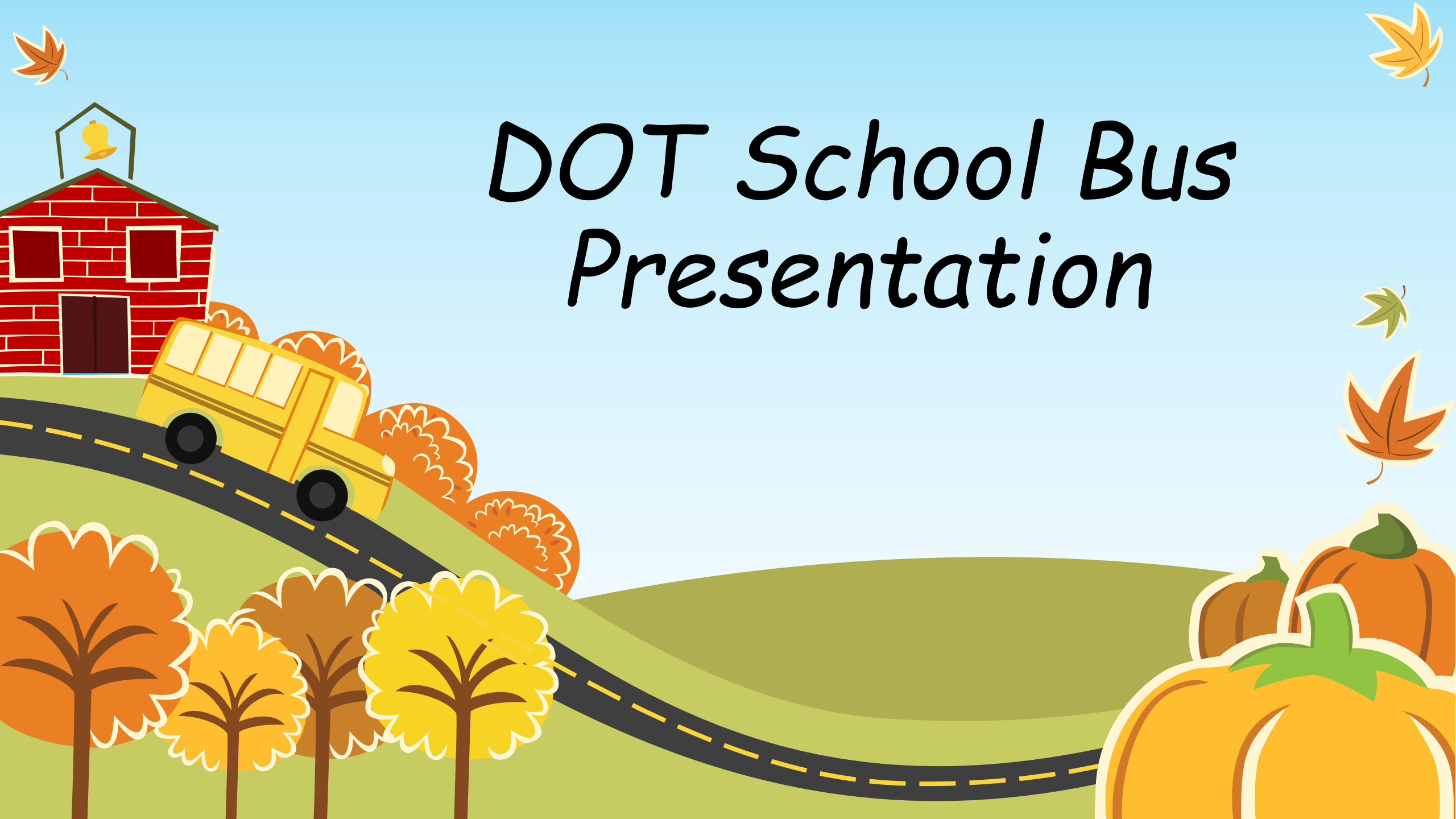






DOT School Bus Presentation







Why attend a DOT school bus presentation?

- To learn about the requirements for transporting school children to various school activities
 - To ensure compliance with all State and Federal regulations that govern pupil transportation
 - School bus inspections are conducted by our Motor Carrier Safety Officers, and if any violations are found during the inspections, citations can be issued for non-compliance.
 - For liability purposes – if the school bus gets into a serious accident, records required by law will be subpoenaed for the investigation.
 - To ensure safe transportation for all on our roadways
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Who should attend a DOT safety presentation?

- School officials, safety officers and any personnel that will be responsible for the maintenance of the school bus driver's qualification files and the school bus maintenance files.
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Let's begin the presentation




- The first form that you should have in your packet is the NEW SCHOOL BUS SAFETY PACKET – acknowledgment form. This form is needed for schools who do not have any school vehicles registered with our office – in order to register your vehicle with our DOT office, you will need to submit this form along with the other required documents in order for us to validate your registration.
 - Instructions for New School Bus Carriers
 - Requirement for a US DOT Number – all motor carriers operating in the State of Hawaii are required to have a US DOT Number
 - Vehicle Identification Card (VIC) Requirements – all school vehicles used to transport students for school related activities must be registered with the Department of Transportation, Motor Vehicle Safety Office.
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Rules and Regulations



- The Hawaii Revised Statutes – State of Hawaii laws governing Motor Carrier Safety Law
 - 286-201 Definitions – “Motor Carrier” – any person who owns a motor vehicle used in, or engages in the transportation of persons or property by motor vehicle on the public highway in the furtherance of any commercial, industrial or **educational** enterprise”
 - 286-202 General duties and powers of the director – establish rules promoting safe operations of motor vehicles and carriers
 - 286-202.5 Driver Improvement Program required for operation of vehicles over 10,000 lbs.
 - 286-202.6 Marking of Motor Carrier vehicles – marking requirements
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- 286-202.8 Mudguards – required of all motor carrier vehicles
- 286-203 Enforcement – Motor carrier safety officers have the authority to inspect lands, buildings, freight and equipment of motor carriers.
- 286-204.5 Vehicle Identification Card – requirement for all vehicles owned and operated by a motor carrier
- 286-210 DOT safety inspection decal – required of all motor carriers
- 291C-95 – The school bus shall be marked with the words “SCHOOL BUS” on the front and rear; the visual signs shall be actuated when the bus is stopped for the purpose of receiving or discharging students when the vehicle is on the same roadway; visual sign requirements
- 286-181 - Pupil Transportation Safety- defines “school vehicle” – any publicly or privately owned motor vehicle used to transport pupils to and from a school; Exemptions



Hawaii Administrative Rules

Title 19, Chapter 143 – Pupil Transportation Safety

- Every school bus carrier shall read and become familiar with this chapter and shall instruct and train all drivers and employees in carrying out their responsibilities as required by this chapter. This chapter applies to all school buses operating in Hawaii and all such carriers, employees and drivers shall comply with this chapter.
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TYPE I – SCHOOL BUSES



TYPE II SCHOOL BUS



TYPE III SCHOOL BUS

IDENTIFICATION

- Be painted “school bus” yellow – according to federal standards
- Bumpers of glossy black – according to federal standards



- “SCHOOL BUS” printed in black letters not less than eight inches on front and rear of the vehicle



- School name on both sides of the vehicle





- GVW on both sides of the vehicle
- US DOT No. on both sides of the vehicle.









Federal Motor Vehicle Safety Standards and Regulations

- All school bus equipment and supplies shall meet the minimum Federal Safety Standards as applicable to school buses. This requirement shall also apply to vehicles converted for school bus use.
 - All school buses shall have the necessary parts and accessories necessary for safe operation
 - A removable first aid kit with a minimum contents as in 143-8(e)
 - Meet seat specifications – seat belts for all students in the TYPE II and TYPE III buses
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Driver Qualifications

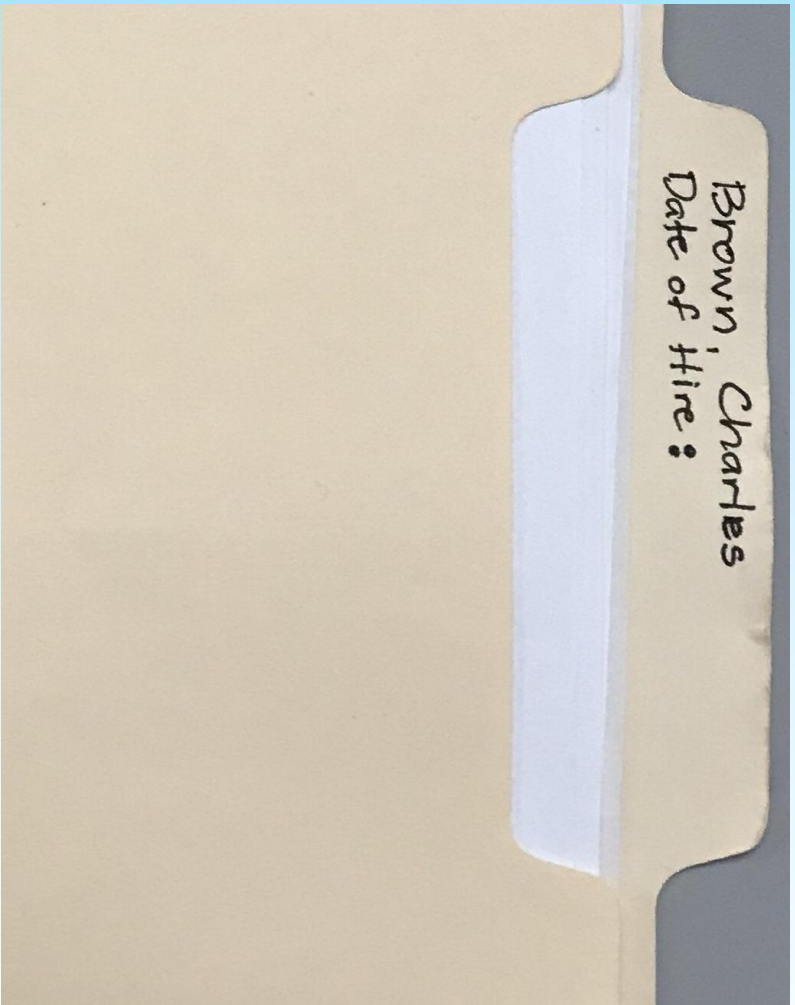
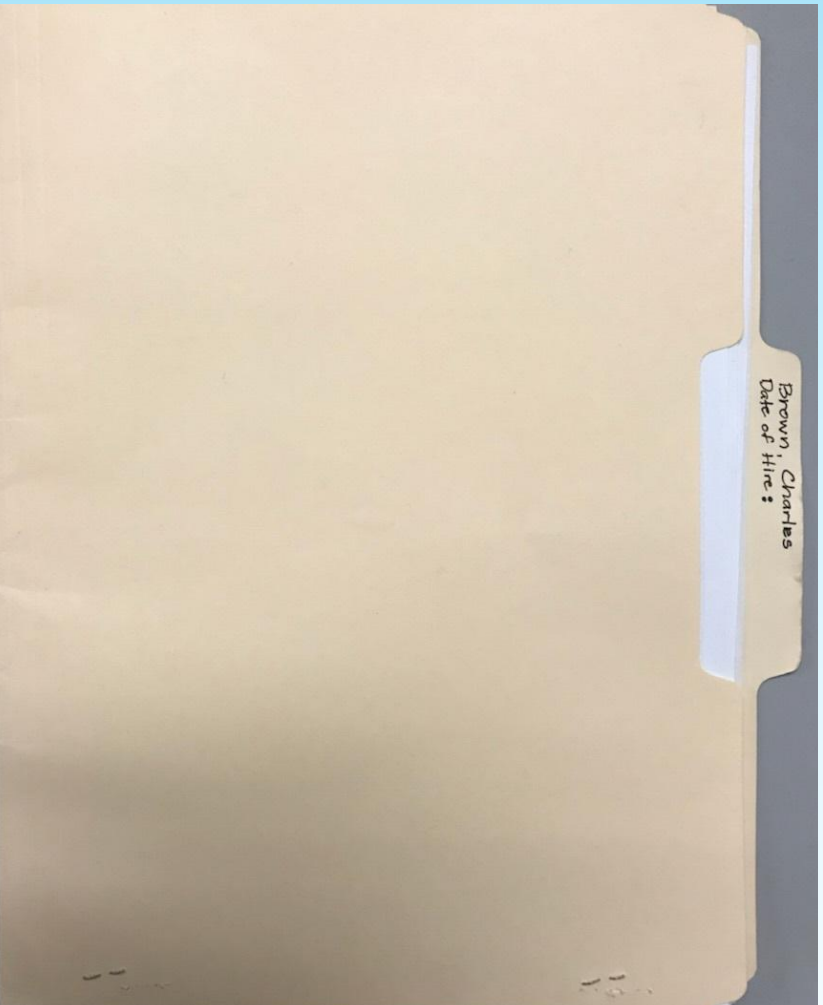
- Valid drivers license
 - 21 years of age
 - Current medical certificate
 - Current negative TB exam
 - Criminal abstract clearance – not convicted of any felonies within the last five years; misdemeanors within the last three years
 - Current driver history record
 - School bus driver training
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Driver Qualification Files







All drivers must have a file that includes the following:




- Original School Bus Driver application – Make sure the application is filled out completely, including signature and date.
 - Date of hire indicated on the file – why is this necessary? All drivers must turn in a Driver History record within 30 days of hire – The school official must check to verify the record with the application.
 - Current medical certificate
 - All CMV drivers must have a valid medical certificate on file and a verification that the driver was examined by a medical examiner listed on the National Registry of Medical Examiners
 - They need to go to a physician who is on the National Medical Registry list – GOOGLE, National Registry of Certified Medical Examiners – the physician will have the form – the form will differ from the one in the packet
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- The medical examiner will certify the driver for up to two years, depending on the results of the physical
 - The drivers need to carry the certificate with them whenever they are driving the school bus – you can reduce the certificate to wallet size and have it laminated or have a current copy on your cell phone.
 - It is an Out of Service violation and a citation will be issued if the driver does not have his/her medical certificate with them at the time of the inspection.
 - Current TB test and result on file – good for two years
 - A legible photo copy of a valid driver's license of appropriate class and for all Type 3 license drivers, they must have a certificate of road test on file
 - A company official can conduct the road test and complete the certification form – you can use the form provided in the packet
 - Make sure they are being certified in the type of vehicle that they will be driving

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- Current driver history record
 - Required within 30 days of hire, **AND**, then it needs to be done **annually**
 - Make sure that the initial driver history record (within 30 days of hire) is kept in the drivers file – do not purge with the other records
 - Can obtain the driver history record at the district courts – you will need to complete the request form – make sure you ask for the Hawaii Driver History Record and not a Traffic Abstract
 - If someone else is going to get it for the driver, the form needs to be notarized by the driver.
 - Previous Employer Background Information
 - Check the previous 3 years – look on the drivers application for information
 - Use the Request for Information from Previous Employers form in the packet
 - Before sending the form out, make a copy and place it in the drivers file – many times it will not come back, but, at least we know that an attempt was made.
 - If the driver has been a teacher or is employed by the present school for the past three years, or if this is the first job (those right out of college) – a previous employer check is not required.

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- Current School Bus Driver Training Exam or Certificate of completion of Training
 - Criminal History Record Clearance
 - All drivers will need to complete the request form provided (the top portion). Make sure all parts are completed, including the signature
 - Either the driver or a school official can go online to retrieve the criminal abstract
 - Go online at <http://ecrim.ehawaii.gov/ahewa/>
 - You will be able to view results of your search instantly. In order for your copy to be valid for DOT requirements, you will have to purchase a certified copy of the record. You will need to use a credit or debit card and each abstract will cost \$15.00 – if you pay only \$5.00, that copy is not valid – you will have to pay \$15.00 to get a validated copy which must have the **Date Generated** and **Validation Code**
 - After obtaining the criminal abstract, attach the validated record to the drivers completed request form and mail it to our office at:





State of Hawaii, Department of Transportation, Motor Vehicle Safety Office, 98-339
Ponohana Place – Aiea, Hawaii 96701

- The Motor Vehicle Safety Office will then generate a letter indicating the drivers are qualified to drive. Keep this letter in a file for audit purposes.
 - Criminal abstracts are to be done annually
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- Annual Review

- The annual review is to be done by a school official. This is to certify that they have reviewed the driver's certification of violation form and the driver history record and have found that the driver meets the minimum requirement for safe driving
 - This is to be done annually
 - The form provided in the packet can be used for up to three years
 - Disqualification of drivers
 - In the handout, there are certain offenses that disqualifies a driver – please review the offenses before certifying any of your drivers
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- Driver Improvement Program
 - Required for all drivers who drive a school bus over 10,000 lbs.
 - You can choose to go to Hawaii Transportation Assn, or design your own program
 - If you choose to design your own program, you can contact me @ 692-7657 for assistance – and I will walk you through your program.
 - Hours of Service – if your drivers work somewhere else other than the school, you will have to find out where, what they do and what are their hours – they can not drive over 10 hours following 8 consecutive hours off and not more than 15 hours on duty.

- Drug and alcohol policy





MAINTENANCE FILES

- You are responsible to also keep a maintenance file for each school bus that will be used
 - As a suggestion, on the folder for each vehicle – indicate the vehicle license no., unit number, year and make of the vehicle, the type of school bus, VIN number and the tire size.
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Vehicle License : TVU 549








Unit No. : 1

Year : 2013

Make : Chevy



Serial No. : 1GB3CYCG5FF541230

Tire Size : 245/75R16

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- In the folder, keep the following documents:
 - Copy of the vehicle registration, pink copy of the vehicle identification card, pink copy of the DOT safety check (14 months from the date of the inspection)
 - A preventative maintenance schedule or a means to indicate the nature and due date of the various inspection and maintenance operations that needs to be performed – a sample is in the packet, or you can also use the schedule from the manufacturer’s manual
 - A record of inspection, repairs and maintenance indicating the date and nature – (receipts from maintenance performed on the vehicle) – this is to verify repairs made when defects are noted on the pre/post trip inspection reports
 - A record of lubrication showing periodic maintenance performed (oil change, check of all fluid levels)



EMERGENCY EXIT DRILLS

- Make a separate folder labeled **EMERGENCY EXIT DRILLS** and in the folder, include a log of the drills conducted (a sample included with the packet) and a narrative
 - Drills are to be conducted twice a year – one in the beginning of the school year and one in the second semester.
 - A narrative should be kept in the folder, explaining the procedures of the emergency exit drills with the students.
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EMERGENCY
EXIT
DRILLS

Emergency Exit



PRE / POST TRIP INSPECTIONS

- All drivers must conduct a pre trip inspection on the bus before taking the bus out to ensure the vehicle is in safe operating condition. If the bus is used several times a day by different drivers, whoever takes the bus out **first** will have to do the pre-trip inspection. A check mark on the inspection report needs to be completed for each day, indicating that a check was made on the vehicle. A sample inspection report is in your packet. You will learn how to conduct an inspection when you attend the required school bus driver training. The inspection report for the day needs to be on the bus with the pre-trip inspection column checked off.
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School Bus Drivers Five-Minute Daily Walk Around

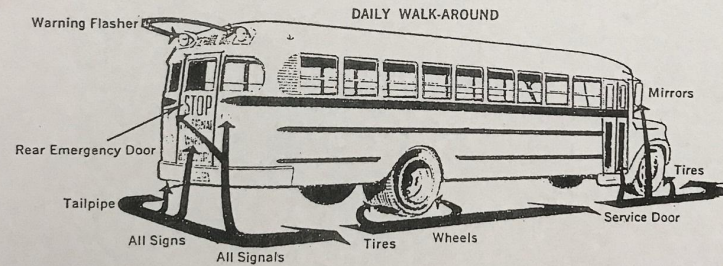
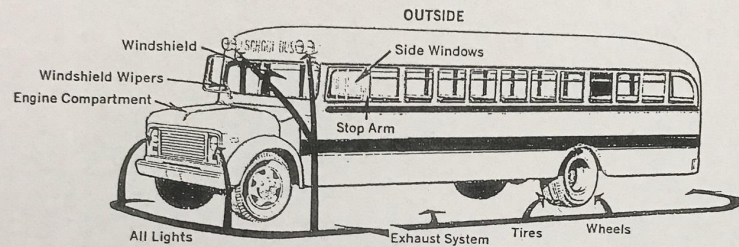


Figure 2. Pretrip Inspection

Core D-9

BUS DRIVERS INSPECTION REPORT

DAILY INSPECTION OF SCHOOL BUSES REQUIRED
BY DOT CHAPTER 19-143-10C & D

Instructions

1. Check (/) if item is satisfactory.
2. Place (X) if item is defective and explain deficiency at end of form.

Note: Faulty or improperly functioning equipment must be corrected. Items marked X must show a signature of mechanic indicating correction was made.

Pre Trip Post Trip

INSIDE

- () () Parking Brake (Apply)
- () () Oil Pressure (Light or Gauge)
- () () Air Pressure (Gauge)
- () () Low Air or Vacuum Warning Device (Air Pressure below 40 psi check on pressure build up. Air pressure above 60 psi deplete air until warning device works) (Vacuum below 8 inches Hg. check on build-up. Above 8 inches Hg. deplete vacuum until device works)
- () () Instrument Panel (Telltale lights or buzzers)
- () () Horn
- () () Windshield Wiper and Washer
- () () Mirrors
- () () Steering Wheel (Excess play)
- () () Clutch
- () () Seat Belts
- () () Turn on all lights including 4-way flasher
- () () Fire Extinguisher
- () () First Aid Kit
- () () Warning Devices (Reflectors)
- () () Spare Fuses
- () () Emergency Exit Door (Handle and Markings)

OUTSIDE

FRONT

- () () Headlights
- () () Clearance Lights
- () () Identification Lights
- () () Turn Signals and 4-Way Flasher
- () () Red Flashing Lights

LEFT SIDE

- () () Fuel Tank and Cap
- () () Sidemarket Lights
- () () Reflectors

() () Tires and Wheels (Lugs)
Pre Trip Post Trip

- () () Suspension
- () () Battery
- () () Emergency Exit Door (Handle and Markings)

REAR

- () () Tail Lights
- () () Stop Lights
- () () Turn Signals and 4-way Flasher
- () () Clearance Lights
- () () Identification Lights
- () () Reflectors
- () () Tires and Wheels (Lugs)
- () () Red Flashing Lights
- () () Emergency Exit Door (Handle and Markings)
- () () Exhaust
- () () Spare Tire

RIGHT SIDE

- () () Fuel Tank and Cap
- () () Side Marker Lights
- () () Reflectors
- () () Tires and Wheels (Lugs)
- () () Suspension

INSIDE

STOP ENGINE

- () () Apply Service Brakes – Air loss should not exceed – 3 psi per minute

FASTEN SEAT BELT BEFORE DEPARTURE

Remarks: _____

Reporting Driver : _____ Date: _____

Name: _____ Bus. No. _____

Reviewing Driver: _____ Date: _____

Name: _____

MAINTENANCE ACTION: _____ Date: _____

Repairs Made _____

Certified By: _____

Shop Remarks: _____

BUS DRIVERS INSPECTION REPORT

**DAILY INSPECTION OF SCHOOL BUS IS REQUIRED
BY DOT CHAPTER 19-143-10C & D**

Instructions

1. Check (✓) if item is satisfactory.
2. Place (X) if item is defective and explain deficiency at end of form.

Note: Faulty or improperly functioning equipment must be corrected. Items marked X must show a signature of mechanic indicating correction was made.

Pre Trip	Post Trip
-------------	--------------

INSIDE

- | | | |
|---------------------|-----|--|
| (✓) | () | Parking Brake (Apply) |
| START ENGINE | | |
| (✓) | () | Oil Pressure (Light or Gauge) |
| () | () | Air Pressure (Gauge) |
| (✓) | () | Low Air or Vacuum Warning Device
(Air Pressure below 40 psi check on pressure build up. Air pressure above 60 psi deplete air until warning device works) (Vacuum below 8 inches Hg. check on build-up. Above 8 inches Hg. deplete vacuum until device works) |
| (✓) | () | Instrument Panel
(Telltale lights or buzzers) |
| (✓) | () | Horn |
| (✓) | () | Windshield Wiper and Washer |
| (✓) | () | Mirrors |
| (✓) | () | Steering Wheel (Excess play) |
| () | () | Clutch |
| () | () | Seat Belts |
| (✓) | () | Turn on all lights including 4-way flasher |
| (✓) | () | Fire Extinguisher |
| (✓) | () | First Aid Kit |
| (✓) | () | Warning Devices (Reflectors) |
| (✓) | () | Spare Fuses |
| (✓) | () | Emergency Exit Door (Handle and Markings) |

OUTSIDE

FRONT

- | | | |
|-----|-----|--------------------------------|
| (✓) | () | Headlights |
| (✓) | () | Clearance Lights |
| (✓) | () | Identification Lights |
| (✓) | () | Turn Signals and 4-Way Flasher |
| (✓) | () | Red Flashing Lights |

LEFT SIDE

- | | | |
|-----|-----|--------------------|
| (✓) | () | Fuel Tank and Cap |
| (✓) | () | Sidemarkers Lights |
| (✓) | () | Reflectors |

(✓)	()	Tires and Wheels (Lugs)
Pre Trip	Post Trip	

- | | | |
|-----|-----|---|
| (✓) | () | Suspension |
| (✓) | () | Battery |
| (✓) | () | Emergency Exit Door (Handle and Markings) |

REAR

- | | | |
|-----|-----|---|
| (✓) | () | Tail Lights |
| (✓) | () | Stop Lights |
| (✓) | () | Turn Signals and 4-way Flasher |
| (✓) | () | Clearance Lights |
| (✓) | () | Identification Lights |
| (✓) | () | Reflectors |
| (✓) | () | Tires and Wheels (Lugs) |
| (✓) | () | Red Flashing Lights |
| (✓) | () | Emergency Exit Door (Handle and Markings) |
| (✓) | () | Exhaust |
| (✓) | () | Spare Tire |

RIGHT SIDE

- | | | |
|-----|-----|-------------------------|
| (✓) | () | Fuel Tank and Cap |
| (✓) | () | Side Marker Lights |
| (✓) | () | Reflectors |
| (✓) | () | Tires and Wheels (Lugs) |
| (✓) | () | Suspension |

INSIDE

STOP ENGINE

- | | | |
|-----|-----|--|
| () | () | Apply Service Brakes – Air loss should not exceed – 3 psi per minute |
|-----|-----|--|

FASTEN SEAT BELT BEFORE DEPARTURE

Remarks: _____

Reporting Driver : _____ Date: 3/6/18

Name: _____ Bus. No. 15

Reviewing Driver: _____ Date: _____

Name: _____ Date: _____

MAINTENANCE ACTION:

Repairs Made _____

Certified By: _____

Shop Remarks: _____

- At the end of the day, and the bus is not going to be used anymore – the last person to drive the bus will have to conduct the post-trip inspection and check off in the post-trip column that a check was made.
- There must be two check marks on the inspection report – one for the pre-trip and one for the post-trip

BUS DRIVERS INSPECTION REPORT

DAILY INSPECTION OF SCHOOL BUS IS REQUIRED
BY DOT CHAPTER 19-143-10C & D

	Pre Trip	Post Trip	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tires and Wheels (Lugs)
Instructions			
1. Check (✓) if item is satisfactory.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Suspension
2. Place (X) if item is defective and explain deficiency at end of form.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Battery
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Exit Door (Handle and Markings)
REAR			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tail Lights
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stop Lights
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Turn Signals and 4-way Flasher
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clearance Lights
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Identification Lights
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reflectors
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tires and Wheels (Lugs)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Red Flashing Lights
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Exit Door (Handle and Markings)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exhaust
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spare Tire
RIGHT SIDE			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fuel Tank and Cap
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Side Marker Lights
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reflectors
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tires and Wheels (Lugs)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Suspension
INSIDE			
STOP ENGINE			
	<input type="checkbox"/>	<input type="checkbox"/>	Apply Service Brakes – Air loss should not exceed – 3 psi per minute
FASTEN SEAT BELT BEFORE DEPARTURE			
Remarks: _____			

Reporting Driver: _____ Date: <u>3/6/18</u>			
Name: _____ Bus No. <u>15</u>			
Reviewing Driver: _____ Date: <u>3/6/18</u>			
Name: _____			
MAINTENANCE ACTION: _____ Date: _____			
Repairs Made _____			
Certified By: _____			
Shop Remarks: _____			

- If there are any defects found when conducting the inspection, it needs to be noted under the **remarks** – describe the defect – the reporting driver needs to sign and date and turn it in to the office so maintenance action can be taken.
- Once repaired, the mechanic or a school official needs to sign off on the **Maintenance Action** indicating the repair was made.
- The pre/post trip inspection reports must be kept on file for the past three months.

BUS DRIVERS INSPECTION REPORT

DAILY INSPECTION OF SCHOOL BUS IS REQUIRED
BY DOT CHAPTER 19-143-10C & D

<p>Instructions</p> <p>1. Check (/) if item is satisfactory. 2. Place (X) if item is defective and explain deficiency at end of form.</p> <p>Note: Faulty or improperly functioning equipment must be corrected. Items marked X must show a signature of mechanic indicating correction was made.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">Pre Trip</td> <td style="width: 5%;">Post Trip</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 80%;"></td> </tr> <tr> <td>(/)</td> <td>()</td> <td></td> <td></td> <td>INSIDE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Parking Brake (Apply)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>START ENGINE</td> </tr> <tr> <td>(/)</td> <td>()</td> <td></td> <td></td> <td>Oil Pressure (Light or Gauge)</td> </tr> <tr> <td>()</td> <td>()</td> <td></td> <td></td> <td>Air Pressure (Gauge)</td> </tr> <tr> <td>(/)</td> <td>()</td> <td></td> <td></td> <td>Low Air or Vacuum Warning Device (Air Pressure below 40 psi check on pressure build up. Air pressure above 60 psi deplete air until warning device works) (Vacuum below 8 inches Hg. check on build-up. 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Air pressure above 60 psi deplete air until warning device works) (Vacuum below 8 inches Hg. check on build-up. 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No. <u>14</u></p> <p>Reviewing Driver: _____ Date: _____ Name: _____</p> <p>MAINTENANCE ACTION: Date: <u>2/7/18</u> Repairs Made: <u>Blades changed</u> <u>Replace rt front bulb.</u></p> <p>Certified By: _____ Shop Remarks: _____</p>	Pre Trip	Post Trip			Tires and Wheels (Lugs)	(/)	()			Suspension	(/)	()			Battery	(/)	()			Emergency Exit Door (Handle and Markings)					REAR	(/)	()			Tail Lights	(/)	()			Stop Lights	(/)	()			Turn Signals and 4-way Flasher	(/)	()			Clearance Lights	(/)	()			Identification Lights	(/)	()			Reflectors	(/)	()			Tires and Wheels (Lugs)	(/)	()			Red Flashing Lights	(/)	()			Emergency Exit Door (Handle and Markings)	(/)	()			Exhaust	(/)	()			Spare Tire					RIGHT SIDE	(/)	()			Fuel Tank and Cap	(/)	()			Side Marker Lights	(/)	()			Reflectors	(/)	()			Tires and Wheels (Lugs)	(/)	()			Suspension					STOP ENGINE	()	()			Apply Service Brakes – Air loss should not exceed – 3 psi per minute
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ACCIDENT REGISTRY

- All carriers are required to keep an accident registry
- Make a separate folder labeled **ACCIDENT REGISTRY**
- Use the form provided, or make your own – record any accidents involving injury, death and vehicle being towed away as a result of the accident.





ANY QUESTIONS

- Contact Information:

Susan Chang, Motor Carrier Safety Manager

Phone: (808)692-7657

Email: susan.chang@hawaii.gov

