

**LESSON PLAN**  
**2008-09 School Bus Driver Instructor's Inservice**

**TITLE OF LESSON: RECORDS COMPLIANCE**

**Objectives of Lesson: At the end of this lesson, the student will be able to:**

1. Describe the five items included in your documentation that is needed to certify that training has been completed.
2. Name four documents that you must have on file before a driver can obtain a temporary authorization.
3. Name two additional documents that are needed for the permanent authorization.
4. List the items which you must obtain yearly for driver's continuing compliance.
5. Identify other types of training and how they can be documented.
6. Explain the five types of drug testing.

**Equipment for Lesson:** none required

**Introduction:**

Training records are an important factor in our jobs. From the time our potential drivers apply—to the time they leave our employment, we are generating training records. These records are needed for federal and state requirements, development in safety and accident prevention, student management, and district needs. In this world of potential lawsuits, detailed training records are a necessity. Remember, if it's not documented, it did not happen.

**Presentation:**

As we discuss the many opportunities to generate training records, it is important to stay in contact with your Human Resource Department to know which records they require in their offices. For example, the payroll information, background check information, and drug and alcohol tests are not kept in the driver's training records.

**Application:**

Most of the application records will be handled by your Human Resource Department. 49 CFR 382.301 requires pre-employment drug screening before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Pre-employment drug screening is also required when employees transfer to a safety-sensitive (driver) position. 49 CFR 40.25 requires any employer that hires safety sensitive workers to request drug testing results from the previous Department of Transportation (DOT) regulated employers within the previous two years. All districts require a negative report to be on file before the applicant begins the driving portion of the training.

**New Abstract Requirement:**

All school districts are required to meet WAC 392-144-110 1(c):

*Verification that it has on file an original, current and complete school bus driver's abstract, including departmental actions, of the applicant's employment and non-employment driving record obtained from the department of licensing verifying compliance with all provisions of the chapter. The issue date of the abstract must be within sixty calendar days prior to the date the application is being submitted for authorization.*

Since the abstract is required to be received directly from DOL before the applicant can be authorized, it is important to request it at the beginning of training process.

**INITIAL TRAINING****Classroom Training:**

Each section of the state requirements and district procedures should be documented indicating which topics were covered and listing the hours spent on the topic. Have both the trainee and trainer sign the document to verify completion of the topics. Evaluations should be included to measure learning. Remember, the state does not specify a time requirement. It is performance based, which is the time that is needed for learning each skill.

Helpful hint: Develop your own form with all the requirements listed or print out a blank verification form from OSPI's website and have the trainee and trainer sign or initial it and date each section that was covered.

**BTW Training:**

Behind the wheel training should be documented with descriptive narratives of each trainee's progress. Each day's training should indicate the length of time spent and what areas were covered. Have both the trainee and trainer sign the document to verify completion of the BTW areas. Time spent in training is again based on successful learning of each skill.

**Temporary Authorization:**

Verification of training needs to be processed on the OSPI website. Chapter 392-144 WAC states that you must have verification of the following items:

1. Successful completion of the school bus driver training course.
2. Current and valid medical examiner's certificate.
3. Original, current and complete school bus driver's abstract directly from DOL obtained within sixty calendar days.
4. A disclosure statement in compliance with pre-employment inquiry regulations in WAC 162-12-140 disclosing any crimes against children or other persons and any serious behavioral problems.
5. Request of a criminal record check.

All drivers must be authorized before they may transport students.

Note: A temporary authorization is only needed if you need to wait for the results of the criminal record check or first aid qualification. If the driver has met all of these requirements, verify the above items and submit the application for permanent authorization.

**Permanent Authorization:**

Request for the Permanent Authorization is completed on OSPI's website. Verification must include the requirements for a temporary authorization and:

1. The results from the criminal record check are on file.
2. A valid First Aid Card.

WAC 392-144-120 1(c) requires an original school bus driver's abstract obtained directly from the DOL. If a request for temporary school bus driver authorization was not submitted, the issue date must be within sixty calendar days prior to the date of application of the school bus driver authorization.

**CONTINUING COMPLIANCE**

WAC 392-144-102 outlines the continuing requirements for authorized school bus drivers. You must have the following verifications on file:

1. Valid driver's license.
2. Documentation of annual school bus driver inservice course.
3. Current and valid First Aid Card.
4. Submit annually a disclosure of all crimes, civil actions, or disciplinary board final actions, or other convictions which may be grounds for denial under WAC 392-144-103.
5. Annual Physical Certification (SPI Form 642A).
6. Current and valid Medical Certificate.

#### WAC 392-144-160 (4) School District—Verification of Driver's continuing Compliance

(4) This report shall verify that a current and original school bus driver's abstract has been obtained from the department of licensing of each authorized school bus driver and the driving record is in compliance with WAC 392-144-103.

### **OTHER RECORDS**

There are many other opportunities when a document needs to be generated. Here are some examples:

- ✓ Receipt of Driver's Handbook
- ✓ Drug and Alcohol Policy
- ✓ Receipt of Bulling or Sexual Harassment policies and training
  - These can be as simple as a sheet stating that "I have received training in the Policy." Make sure you have their signature and date.
- ✓ Safety meeting
- ✓ Student management training
  - A copy of a written evaluation after a class with date and signature is a good way of documenting training classes.
- ✓ Accident retraining
- ✓ Injury retraining
- ✓ Check ride
  - Accident and injury retraining should review what went wrong and how they corrected the problem after practice. Check rides can outline both good and weak driving habits. These should be documented with descriptive narrative and signatures of both the driver and trainer.
- ✓ Good Job letters
- ✓ Drug screen results are kept in the Human Resource Department.
  - Federal Motor Carrier Safety Regulations Part 40 and Part 382 outline drug requirements. Types of testing include random, pre-employment, post-accident, reasonable suspicion and return to duty testing. **Random**

testing is done quarterly with names generated by your consortium. **Post-accident** testing is required when there is a fatality or when your driver receives a citation and a vehicle is towed or your driver receives a citation and anyone is transported by ambulance. **Reasonable Suspicion** testing can only be assigned by personnel who have been properly trained and follow protocol.

## **Summary:**

School bus transportation requires documentation throughout a driver's career. Initial training requires proof of training and driver's credentials. Continuing compliance requires annual verification of abstract, annual inservice, disclosure, and physical certification. A copy of a current and valid driver's license, first aid card, and medical certificate are needed. Other certification should include confirmation of training, receipt of training, and satisfactory performance of retraining, and check rides. Proper documentation can make a huge difference in a dispute or lawsuit. Remember, if it's not documented, it did not happen.

## **Evaluation:**

1. Describe the five items included in your documentation that is needed to certify that training has been completed.

**Topic, date, time, driver signature, and trainer signature**

2. Name four documents that you must have on file before a driver can obtain a temporary authorization.

**Successful completion of training, disclosure, abstract, and request of background check**

3. Name two additional documents that are needed for the permanent authorization.

**First aid card and results from the background check**

4. List the items which you must obtain yearly for driver's continuing compliance.

**Disclosure, abstract, physical certification, and annual inservice course**

5. Identify other types of training and how they can be documented.

**Receipt of policies, safety meetings, additional training, retraining, check rides, and good job letters**

6. Explain the five types of drug testing.

**Pre-Employment, Random, Post accident, Reasonable suspicion, and Return to duty**