

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Business/Non-Instructional Operations**

**3541.22**

**Bus Transportation – Safety/Operability Responsibilities**

**Bus Contractor**

Two weeks prior to school opening, the bus contractor will submit to the Superintendent of Schools written confirmation of:

**Equipment**

1. Buses assigned.
2. Inspection sticker affixed to every bus.
3. Inspection report which lists safety related equipment, certifies safety of bus, signed off by State MVD Inspector and contractor's inspector (three (3) copies for Administration and Board of Education, one (1) copy prominently displayed in bus; any equipment which is marginal will be so noted for specific follow-up date).
4. Agreement regarding unlisted bus temporarily pressed into Enfield service: One (1) day service – confirmation of bus safety will be orally communicated to Administration; excess of one (1) day service – by second day, safety documentation must be delivered to Administration.
5. The fact that 10% of Enfield buses will be subject to surprise inspection each month and that the contractor will be responsible for replacement transportation to assure uninterrupted service.
6. Preventive Maintenance Manual and Schedule for the buses used in Enfield. The manual will contain, as a minimum, a list of all items to be checked, the frequency of the checks, the acceptance/rejection criteria for each item to be checked, the action taken if an item is rejected, and forms for recording the above.
7. A schedule which shows which buses are to be in for preventive maintenance inspection each week. The contractor will maintain a record file for each bus containing the preventive and reactive maintenance report for that bus. These files will be subject to audit to insure their compliance with the Preventive Maintenance Manual.
8. The Administration will request the State Department of Motor Vehicles to review and comment as to the adequacy of the Preventive Maintenance Manual. The Administration will ask the Department of Motor Vehicles to audit the contractors maintenance records. If the Department of Motor Vehicles is unable to perform the audits, the Administration will perform the audits.

**Bus Transportation – Safety/Operability Responsibilities** (continued)**Operators**

1. Position descriptions' which emphasizes proven experience and responsibility as a driver and as a person who has worked effectively with young people.
2. Names of drivers assigned to Enfield buses.
3. Profile on each driver as related to Position Description.
4. Certification from each driver regarding profile, code of conduct, training, rules of operation, route awareness, and reporting responsibility\* for equipment operability.  
\*E.g., driver required to turn in a "condition of bus" report at end of each day, which is filed for review by Administration upon demand.
5. Agreement regarding substitutes: One (1) day service, confirm profile orally to the Administration. In excess of one (1) day service – by second day, documentation must be delivered to Administration.

**Administration**

The Superintendent of Schools will:

1. Within sixty (60) days of approval, present to the Board of Education an administrative regulation defining by specific title who is specifically responsible for, but not limited to, each of the following: safety, discipline, driver management, maintenance review, and scheduling.
2. Develop reporting procedures which encourage direct contact on a timely basis between the Administration and the Board of Education, the Administration and the parents/students, and the Administration and drivers.
3. Provide written reports to the Board of Education on all accidents or near misses within a week. (Information to be received from bus contractor, citizens and/or parents.)
4. Develop guidelines for School Principals, which provide for maximum responsiveness to concerns of drivers, parents, and students. Concerns, which relate specifically to bus safety must be documented by the Principal and relayed to the Administration. The authority and responsibility of the Principal and Administration regarding disposition of safety concerns should be clearly established by the Superintendent of Schools.
5. Include in Board calendar an agenda item on bus safety/operations prior to school opening, within one month thereafter, and at least one additional period as appropriate.

**Bus Transportation – Safety/Operability Responsibilities** (continued)

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions. (as amended by P.A. 12-81)

14-212 (8) Definitions - “Student transportation vehicle.” (as amended by PA 10-110)

14-212 (2) Definitions - “Carrier.”

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators.

14-276 to 14-279 re: school bus operators et. al.

PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

**Policy Adopted: December 12, 2018**