

Stark County Board of Developmental Disabilities

Transportation Procedure 02 Bus Driver/Rider Training	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Subject: Bus Driver / Rider Training

Program Bus Drivers must hold a valid Ohio "CDL" School Bus Driver's Class B license with the school bus and passenger endorsement on the first day of their employment in that position. Bus Drivers are required to take the State of Ohio Pre-service School Bus Driver Training Course prior to driving a school bus.

In addition, a minimum of four hours of in-service training per year is required for all Bus Drivers and Riders. This in-service training will be scheduled by the Administration and staff will be paid for this training. In-services will be scheduled during non-driving time. Safety practices will be emphasized. Other training topics are outlined in the Ohio Pupil Transportation Operation and Safety Rules (3301-83-10).

Subject: New Staff Orientation

All new staff will be provided orientation at the Bus Garage prior to their starting date by the On-Board Instructors. Instruction on all safety issues and rules and regulations will be given at this orientation. Additional orientation for all new Bus Drivers, Bus Riders, Vehicle Operators, and Substitutes shall include a review of the vehicles operator's manual and practical overview of the characteristics and the needs of the individuals to be transported. Ref. OAC 3301-83-10-(3)

Subject: In-Service Days

Employees required to attend in-service days will be paid at their usual hourly rate.

Subject: Van Training

Van Training is required of any staff person, including Substitutes, who will be driving a Board Van. Instructors employed by the Board will provide this training. The Instructors also provide training in the proper use of a wheelchair lift if part of your responsibilities.

The Van Training takes four and a half to five hours to complete. The Department Head through the Transportation Department schedules Van Training.

The need for additional Van Training beyond the four and a half to five hour course will immediately be reported to the Department Head. A re-training schedule is the responsibility of the Department Head.