing capability may be used in lieu of a log prepared by the waived driver. Log records of blood glucose values shall be made available to any authorized enforcement official upon request;

- (b) Carry, upon their person, and use, as necessary, a source of rapidly absorbable glucose;
- (c) Carry insulin and the equipment/materials necessary for administering the medication;
- (d) Report, in writing, any citation for a moving violation involving the operation of any vehicle, including personal vehicles, to the employer and ~~Ohio-the~~ department ~~of education~~ no later than fifteen days following the issuance of such citation. A photostatic copy of the citation issued shall accompany the written report;
- (e) Report, in writing, the judicial or administrative disposition of any citation for a moving violation involving the operation of any vehicle, including personal vehicles, to the employer and ~~the Ohio~~-department ~~of education~~ no later than fifteen days following the notice of disposition;
- (f) Report, in writing, ~~involvement in any~~ involvement in an accident whatsoever, regardless of whether the driver was cited, while operating any vehicle, including personal vehicles, to the employer and ~~Ohio-the~~ department ~~of education~~ no later than fifteen days following the accident, and include in that report, any state, insurance company, and/or motor carrier accident reports;
- (g) Report, in writing, any change of residence, address, or telephone number to the ~~Ohio~~ department ~~of education~~ no later than fifteen days after such change;
- (h) Report, in writing, any change of employer, including name, address, and telephone number, or type of vehicle operated to the ~~Ohio~~-department ~~of education~~ no later than fifteen days after such change;
- (i) Submit any medical information derived from medical assistance or treatment arising from any accident involvement to the ~~Ohio~~-department ~~of education~~ no later than fifteen days following the accident. A copy of the attending medical specialist~~s~~ and laboratory reports shall also meet the reporting requirement;
- (j) Submit log records of blood glucose values for a twenty-four hour period immediately prior to any accident involvement to the ~~Ohio~~-department ~~of education~~ no later than fifteen days following the accident;
- (k) Submit a signed statement from the licensed endocrinologist who conducted the initial medical evaluation to the ~~Ohio~~-department ~~of education~~ no later than fifteen days before each six-month anniversary of the waiver issuance date, that the driver has been examined and that any diabetic condition is currently stable and under control. This semiannual examination shall be conducted within the six-week period immediately preceding each six-month anniversary of the waiver issuance date. Log records of blood glucose values for the preceding three months shall be made available to the examining endocrinologist at the time of the required examination;
- (l) Waived drivers who use a medical specialist, other than the specialist who conducted the initial medical evaluation, shall be re-examined by an endocrinologist, using the criteria and procedures established for the pre-qualification examination, and submit a signed statement from that licensed endocrinologist;
- (m) Submit a signed statement from an ophthalmologist to the ~~Ohio~~-department ~~of education~~ no later than fifteen days before each anniversary of the waiver issuance date that the driver has been examined and does not have unstable proliferative diabetic retinopathy, and that the driver continues to have stable visual acuity of at least 20/40 (Snellen) in each eye, corrected or

uncorrected. This annual examination shall be conducted within the six-week period immediately preceding the anniversary of the waiver issuance date.

(7) All documentation described in paragraph (F)(5) of this rule shall be mailed to the ~~Ohio~~ department's ~~of education's~~ pupil transportation office, 25 South Front Street, Columbus, Ohio 43215-4183. Failure to timely submit reports may be cause for waiver revocation.

(8) Any individual ~~school bus~~ driver operating a school bus or other pupil transportation vehicle described in 3301-89-19 of the Administrative Code granted a waiver pursuant to this rule shall remain subject to the provisions of section [3327.10](#) of the Revised Code, including the reporting requirements specified in division (D) of section [3327.10](#) of the Revised Code.

(9) Applicants for a waiver from the insulin-using diabetes mellitus qualification requirement shall be required to submit applications on plain paper and include all supporting documents and the information as set forth in paragraph (F)(9) of this rule. Each information item shall contain a complete and appropriate answer, or, if an item is not applicable, marked with "none."

(a) Vital statistics

(i) Name of applicant (first name, middle initial, last name);

(ii) Address (street number and name);

(iii) City, state, and zip code;

(iv) Telephone number (including area code);

(v) Sex (male or female);

(vi) Date of birth (month, day, and year);

(vii) Age;

(viii) State driver's license number and a list of all licenses held during the three-year period immediately preceding the date of application to operate a school transportation vehicle;

(ix) Issuing state;

(x) Driver's license expiration date;

(xi) Driver's license classification; and

(xii) Employer's or prospective employer's name, address, and telephone number.

(b) Experience

(i) Number of years and approximate miles driving school buses;

(ii) Approximate number of years and miles driving a CMV other than a school bus; and

(iii) Number of years driving vehicles other than a CMV or school bus.

(c) Experience factor

(i) Unless the ~~Ohio~~ department ~~of education~~ is satisfied otherwise, a driver must have accumulated at least three years experience operating a CMV on a regular basis and that experience must be recent enough to reflect the driver's capabilities; and

(ii) Additionally, to qualify for a waiver, a driver shall have a clean driving record as described in paragraph (F)(4)(a) of this rule for the three years immediately preceding the date of your application.

(d) Applications shall include supporting documents for the requirements set forth in this rule and any other documents deemed necessary by the ~~Ohio~~ department ~~of education~~.

(10) A waiver issued by the ~~Ohio~~ department ~~of education~~ is valid for three years from the date of issuance unless the waiver is revoked by the department for cause or based on a change in statute or rule.

(11) A waiver issued by the ~~Ohio~~ department ~~of education~~ may be revoked for failure to comply with any requirement included in this rule.

(12) All medical documentation submitted to the ~~Ohio~~ department ~~of education~~ as required by this rule may be reviewed by a panel of physicians appointed by the ~~Ohio~~ department ~~of education~~. This panel of physicians shall make a recommendation on whether a waiver should be issued based upon medical documentation.

(13) The ~~Ohio~~ department ~~of education~~ shall have final say on all waiver determinations.

Replaces: 3301-83-07

Effective: 07/01/2012

R.C. [119.032](#) review dates: 07/01/2017

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#), [3327.01](#), [4511.76](#)

Rule Amplifies: [3327.10](#), [3327.01](#), [4511.01](#)

Prior Effective Dates: 3/31/75, 8/1/80, 10/22/84, 10/11/85 (Emer.), 1/1/86, 4/1/88, 7/1/91, 3/4/94 (Emer.) 7/1/94, 10/5/98, 11/13/01, 8/1/07

3301-83-08 Pupil transportation management policies.

Pupil transportation management policies and procedures ~~should~~ shall be developed cooperatively by administrators and transportation personnel. Policies and procedures ~~shall~~ ~~not~~ be designed to ensure the safety and welfare of all school bus passengers and may include the following: ~~and shall include:~~

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency .
- (C) Pupil management and safety instruction policies shall include the following:
 - (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - (2) Pupils must wait in a location clear of traffic and away from the bus stops.
 - (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
 - (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
 - (5) Pupils must remain seated keeping aisles and exits clear.
 - (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - (7) Pupils must not use profane language.
 - (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 - (9) Pupils must not use tobacco or nicotine products on the bus.
 - (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
 - (11) Pupils must not throw or pass objects on, from or into the bus.
 - (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of rule 3301-83-20 of the Administrative Code).
 - (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
 - (14) Pupils must not put head or arms out of the bus windows.

(15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

(16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

(D) Suspension, expulsion or immediate removal from bus

(1) The superintendent or superintendent designees, or principals are authorized to suspend or remove pupils from school bus riding privileges.

(2) Immediate removal of a pupil from transportation is authorized. A pupil immediately removed from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with policies of the school bus owner.

(3) School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension or expulsion.

(4) Suspension or immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.

R.C. [119.032](#) review dates: 12/20/2011 and 12/20/2016

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#), [3327.01](#), [4511.76](#)

Rule Amplifies: [3327.01](#) and [4511.76](#)

Prior Effective Dates: 10/22/84, 9/1/90, 7/1/91, 10/5/98, 10/1/04, 3/25/2010

3301-83-11 School bus inspections.

(A) Ohio state highway patrol safety inspection The school bus owner, operator, lessee, or designee shall be responsible for presenting all school buses for the annual Ohio state highway patrol safety inspection and will be responsible for the pre-inspection, repair and preparation of each school bus.

(B) Daily inspection of the school bus It is the responsibility of each school bus driver to complete and document a daily pre-trip inspection of the school bus before transporting students. The school bus owner, operator, lessee, or designee may designate another qualified individual to complete and record portions of the stationary inspection in lieu of the school bus driver. It is the responsibility of the school bus owner to provide each driver with all inspection forms. ~~for reporting purposes, which include the following:~~

~~(1) Stationary inspection~~

~~(a) Pre-starting inspection:~~

~~(i) Observe the bus for evidence of oil, fuel, or coolant leaks and vandalism.~~

~~(ii) Raise the hood and check the safety latch or hinges, then check oil and water—check belts, hoses and wiring for frayed, cracked and/or deteriorated conditions.~~

~~(b) Walk-around inspection: Place the transmission in neutral and set the parking brake. Start the engine and check the following:~~

~~(i) Tires: underinflated, flat, excessive wear or damaged.~~

~~(ii) Wheels: loose or missing nuts, excessive corrosion, cracks or other damage, and sanders if installed, and splash guards.~~

~~(iii) Battery compartment.~~

~~(iv) Suspension system check for damage.~~

~~(v) Brake system secure—no damage.~~

~~(vi) Drive shaft secure—no damage.~~

~~(vii) Frame of bus—check for cracks.~~

~~(viii) Fuel tank secure—no leaks, and fuel cage secure—no damage.~~

~~(ix) Fluid leaks: evidence of oil on wheels and tires.~~

~~(x) All school bus windows should be clean.~~

~~(xi) All outside mirrors: clean, and mounted securely.~~

~~(xii) Warning systems: headlights, backup lights, clearance and marker lights, all signals and signs, reflectors, turn signals, stop lights and warning flashers clean and working properly.~~

~~(xiii) Exhaust system: check for sagging exhaust pipes, short and leaky tailpipes and defective mufflers.~~

~~(xiv) Exits: check service and emergency doors for ease of operation.~~

~~(xv) Check wheelchair lift operation, if installed.~~

~~(c) Inside safety check:~~

~~(i) Check driver's seat and seat belt adjustments.~~

~~(ii) With the engine running check or inspect the following instruments and controls:~~

~~(a) Air pressure gauge or hydraulic brake warning lights.~~

~~(b) Oil pressure gauge.~~

~~(c) Warning lights, if installed:~~

~~(i) Oil pressure warning light.~~

~~(ii) Service brake warning light.~~

~~(iii) Alternator/generator warning light.~~

~~(iv) Ampmeter and/or voltmeter.~~

~~(v) Water temperature gauge or warning light.~~

~~(d) Dome lights.~~

~~(e) Horn.~~

~~(f) Heaters, fans and defrosters.~~

~~(g) Mirrors properly adjusted and sunshade mounted and not broken.~~

~~(h) Wipers and washers.~~

~~(i) Indicator lights.~~

~~(i) Head light high beam.~~

~~(ii) Panel lights.~~

~~(iii) Left and right turn signal indicators.~~

~~(iv) Hazard indicators.~~

~~(v) Amber warning light.~~

~~(vi) Red warning light.~~

~~(vii) Red over-ride switch.~~

~~(viii) Strobe indicator light.~~

~~(j) Brake system for leaks~~

~~(i) Storage tanks—2 psi, one minute.~~

~~(ii) Service brake—3 psi, one minute.~~

~~(iii) Low air pressure light and buzzer—60 psi.~~

~~(iv) Emergency brake—20-40 psi.~~

~~(v) Hydraulic—pump three times hold five seconds.~~

~~(k) Check passenger seats, frames, emergency exits, windows, and adaptive equipment required for the transportation of pre-school and special needs students.~~

~~(l) Check emergency equipment: fusees, fuses, first-aid kit, fire extinguisher and emergency reflectors.~~

~~(2C)~~ Operation inspection A planned road pre-check when driving between storage and first pupil pickup enables the driver to evaluate the steering, suspension, clutch, transmission, driveline, engine and brakes. The following items shall be checked and, if found in need of repair, a written report shall be submitted to the school bus owner or designee:

~~(a1)~~ Parking brake: check by slowly engaging the drive train while the parking brake is on. (In air brake systems, the parking brake will remain applied if there is a partial or complete air pressure loss in the service brakes.)

~~(b2)~~ Transmission operation: an automatic transmission should not slip and a manual transmission should allow for easy and smooth gear changes throughout the entire shifting range.

~~(e3)~~ ~~Clutch~~ For vehicle equipped with a clutch: the clutch should engage easily and smoothly without jerking, slipping excessively or "chattering." A properly adjusted clutch should have some "free play" when the pedal is fully released.

~~(d4)~~ Service brakes: test at low speeds and bring the bus to a complete stop. The bus should stop in a straight line without skidding, swerving or pulling to one side.

~~(e5)~~ Engine: listen for unusual engine noises.

~~(f6)~~ Steering: check for any unusual handling characteristics.

(g7) Suspension: check for any unusual ride or handling characteristics.

(3D) Post trip check: At the conclusion of each route or trip, the driver ~~should~~shall ensure all passengers have left the bus by visually inspecting each seat position.

R.C. [119.032](#) review dates: 12/20/2011 and 12/20/2016

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#), [4511.76](#)

Rule Amplifies: [3301.07](#), [4511.76](#)

Prior Effective Dates: 10-22-84; 7-1-91; 10-5-98; 11-13-01; 10-1-04

3301-83-13 School bus routes and stops.

(A) Designation of school bus stops

It shall be the responsibility of the superintendent or designee to determine the location of all school bus stops which shall be approved annually by the districts' board of education. Authority to designate or relocate subsequent school bus stops may be delegated by the board of education to the superintendent or designee. Bus stops and a time schedule shall be adopted and put in force by the board not earlier than thirty days prior to and not later than ten days after the beginning of the school term.

(B) School bus stop location

Policies and procedures shall be developed by administrators and transportation personnel to ensure school bus stop locations are designated in safe locations and may include the following:

(1) Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.

(2) School bus stop locations shall provide for the maximum safety of pupils giving consideration to distance from residence, traffic volume, physical characteristics, visibility and weather conditions.

(3) School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by school bus owners.

(4) School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance. If the line of sight is less than five hundred feet in either direction, a request shall be submitted to the appropriate authority to install an approved "school bus stop ahead" sign at least five hundred feet in advance of the school bus stop.

(5) Each pupil shall be assigned and required to use a specific school bus stop except in unusual circumstances as approved by the school bus owner or designee.

(6) Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.

(7) The school bus driver shall use the established route and make stops only at points designated by the school vehicle owner or the administrator who is authorized to designate such stops. School districts and community schools offering pupil transportation shall have a documented routing plan in place for all established routes.

(8) The school bus driver shall operate the bus on the time schedule for the established route and shall wait for pupils if ahead of schedule.

(C) School bus stop procedures

All school districts and bus owners shall develop policies and procedures for d~~Drivers shall make~~ing school bus stops for purposes of loading or unloading pupils in accordance with section 4511.75 of the Revised Code and with procedures described in the Ohio preservice driver training manual. ~~(education.ohio.gov).~~ The following shall be included in those policies and procedures:

(1) ~~Student w~~Warning lights shall be activated approximately three-hundred feet prior to a stop whenever practical. A strobe light may be used if available and if conditions warrant.

(2) The bus shall be stopped near the right side of the paved or traveled portion of the roadway.

(3) The bus shall be stopped along the drive way entrance or along the curb when picking up or discharging passengers with special needs which require the use of special equipment.

(4) The parking brake shall be set at all stops whenever pupils are loading or unloading.

Operators of vehicles equipped with an approved brake interlock device are exempt from these requirements to set the parking brake

(5) The transmission shall be placed into the neutral gear for both manual and automatic transmissions.

(6) The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students are in the process of loading and unloading.

~~(D))-(B))~~v Each bus shall have a detailed route sheet on board which shall include the following:

(1) Direction to designated stops;

(2) Time schedule;

(3) Designated stop;

(4) Driver-designated place of safety;

(5) Number of riders at each stop location and residence side; and

(6) List identifying road hazards.

Effective: 07/01/2012

R.C. [119.032](#) review dates: 07/01/2017

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#), [4511.76](#)

Rule Amplifies: [3327.01](#), [3327.12](#), [4511.76](#)

Prior Effective Dates: 10/22/84, 7/1/91, 10/5/98, 11/13/01, 2/25/2007

3301-83-20 General rules.

(A) The use of alcohol, ~~tobacco,~~ nicotine products, and non-prescribed drugs is prohibited on the school bus.

~~(B) The driver shall use the established route and make stops only at points designated by the school bus owner or the administrator who is authorized to designate such stops. District shall have a routing plan in place and documented for all routine routes.~~

~~(C) The driver shall operate the bus on the approved time schedule and shall wait for pupils if ahead of schedule.~~

(~~BD~~) Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance identified as service animals as defined by 28 CFR part 35.104 & CFR part 36.10428 CFR 36. (May 16, 2016).

(~~CE~~) All buses shall be kept clean on the inside and on the outside. Front and rear windows, lights and mirrors should be clean and all markings clearly visible.

(~~DF~~) The following equipment may be installed in a school bus: broom, snow brush, ice scraper, and trash container. All equipment must be properly secured.

(~~EG~~) All buses shall be equipped with emergency assistance cards which list three telephone numbers to call. The cards shall provide space for describing the location of the school bus and the type of emergency.

(~~FH~~) The school bus driver shall use the seat belt whenever the school bus is in motion.

(~~G+~~) Identified route hazards shall be documented and provided to school bus drivers whose routes are affected. School bus drivers should report any such regular pedestrian or vehicular concerns as the following:

- (1) Construction sites;
- (2) Areas of poor visibility;
- (3) Restricted sight distances;
- (4) Railroad crossings.
- (5) Other route hazards as noted by the school bus driver.

(~~H+~~) Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. ~~however, t~~ The placement of such items in the rear of the bus shall not displace students. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

(~~LK~~) Maximum hours. The school bus driver shall operate the bus for not more than ten hours in any one ~~twenty-four hour~~twenty-four-hour period. Operation means on-road driving. Lay-over time does not count as operating time.

(~~JE~~) Fueling

- (1) Buses shall not be fueled while the engine is running.
- (2) Smoking shall not be permitted while fueling.
- (3) Buses shall not be fueled with pupils on board.

(~~KM~~) Except in cases of extreme-emergency, cellular telephones, including hands-free and wireless devices, or other portable communication devices shall not be used by the driver while the school bus is in motion or while the driver is supervising the loading or unloading of students.

(~~LN~~) Medically necessary oxygen for students may be transported provided it is properly secured. The oxygen must be housed in portable units less than fifteen pounds total weight each. Guidelines for transporting oxygen will be developed and administered by the ~~Ohio department of education~~.

(~~ME~~) Districts shall adopt engine idling time policies that minimize the amount of time diesel engines shall be left idling. Diesel engine idling in excess of five minutes in school loading zones shall not be permitted unless the operation of a wheelchair lift is required.

(N) All school districts providing transportation service to nonpublic, community or joint vocational schools must transport pupils to the nonpublic, community, or joint vocational school despite the adoption of an asynchronous school calendar and on days the school district is not in session unless weather or other safety-related conditions prohibit the safe transport of pupils to the nonpublic, community, or joint vocation school.

R.C. 119.032 review dates: 12/20/2011 and 12/20/2016

Promulgated Under: 119.03

Statutory Authority: 3301.07, 3327.01, 4511.76

Rule Amplifies: 3301.07, 3327.01, 4511.76

Prior Effective Dates: 9/1/70, 10/22/84, 7/1/91, 10/5/98, 10/1/04