SUPPORT SERVICES

Qualification Standards for Activity Bus Driver

I. Scope: The Prince William County School Division may decide to provide a specially designed or regular school bus for use as an activity bus. The school that the activity bus is assigned to will be responsible for providing an approved parent or faculty member to serve as the activity bus driver at the expense of the school (to include classroom and on-road training, and any assignments they may be given). This regulation outlines the minimum qualifications for drivers of the school-assigned activity buses owned by Prince William County Public Schools (PWCS).

II. Purpose: The purpose of this regulation is to ensure that individuals who operate activity buses assigned to the schools are properly trained in accordance with the standards established by the “Code of Virginia,” the Virginia Department of Education, and PWCS; and are capable of operating the assigned activity bus safely.

III. Qualification Standards for Activity Bus Driver: Minimum qualification standards for drivers of activity buses shall be as follows:

A. Application: Persons employed as Activity Bus Drivers must meet minimum requirements established by federal and state law and the School Division. Therefore, they must complete all applicable sections of the application. The application must be signed and dated. Applications can be obtained by contacting the Office of Transportation Services Safety and Training Section.

B. Age: Applicant shall be at least 21 years of age with no less than five years driving experience.

C. Driving Record: Applicant must meet the minimum driving record requirements for Virginia school bus drivers. The driving record must not reflect negative points, history of convictions, two or more moving traffic violations within the last 12 months, or that the applicant has been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to the “Code of Virginia.” The driving record must not show that the applicant has been convicted of a charge of driving under the influence of intoxicating liquors or drugs, convicted of a charge of refusing to take a blood or breath alcohol test, convicted of a felony, or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to the “Code of Virginia.”
D. Medical Requirements: Applicant shall meet the minimum physical requirements for Virginia school bus drivers and provide medical certification of freedom from communicable tuberculosis. Medical examinations are required annually and must be obtained at one of the PWCS contracted medical facilities. Costs for the exams will be billed to the Office of Transportation Services. Applicant must also submit to pre-employment drug testing and random drug and alcohol testing, as required.

E. Character: Applicant shall provide a statement signed by two reputable persons who reside in the School Division or in the applicant’s community stating that the applicant is of good moral character.

F. Driving License: Applicant shall secure a commercial driver’s license instructional permit for class “B” passenger bus with endorsements “P” and “S” with no air brake (“K”) restriction. (School bus endorsements are not transferrable from state to state.)

G. Training: Activity bus driver must successfully complete the following training programs:

1. Orientation (classroom) training including Bus Operations, First Aid, CPR, and Defensive Driving.

2. On-road training with a Virginia Department of Education certified school bus driver trainer to prepare for and provide the necessary testing to secure the appropriate commercial driver’s license.

3. In-service training (at least two hours before opening of schools and at least two hours during the second half of the school year) devoted to improving the skills, attitudes, knowledge, and orientation on the benefits of using safety programs and safety components.
H. Records: Activity bus driver applicants shall submit the application for employment and associated information to the Office of Transportation Services. The Office of Transportation Services is responsible for the following:

1. Establish training file.
2. Provide orientation training and Commercial Driver’s License testing.
3. Schedule and provide remedial and/or CPR/First Aid training, as required.
4. Maintain the driver’s training file.
5. Forward appropriate records to the Department of Human Resources.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2018.