

**DUVAL COUNTY PUBLIC SCHOOLS**  
**SCHOOL BUS SAFE DRIVER PLAN**

Duval County Public Schools (DCPS) has established this Safe Driver Plan (SDP) that, among other things, specifies which infractions of the traffic code deem an individual unqualified for hire and which causes a School Bus Operator to be subject to a prescribed follow-up action. {Authority - State Board Rule (SBR) Chapter 6A-3.0141}

**I. EMPLOYMENT OF SCHOOL BUS OPERATORS**

- A. At the time of initial employment the school bus operator shall:
  - 1. Have five (5) years of licensed driving experience.
  - 2. Have submitted a written application for employment in a form prescribed by the Contractor.
  - 3. Have filed a set of fingerprints for the purpose of the required background check for determining criminal record. Backgrounds are reviewed in accordance with Section X, GUIDELINES FOR CRIMINAL BACKGROUND CHECKS.
  - 4. Meet the requirements of Section V, INITIAL CERTIFICATION.
- B. Prior to transporting students on a school bus each school bus operator shall:
  - 1. Hold a valid Commercial Driver's License (CDL) with passenger (P) and school bus (S) endorsements.
  - 2. Successfully complete forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the Florida Department of Education's (FDOE) [\*Basic School Bus Operator Curriculum\*](#), Revised 2006.
  - 3. Demonstrate the ability to prepare written reports.
  - 4. Be physically capable of operating the vehicle as determined by physical examination according to SBR Chapter 6A-3.0141.
  - 5. Demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator.
  - 6. Have a Certificate of Training demonstrating successful completion of forty (40) hours of pre-service training.
  - 7. Submit to pre-employment testing under the Federal requirements of 49 CFR, Parts 382 and 391 related to substance abuse testing and alcohol detection program Omnibus Transportation Employee Testing Act (OTETA). School bus operators understand that all drug and alcohol (OTETA) information shall be shared with the District.
- C. In addition to pre-employment testing , all school bus operators shall be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up testing under the Federal requirements of 49 CFR, Parts 382 and 391 related to substance abuse testing and alcohol detection program OTETA.

#### D. Responsibility of School Bus Operators

1. All school bus operators shall have knowledge of and adhere to the responsibilities prescribed in SBR Chapter 6A-3.0171, *Responsibilities of School Districts for Student Transportation*; specifically Part (2) and (3), *Responsibilities of the School Bus Operator*. In addition, operators shall have knowledge of and adhere to any other applicable Federal, State, County and Local laws and ordinances.
  2. All school bus operators shall have knowledge of and adhere to the Standard of Conduct section of the most current contract.
  3. All school bus operators shall have knowledge of and adhere to the current DCPS's Code of Student Conduct for any student management and / or student disciplinary action(s).
  4. All school bus operators are responsible for maintaining a valid CDL with P and S endorsements including routine updates and correlation of the Medical Examiner's Certificate (MEC) with the CDL.
  5. All school bus operators are responsible for reporting accidents / incidents, traffic violations, changes in medical condition or prescribed medications, criminal arrests, licensing issues and / or any other certification items necessary to perform the essential functions of the job in accordance with each Contractor / District policy within 24 hours.
- E. Any school bus operator who, in the judgment of the Director of Transportation, abandons his or her duties or disregards responsibilities as outlined in the Safe Driver Plan shall immediately have their Certification revoked and will not be able to transport DCPS students under this contract.

#### II. **RE-EMPLOYMENT OF SCHOOL BUS OPERATORS**

- A. At the time of re-employment each school bus operator shall meet all conditions of initial employment:
1. Successfully complete all requirements of initial employment including forty (40) hours of pre-service training if a period exceeding twelve (12) calendar months has occurred.
  2. Complete eight (8) hours of in-service training related to their responsibilities for transporting students prior to driving a school bus with students if not more than a twelve (12) continuous calendar month break in service has occurred.
  3. Adhere to the Jessica Lunsford Act with regards to processing Florida Department of Law Enforcement (FDLE) background checks.

#### III. **RECERTIFICATION OF SCHOOL BUS OPERATORS**

- A. At least annually, the school bus operator must meet the following requirements:
1. Hold a valid CDL with P and S endorsements.
  2. Successfully complete a minimum of eight (8) hours of in-service training related to the school bus operator's responsibilities for transporting students.
  3. Successfully pass an annual Physical Examination for School Bus Drivers with a dexterity test, and maintain a valid MEC, unless the Physical's duration is otherwise noted by a physician.
  4. Pass an annual behind the wheel evaluation.
  5. Refer to Certification Checklists for all certification items. See Appendix A.

**IV. GUIDELINES FOR THE SCHOOL BUS OPERATOR'S MOTOR VEHICLE RECORD (MVR) FROM THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES (DHSMV)**

- A. Motor vehicle records (MVR) will be requested in a manner prescribed by the Department of Highway Safety and Motor Vehicles using the Automated School Bus Driver's License Record Check System through the Florida Department of Education data base for each regular school bus operator, substitute school bus operator, or any other individual certified to drive a school bus for DCPS. For any school bus operator licensed in another state, the Contractor shall obtain and review the school bus operator's history record from the appropriate state. The Contractor and District Transportation staff shall review these records:
  - 1. Prior to initial employment.
  - 2. Prior to the first day of the fall semester.
- B. In addition, District Transportation staff shall review these records:
  - 1. Weekly using the automated weekly updates which documents current activity on an individual's MVR.
  - 2. As needed for the safety and welfare of the students.
- C. Annually, the Contractor shall review the motor MVR for all current school bus operators and share this information with them. These records shall be maintained in the Contractors' school bus operators' files.
- D. **SAFE DRIVER PLAN POINT SYSTEM: Points shall be assessed for each traffic violation listed on the MVR and any District assessed points (if applicable) in accordance with the Point System For School Bus Operators as outlined in Table 1.**
- E. **"Adjudicated" Dispositions:** An "adjudicated" court ruling will be assessed points according to the Safe Driver Plan Point System.

**V. INITIAL CERTIFICATION - Review of Driving Record**

- A. **PRIOR FIVE (5) YEARS:** The driving record will be reviewed for the purpose of determining acceptability or unacceptability to drive a school bus for DCPS. The MVR review will include the prior five (5) years of MVR history of the operator.
- B. **MVR REVIEW DATE:** Will be used as follows:
  - 1. Current MVR date (Department of Highway Safety and Motor Vehicles using the Automated School Bus Driver's License Record Check System, through the Department's database) is used as the starting point for the MVR review.
  - 2. The conviction date will be used to determine the number of points to assess.
  - 3. If a conviction date is not available, the effective or reinstate date will be used.
- C. **MVR POINTS:** See Table 1 for point assessments based on the MVR record.

**TABLE 1: POINT SYSTEM FOR SCHOOL BUS OPERATORS**

#	VIOLATIONS	POINTS	AUTHORITY / REFERENCE
1	Failure to properly use driver's seat belt and / or shoulder harness on a school bus or other vehicles	3	316.614 F.S., SBR 6A-3.0171 School Board Policy 8.34 V
2	Failure to direct and enforce passengers to comply with seatbelt policy	3	School Board Policy 8.30 III School Board Policy 8.34 IV
3	Child restraint	3	316.613 F. S.
4	Following too closely	3	316.0895 F. S.
5	Speed of 15 MPH or less over the posted speed limit	3	316.183 F. S.
6	Driving too fast for conditions	3	316.183 F. S.
7	Failure to yield right of way	3	316.121 F.S.
8	Improper passing	3	316.082 F. S.
9	Improper turn	3	316.151 F. S.
10	Improper lane change	3	316.085 F. S.
11	Crossing private property to avoid traffic light or stop sign	3	316.074 F. S.
12	Improper backing	3	316.1985 F. S.
13	Driving on the wrong side of the road	3	316.090 F. S.
14	Driving without a valid CDL and / or FDOE medical examination certificate (MEC) in his / her immediate possession	3	316.615 F. S. 1012.45 F. S.
15	Careless driving	4	316.1925 F. S.
16	Speed in excess of 15 MPH over the posted speed limit	4	316.183 F. S.
17	Speeding in a work / school zone	4	316.183 F. S. 316.1895 F. S.
18	Failure to observe a traffic device	4	316.074 F. S. 316.0083 F. S.
19	Failure to follow proper RR crossing procedures in personal vehicle	4	316.1575 F. S.
20	Operating a motor vehicle without a valid driver's license, OR a SUSPENDED, CANCELLED, REVOKED driver's license OR without the proper endorsements on CDL	6	322.34 F. S. 322.03 F. S. 322.57 F. S.
21	Open Container as an operator	6	316.1936 F. S.
22	Unlawful speed resulting in a crash	6	316.187 F. S.
23	Leaving the scene of an accident where there were no injuries	6	316.061 F. S.
24	Failure to have the required equipment for school buses	6	316.615 F. S.
25	Allowing unauthorized persons on the bus	8	RFQ Section 3.2.4
26	Driving without a valid CDL and / or FDOE medical exam certificate	8	316.615 F. S. 322.34 F. S.
27	Leaving the scene of an accident where there was an injury	8	316.027 F. S.
28	Use of a wireless communication device while actively driving the bus. This includes, but is not limited to, any time the vehicle is in motion, passengers are loading and unloading, while the bus is waiting at bus stops, traffic control devices, school loading zones and construction impairments.	8	SBR 6A-3.0171 School Board Policy 8.35 III
29	Failure to follow proper RR crossing procedures in a school bus	8	316.159 F.S.
30	<b>Reckless driving</b>	<b>10</b>	<b>316.192 F. S.</b>
31	<b>Driving under the influence</b>	<b>10</b>	<b>316.193 F. S.</b>
32	**Within the last 10 years, if an individual who has been convicted of, pled nolo contendere to, or had a conviction withheld for any items listed in <b>#30 and #31</b> above, or who has demonstrated a pattern of unsafe driving, shall not be allowed to drive for DCPS.		
33	Failure to observe any established driving law or regulation (points will be established using the above schedule as a guide to determine the number of points according to similar severity)	1-10	
34	Failure to report <u>any</u> moving vehicle violation to the operator's supervisor by the next scheduled employee work day	Double the points for the offense	

**ASSESSED POINT EVALUATION CRITERIA FOR INITIAL CERTIFICATION:** Using Table 2, an individual will not be able to be certified if his / her driving record reflects any of the following:

**TABLE 2: INITIAL CERTIFICATION**

<b>POINTS</b>	5 or more	7 or more	12 or more	14 or more
<b>WITHIN</b>	Prior 12 months	Prior 24 months	Prior 36 months	Prior 60 months

**VI. EXISTING SCHOOL BUS OPERATORS CERTIFICATION - Review of Driving Record**

- A. **EXISTING SCHOOL BUS OPERATORS DEFINED:** Currently employed operators or operators currently not certified with less than a 12 month break in service.
- B. **PRIOR THREE (3) YEARS:** Any MVR review will include the prior three (3) years of MVR history.
- C. **MVR REVIEW DATE:** will be used as follows:
1. Current MVR date (Department of Highway Safety and Motor Vehicles using the Automated School Bus Driver's License Record Check System, through the Department's database) is used as the starting point for the MVR review.
  2. The conviction date will be used to determine the number of points to assess.
  3. If a conviction date is not available, the effective or reinstate date will be used.
- D. **MVR POINTS:** See Table 1 for point assessments based on the MVR record.
- E. **TABLE 3 DETAILS THE POTENTIAL CORRECTIVE ACTIONS AN OPERATOR COULD RECEIVE FOR POINTS ASSESSED UNDER THIS SAFE DRIVER PLAN**

**TABLE 3: CORRECTIVE ACTIONS RESULTING FROM ASSESSMENT OF SDP POINTS**

POINTS	PRIOR YEAR	PRIOR TWO YEARS	PRIOR THREE YEARS
1 through 5	Documented Warning including written reprimand		
6 through 7	3-Day Suspension	Documented Warning including written reprimand	
8 through 9	5-Day Suspension	3-Day Suspension	Documented Warning including written reprimand
10 through 13	Revoke Certification	5-Day Suspension	3-Day Suspension
14 or more	Revoke Certification	Revoke Certification	Revoke Certification

- F. **Documented Warnings:** The Contractor will issue all documented warnings to the school bus operator within 72 hours. The corrective action notification is referenced in Table 3, Corrective Actions Resulting From Assessment of SDP Points. If the Contractor requires additional time to issue the corrective action, a request should be submitted in writing to the Transportation Business Supervisor. The Supervisor will approve or reject the request for additional time in writing.
- G. **Suspensions:** All suspensions must be taken on consecutive school days. The commencement of suspensions will begin within 5 school days of their issuance.

- H. Court Disposition of Traffic Citations: Points shall not be assessed against a school bus operator under the Safe Driver Plan until court disposition of a traffic citation is completed, at which time the school bus operator shall notify his / her Contractor of the court disposition. Points, if applicable, shall be counted and posted in the Transportation Department database and points and penalties shall apply.
- I. Written Notification: When a school bus operator is assessed points that require corrective action, the Contractor shall receive written notification of the number of points, the infraction, the date of the infraction, and the date the points were accumulated.
- J. "Adjudicated" Dispositions: A school bus operator who accepts an "adjudicated" disposition will be assessed points for the offense, according to the Safe Driver Plan.
- I. Deletion of Points: Points assessed under the Safe Driver Plan will be deleted three years following the conviction date.
- J. DUI, DWI, DUBAL: A DUI, DWI or DUBAL citation or driving while license is suspended or revoked, a notice to appear and / or arrest will result in suspension until outcome of court ruling or clearance by the Clerk of the Court. A school bus operator who is convicted of driving while under the influence of a controlled substance or driving with an unlawful blood or breath alcohol level shall be prohibited from operating a school bus transporting Duval County Public School students and shall be recommended for termination.
- K. Remedial Training: A school bus operator shall be required to attend remedial training if he or she demonstrates deficiencies in driving skills in any school year, as determined by District staff and / or the Contractor.
- L. Appeal Procedures: All appeals will be addressed to the Transportation Business Office Supervisor whose responsibility is to provide a forum for Contractors / school bus operators / school bus monitors to present the facts and circumstances surrounding any assessment of points, deletion of points or decisions with regard to eligibility for certification. The appeal committee shall include a representative from the Contractor's company, DCPS staff and the school bus operator / school bus monitor. The committee shall convene on an as-needed basis, to review the appeal of the Contractor / school bus operator / school bus monitor. All information obtained during the appeal procedures shall be forwarded in writing to the Director of Transportation for review and final determination. The Director of Transportation will make the final determination in writing to the Contractor and the Transportation Business Supervisor.

The appeal process will be conducted as follows:

- The Contractor or school bus operator / school bus monitor will request an appeal.
- Upon receipt of a request for an appeal, the Business Supervisor will set a date for the appeal and notify the appeal committee and the Director of Transportation.
- The appeal committee will serve as a fact-finding forum. This fact-finding forum will be conducted as follows:
  - The Business Supervisor or designee will preside over the appeal.
  - The Business Supervisor or designee will provide a brief outline of the process to be followed and then allow the appeal committee to present the facts that resulted in an appeal. This may include relevant video footage.
  - The Contractor and their staff will be given an equal amount of time to present their facts.
  - The appeal committee will have an opportunity to question and / or clarify facts as presented by the Contractor, School Bus Operator / School Bus Monitor and / or DCPS staff.
  - A member of the appeal committee will document the facts in writing for submission to the Director of Transportation and / or Assistant Superintendent of Operations for final determination.
  - The Director of Transportation and / or the Assistant Superintendent of Operations will review the finding of facts and provide a final determination.
  - The final determination will be communicated in writing to the Contractor within a reasonable time.

## **VII. EMPLOYMENT OF SCHOOL BUS MONITORS**

- A. At the time of initial employment the school bus monitor shall:
  - 1. Have submitted a written application for employment in a form prescribed by the Contractor.
  - 2. Have filed a set of fingerprints for the purpose of the required background check for determining criminal record. Backgrounds are reviewed in accordance with Section X.
- B. Prior to monitoring students on a school bus each school bus monitor shall:
  - 1. Successfully complete eight (8) hours of pre-service training consisting of at least three and a half (3.5) hours of Exceptional Student Education (ESE) specific instruction.
  - 2. Be physically capable of performing the responsibilities as determined by an occupational physical and dexterity test.
  - 3. Submit to pre-employment testing under the Federal requirements of 49 CFR, Parts 382 and 391 related to substance abuse testing and alcohol detection program OTETA. School bus monitors understand that all drug and alcohol (OTETA) information shall be shared with the District.
- C. In addition to pre-employment testing, all school bus monitors shall be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up testing under the Federal requirements of 49 CFR, Parts 382 and 391 related to substance abuse testing and alcohol detection program (OTETA).
- D. Any school bus monitor who, in the judgment of the Director of Transportation, abandons his or her duties, disregards responsibilities as outlined in the Safe Driver Plan or jeopardizes passenger safety while students are on board the bus shall immediately have their Certification revoked and will not be able to monitor DCPS students under this contract.

## **VIII. RE-EMPLOYMENT OF SCHOOL BUS MONITORS**

- A. At the time of re-employment each school bus monitor shall meet all conditions of initial employment (Refer to Section VII, EMPLOYMENT OF SCHOOL BUS MONITORS).
  - 1. Successfully complete all requirements of initial employment if a period exceeding twelve (12) calendar months has occurred.

## **IX. RECERTIFICATION OF SCHOOL BUS MONITORS**

- A. At least annually the school bus monitor shall:
  - 1. Meet the requirements referenced on the Certification Checklist. See Appendix A.



## **X. GUIDELINES FOR CRIMINAL RECORD CHECKS**

- A. Documentation of criminal history record checks for individuals and existing school bus operators / school bus monitors will be the FDLE Civil Workflow Control System (CWCS); Florida Shared School Results (FSSR) which includes a National / Federal Bureau of Investigation (FBI) fingerprint check report for certification. Automatically, the individual's fingerprints are stored in a database for a period of 5 years and will be flagged upon any new arrest / activity. In accordance with 1012.465, Florida Statutes and 1012.467, Florida Statutes every 5 years following employment each school bus operator / school bus monitor shall be required to be re-fingerprinted for compliance with Florida Laws.

Under penalty of perjury, each school bus operator / school bus monitor must inform his or her employer within 24 hours if convicted of any disqualifying offense while he or she is employed. Each school bus operator / school bus monitor file shall contain evidence of the above. Contractors and Transportation staff will be evaluating with respect to the following minimum guidelines. For purposes of these guidelines, conviction shall mean any of the following: (a) adjudication of guilt, (b) adjudication of guilt withheld, (c) plea of guilty or nolo contendere. Staff will review all results of the background check, with special attention paid to the following, which includes but is not limited to, convictions pursuant to:

- **1012.467, Florida Statutes -- Non-instructional Contractors who are permitted access to school grounds when students are present; background screening requirements**
- **1012.315, Florida Statutes -- Disqualification from Employment**
- **1012.45, Florida Statutes -- School Bus Drivers; Requirements and Duties**

**All school bus operators / school bus monitors must be of good moral character.**

- B. Should an individual have any outstanding warrants, outstanding charges, probations, supervised releases or other limitations or restrictions, including but not limited to fees, fines and restitution, he / she will need to have these item(s) resolved prior to transporting students, for the District. Should current school bus operators / school bus monitors be arrested, he / she may have their certification revoked until final disposition, which may include the completion of any probationary periods, pre-trial diversion programs, payment of fees, fines and restitution or any other limitations and / or restrictions, if applicable.
- C. Should a school bus operator / school bus monitor be arrested, it is his / her responsibility to notify the Contractor. The Contractor is to immediately notify Transportation staff within 24 hours or prior to the next scheduled work assignment, whichever provides the earliest notification. Failure to do so could result in the revocation of certification.
- D. Should there be cost(s) associated with obtaining documentation relating to backgrounds and / or arrest report it is the responsibility of the individual. For example, arrest reports, court dispositions, court charging documents, whether official or unofficial.
- E. Reviewed backgrounds are either "CLEAR" or "NOT CLEAR". As backgrounds are reviewed those persons with activity may be requested to provide additional information in order to assist with the review process.



## **XI. CONCLUSION**

- A. If a certified school bus operator / school bus monitor is in violation of or fails to comply with any of the guidelines listed above, he / she may be subject to a revocation of certification which prohibits the transporting / assisting with transporting students under the current contract. The District and Contractor will make joint decisions regarding school bus operator / school bus monitor eligibility; however, the District reserves the right to require the Contractor to remove from service any employee who, in the District's sole discretion, is deemed unsuitable for the performance of transportation services for the District. It is provided further that District Transportation staff will make such request in writing and state the reasons. In the event that a school bus operator / school bus monitor is prohibited from transporting or to assist in transporting District students, an opportunity for remedial training and an eventual return to duty may be given.
- B. The certification status of all school bus operators / school bus monitors will be managed by the Contractor and monitored by Transportation staff.
- C. The Contractor may request that the Transportation Department convene a committee to gather facts regarding any action / decision made with respect to a school bus operator / school bus monitor certification status. The facts ascertained by the committee will be submitted to the Director of Transportation for review and final determination.
- D. Should a school bus operator's State of Florida CDL be suspended or revoked for any reason the District Transportation staff must approve their return to duty.
- E. If a school bus operator / school bus monitor is not allowed to transport DCPS students based on drugs / alcohol testing, seeks to be reinstated, he / she shall follow OTETA mandates for return to duty and follow up testing procedures.
- F. The District Transportation Department's Safe Driver Plan has been prepared in the interest of DCPS students, Contractors, school bus operators / school bus monitors, and the general citizenry. It is the intent of the District to act responsibly in its role as the final authority for school bus operator / monitor certification, always maximizing regard for safety and protection of health for students. In accomplishing this mission, the intent of the District is to meet the certification standards as established by the State of Florida, the FDOE and Duval County School Board Policy.
- G. This Safe Driver Plan supersedes any previous information provided to Contractors, school bus operators / school bus monitors (either written or oral). The District Transportation Department reserves the right to revise this plan as needed.
- H. A copy of this plan shall be provided to all school bus operators who operate a school bus transporting students. The school bus operators shall sign the "Acknowledgement of Receipt" and the Memorandum and return the documents to their Contractor.
- I. A copy of this plan shall be provided to all school bus monitors who assist with the transporting of students. The school bus monitor shall sign the "Acknowledgement of Receipt" and return the document to their Contractor.

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# DUVAL COUNTY PUBLIC SCHOOLS

## SCHOOL BUS SAFE DRIVER PLAN

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### ACKNOWLEDGEMENT OF RECEIPT FOR OPERATORS

Please read the statements below, then INITIAL to acknowledge your understanding.

- \_\_\_\_\_ I acknowledge that I am responsible for maintaining a **valid** CDL with the required P and S endorsements. **This includes** status changes, **updating my CDL for address changes** and restrictions (FE: must wear glasses, no night driving, etc...).
- \_\_\_\_\_ I acknowledge that I am responsible for the tracking of my MEC expirations and renewals and self-reporting to the Department of Highway Safety and Motor Vehicles (DHSMV).
- \_\_\_\_\_ I acknowledge that I am responsible for carrying my MEC card for at least the first 15 days after each medical examination in accordance with Federal Motor Carrier Safety Administration (FMCSA) requirements.
- \_\_\_\_\_ I understand that I am responsible for reporting to my employer all violations associated with my MVR as soon as they occur.
- \_\_\_\_\_ I acknowledge receipt of this Safe Driver Plan in regards to driving violations, accident information, background screenings and governmental regulations, and understand that I am responsible for reading and understanding its contents.
- \_\_\_\_\_ I acknowledge that I am responsible for following up with physicians if required by my ESE 479, Physical Examination for School Bus Driver's.
- \_\_\_\_\_ I acknowledge that I understand that my drug and alcohol (OTETA) information will be shared with the District for evaluation and monitoring purposes.
- \_\_\_\_\_ I acknowledge that I am responsible for reporting to / updating my Contractor of all Certification related expiration dates, etc.
- \_\_\_\_\_ I acknowledge that I may not use a wireless communication device while actively driving the bus. This includes, but is not limited to, any time the vehicle is in motion, passengers are loading or unloading, while the bus is waiting at bus stops, traffic control devices, school loading zones and construction impairments.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Bus Operator

\_\_\_\_\_  
Printed Name of School Bus Operator

\_\_\_\_\_  
Printed Name of Contractor Staff

\_\_\_\_\_  
Contractor

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# DUVAL COUNTY PUBLIC SCHOOLS

## SCHOOL BUS SAFE DRIVER PLAN

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### ACKNOWLEDGEMENT OF RECEIPT FOR MONITORS

Please read the statements below, then INITIAL to acknowledge your understanding.

- \_\_\_\_\_ I acknowledge receipt of this Safe Driver Plan in regards to the hiring guidelines, and understand that I am responsible for reading and understanding its contents.
- \_\_\_\_\_ I acknowledge that I am responsible for following the requirements outlined in the Exceptional Student Education Special Needs Transportation Parent / Guardian Handbook.
- \_\_\_\_\_ I acknowledge that I am responsible for following up with physicians if required by my occupational physical.
- \_\_\_\_\_ I acknowledge that I understand that my drug and alcohol (OTETA) information will be shared with the District for evaluation and monitoring purposes.
- \_\_\_\_\_ I acknowledge that I am responsible for reporting to / updating my Contractor of all Certification related expiration dates, etc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Bus Monitor

\_\_\_\_\_  
Printed Name of School Bus Monitor

\_\_\_\_\_  
Printed Name of Contractor Staff

\_\_\_\_\_  
Contractor

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## MEMORANDUM

To: **SCHOOL BUS OPERATOR**

From: **CONTRACTOR DESIGNEE**

Subject: **MAINTAINING A VALID COMMERCIAL DRIVERS LICENSE (CDL)**

As you know, maintaining a valid Commercial Driver's License (CDL) is a condition of employment as a school bus operator with Duval County Public Schools (DCPS). It is especially important because it is specifically addressed in Federal CDL Law, State Board Rules, as well as the DCPS Safe Driver Plan (SDP). As you can well imagine, the State monitors our driving records, and the media from time to time requests operator record information. It is critical for all DCPS school bus operators to have excellent driving records and to maintain a valid CDL at all times while operating a school bus.

In order for you to comply with this requirement, it is important to understand how the Department of Highway Safety & Motor Vehicles (DHSMV) works, and what actions you must take to prevent CDL suspensions.

The DHSMV "Florida Driver's Handbook" places each operator on notice that failure to pay a ticket or appear in court will result in a CDL suspension. If you receive a ticket for any traffic violation including speeding, careless driving, seat belt or child restraints, etc..., (in other words, any violation except parking tickets), you are required to take one of the following actions:

1. Pay the ticket on time. As indicated on the citation, you may be able to mail in the payment or appear in person to make the payment.

OR

2. Appear in court to contest the ticket. The court date, time and place should appear on the ticket. If it does not, it is your responsibility to obtain a court date.

If, after approximately 30 days, you have not either paid the ticket or received a court date, your license will be suspended whether they notify you or not. If you wish to contest the ticket, it is your responsibility to ask for and obtain a court date. It can be a month or more before DHSMV notifies you of a CDL suspension. Therefore, you must take all appropriate actions to prevent CDL suspensions.

There have been incidents when an operator received a license suspension for failure to pay a ticket and, after having driven students with a suspended license, offered explanations such as

"I forgot to pay the ticket"

OR

"I was waiting for a court date:

OR

"I didn't know what I was supposed to do".



It is essential to note that in all instances and whether or not DHSMV notifies you, if you receive a ticket and fail to pay the ticket or fail to ask for and obtain a court date within approximately 30 days, your LICENSE WILL BE SUSPENDED. Since a valid CDL is a condition of employment, YOU MUST take all reasonable actions to prevent a license suspension. Failure to do so may result in revocation of certification under the Safe Driver Plan. It is that important!

If you have any questions concerning CDL requirements contact your Contractor. This memorandum should clarify how DHSMV works and your obligations under the law. The overwhelming majority of school bus operators maintain excellent driving records and are very conscientious concerning this matter.

MY SIGNATURE AND DATE BELOW SIGNIFY MY RECEIPT OF THIS MEMORANDUM.

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Employee Signature / Date / Printed Last Name

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# APPENDIX A

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## SCHOOL BUS OPERATORS CHECKLIST

**Name of Operator: Last \_\_\_\_\_ First \_\_\_\_\_**  
(Must use exact MVR name for all Certification documentation)

**Transportation Staff Member:** \_\_\_\_\_

\_\_\_\_\_5. T.B. Test Date:\_\_\_\_\_

\_\_\_\_7C. CDL Expiration Date Date:\_\_\_\_\_

8E. Confidentiality Training Date: \_\_\_\_\_

10. Safe Driver Plan Statement Date:

Date \_\_\_\_\_

**Duval County Public Schools – Transportation**  
**RE-CERTIFICATION**  
**SCHOOL BUS OPERATORS CHECKLIST**

Name of Contractor: \_\_\_\_\_

☐ Check if New Hire

Last Contractor Employed By: \_\_\_\_\_

Name of Operator: Last \_\_\_\_\_ First \_\_\_\_\_  
(Must use exact MVR name for all Certification documentation)

DOB: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Transportation Staff Member: \_\_\_\_\_

\_\_\_\_ 1. MEC Exam Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_ 2. Dexterity Testing Date: \_\_\_\_\_

\_\_\_\_ 3. Pre-Employment Drug Test (If New Hire) Date: \_\_\_\_\_

\_\_\_\_ 4. OTETA Drug and Alcohol History Verification (If New Hire) Date: \_\_\_\_\_

**FOR TRANSPORTATION USE ONLY:**

\_\_\_\_ 5. Fingerprinting FDLE  
Date Cleared: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ 6. Motor Vehicle Record (MVR) Date: \_\_\_\_\_

\_\_\_\_ 6A. Number of Points Over 3 Years \_\_\_\_\_

\_\_\_\_ 6B. CDL Expiration Date: \_\_\_\_\_

\_\_\_\_ 7. 8 Hours Instruction Date: \_\_\_\_\_  
(See Contractor Training Record for specific topics)

\_\_\_\_ 7A. Additional Special Needs Training Date: \_\_\_\_\_

\_\_\_\_ 7B. Confidentiality Training Date: \_\_\_\_\_

\_\_\_\_ 8. Evaluation Current Date: \_\_\_\_\_

\_\_\_\_ 9. Safe Driver Plan Statement (If New Hire) Date: \_\_\_\_\_

NOTE: All ESE Operators are required to complete specialized training as reflected on the Contractor Training Record as part of their 8 hour re-certification training.

I certify that the above information is accurate for the named operator and that a true and correct copy of such documentation is attached.

\_\_\_\_\_  
Contractor Printed Last Name and Signature

\_\_\_\_\_  
Date

**Duval County Public Schools – Transportation**  
**INITIAL CERTIFICATION**  
**SCHOOL BUS MONITORS CHECKLIST**

**Name of Contractor:** \_\_\_\_\_

**Name of Monitor: Last** \_\_\_\_\_ **First** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Transportation Staff Member:** \_\_\_\_\_

\_\_\_\_1. Physical Certificate Exam Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_2. Dexterity Date: \_\_\_\_\_

\_\_\_\_3. Drug Test Date: \_\_\_\_\_

\_\_\_\_4. T.B. Test Date: \_\_\_\_\_

**FOR TRANSPORTATION USE ONLY:**

\_\_\_\_5. Fingerprinting FDLE  
Date Cleared: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_6. 8 Hours Instruction Date: \_\_\_\_\_  
(See Contractor Training Record for specific topics)

\_\_\_\_7. Confidentiality Training Date: \_\_\_\_\_

\_\_\_\_8. Safe Driver Plan Statement Date: \_\_\_\_\_

**NOTE:** All monitors are required to complete specialized training as reflected on the Contractor Training Record.

I certify that the above information is accurate for the named monitor and that a true and correct copy of such documentation is attached.

\_\_\_\_\_  
Contractor Printed Last Name and Signature

\_\_\_\_\_  
Date

**Duval County Public Schools – Transportation**  
**RE-CERTIFICATION**  
**SCHOOL BUS MONITORS CHECKLIST**

**Name of Contractor:** \_\_\_\_\_

☐ Check if New Hire

**Last Contractor Employed By:** \_\_\_\_\_

**Name of Monitor:** Last \_\_\_\_\_ First \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Transportation Staff Member:** \_\_\_\_\_

\_\_\_\_ 1. Physical Certificate Exam Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_ 2. Dexterity Date: \_\_\_\_\_

\_\_\_\_ 3. Pre-Employment Drug Test (If New Hire) Date: \_\_\_\_\_

**FOR TRANSPORTATION USE ONLY:**

\_\_\_\_ 4. Fingerprinting FDLE  
Date Cleared: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ 5. 8 Hours Instruction Date: \_\_\_\_\_  
(See Contractor Training Record for specific topics)

\_\_\_\_ 6. Confidentiality Training (If New Hire) Date: \_\_\_\_\_

\_\_\_\_ 7. Safe Driver Plan Statement (If New Hire) Date: \_\_\_\_\_

**NOTE:** All monitors are required to complete specialized training as reflected on the Contractor Training Record.

I certify that the above information is accurate for the named monitor and that a true and correct copy of such documentation is attached.

\_\_\_\_\_  
Contractor Printed Last Name and Signature

\_\_\_\_\_  
Date