

**ADAMS COUNTY BOCES
SELF-INSURANCE POOL**

**PROCEDURE NO. 02-94
DATE: 12/02/94**

Subject: Transporting Students

Minimum Procedures – District Employees

Small vehicle operators are teachers, coaches, administrators and other district employees or representatives transporting school children in vehicles other than school buses. Each member district shall adopt and enforce procedures that meet or exceed the following requirements for drivers before transporting students.

- Posses a valid operator's licence.
- Be a minimum of 21 years of age.
- Annual Motor Vehicle Record (MVR) check. (Criteria for minimum qualification shall be determined by written district policy).
- Pre-service training program: At least: defensive driving, mountain driving, weather hazards, accident procedures, fueling, and service procedures.
- CDE small vehicle written test (annually).

Small vehicle permit cards shall be issued and signed annually by a district representative, indicating that these requirements are met.

Minimum Procedures – Private Vehicle Use

Each member district shall specifically approve, in writing, all student activity travel in a personal vehicle in advance of such travel. Such approval shall be based upon the following:

- Examination of a current Certificate of Insurance/or Proof of Insurance Card from an insurance company authorized to do business in Colorado, with AM Best Rating of A- or better, for minimum auto liability limits required by Colorado Law.
- Review of the vehicle operators driving record confirmed through a Motor Vehicle Record (MVR) check. (Criteria for minimum qualification shall be determined by the district).
- Examination of a current vehicle registration to verify that the Vehicle Identification Number (VIN) matches the VIN on the certificate or proof of insurance.

All passengers and the driver in private vehicles shall be transported in safety restraint systems appropriate to their weight and age.

Procedures for Transporting Preschool Children in School Buses

Preschool age children transported in school buses shall be secured in properly installed Child Safety Restraint Systems (CSRSs) that meet or exceed FMVSSs specifications for such systems. Each CSRS must be installed as instructed by the school bus manufacturer.

Written emergency procedures for evacuation and related training will be provided to school bus drivers and monitors. All school buses carrying children in CSRS shall carry safety belt cutters that are accessible only to the driver and any monitors. CSRS are not to be installed in school bus seats adjacent to emergency exits.

All personnel responsible for installing CSRSs and securing children in the seats are to be provided adequate training for the task.

School bus seats designated for CSRSs are to be located starting at the front of the bus.

Each district should establish a written policy to address who will provide a CSRS to be used on a school bus. Specific procedures should be established for loading and unloading children in CSRSs. It should be noted that some children might have special needs including medical fragility that must be addressed on an individual basis.

Transporting Students – Use of Vans

District vehicles that are used to transport students will conform to all federal and state motor vehicle safety standards. Student passengers will be properly restrained while riding in a motor vehicle.

Member school districts will not purchase, lease, rent, borrow or otherwise use vans with a capacity of greater than 10 including the driver to transport student passengers, unless such van meets all the specifications for school bus FMVSSs.