

Transportation Supervisor Summer Checklist

Month	Done	Task	Notes
Year End	<input type="checkbox"/>	<u>Wrap up</u>	
	<input type="checkbox"/>	Finalize next year's routes	
	<input type="checkbox"/>	Update student database	
	<input type="checkbox"/>	Roll up students' grade levels	
	<input type="checkbox"/>	Verify students' school of attendance	
	<input type="checkbox"/>	Review POs closing dates	
	<input type="checkbox"/>	Open New POs to begin in July	
	<input type="checkbox"/>	Complete driver evaluations	
	<input type="checkbox"/>	Schedule driver T8 physicals	
	<input type="checkbox"/>	Perform the BMV driver history check and print it	
	<input type="checkbox"/>	Review bus driver in-service topics and remind drivers of date set for training	
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June	<input type="checkbox"/>	Connect with others in your network – that's why you have one	
	<input type="checkbox"/>	Ask how others how they recruit drivers and try a new technique BUT start doing something	
	<input type="checkbox"/>	Review your T9 certification renewal list and make sure drivers are scheduled for class	
	<input type="checkbox"/>	Perform the BMV driver history check and print it	
	<input type="checkbox"/>	Check your clearinghouse history check and submit queries of drivers you did last year at this time	
	<input type="checkbox"/>	Find a way to make time for you and your family	
	<input type="checkbox"/>	<u>Record ending bus miles</u>	
Mid-June	<input type="checkbox"/>	Start entering the T8 physicals – assist drivers who may need to be re-examined	
	<input type="checkbox"/>	Evaluate the past year's bus maintenance – how well did things work?	
	<input type="checkbox"/>	Perform your mechanics evaluation	
	<input type="checkbox"/>	Gather your fuel receipts to prepare the MVF 81 form for the Ohio fuel tax rebate, now 16.5 cents per gallon for gasoline and 25 cents per gallon for diesel fuel	
	<input type="checkbox"/>	Check for new students enrolling or returning from remote learning	
	<input type="checkbox"/>	Check with your bus vendor on when to expect the new buses arrival	
	<input type="checkbox"/>	If annual bus inspection is coming up, check with mechanics on their progress on the fleet's preparation	
	<input type="checkbox"/>	Look to close out POs	
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July	<input type="checkbox"/>	The T2 is now open – prepare the data; work with treasurer to complete	
	<input type="checkbox"/>	Review the worksheet	
	<input type="checkbox"/>	Final count of special education students and the number of days you were liable for transportation	
	<input type="checkbox"/>	Contact your treasurer for final funds expended	
	<input type="checkbox"/>	Evaluate the bus fleet and mileage to adjust routes to eliminate the highest cost buses from performing the most work	
	<input type="checkbox"/>	Adjust what routes the new buses will be on – always put your newest buses on the longest routes for fuel savings and traveling the most miles under warranty	
Mid-July	<input type="checkbox"/>	Connect with drivers who needed to be re-examined for the T8	
	<input type="checkbox"/>	Enter collected T8s	
	<input type="checkbox"/>	Check for new students enrolling or returning from remote learning	
	<input type="checkbox"/>	Make any route adjustments to be ready for bidding if your district practices this	
	<input type="checkbox"/>	Firm up the method you will employ for student training	
	<input type="checkbox"/>	Open T2 and begin to enter district data	
	<input type="checkbox"/>	Complete final details for drivers' in-service	
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August	<input type="checkbox"/>	<u>Complete final route adjustments</u>	
	<input type="checkbox"/>	Use district practice to notify bussing arrangements for pre school, kindergarten and students who moved or are new to the district	
	<input type="checkbox"/>	Verify drivers meet all areas of compliance for transporting students and prepare district-issued certificates for meeting the requirements in ORC 3327.10	
	<input type="checkbox"/>	Drivers should receive their morning and afternoon routes and make dry runs for timing schedules and become familiar with bus stops	
	<input type="checkbox"/>	Prepare a method of communicating with office staff and drivers for late bus requests FROM PARENTS or ATHLETIC or SPECIAL EDUCATION ASSIGNMENTS for transportation whether it's electronic or by hard copy. Make sure these details are not overlooked	
	<input type="checkbox"/>	<u>Plan to attend districtwide administration meetings</u>	
	<input type="checkbox"/>	<u>Present bus stops and times for BOE approval</u>	
	<input type="checkbox"/>	<u>Plan K-3 training within the first two weeks of school</u>	
	<input type="checkbox"/>	<u>Plan grades 4-12 training</u>	
	<input type="checkbox"/>	<u>Update emergency phone list</u>	
	<input type="checkbox"/>	<u>Bus assignment</u>	