

Occasional and Volunteer Drivers

The Board of Education recognizes that there may be instances where students will be transported by school personnel who are not formally recognized as School Bus Drivers (as defined by Education Law).

It is the intent of the Board of Education to ensure the health, safety and well-being of all students. As such, Occasional and Volunteer Drivers should be subject to some level of scrutiny and review process.

Those school employees, not currently approved by the Board of Education to drive school busses for the Harpursville Central School, shall apply on an annual basis to be considered either an Occasional Driver or Volunteer Driver. The Occasional Driver should expect to drive no more than 15 times in any school year. The Volunteer Driver should expect to drive no more than 10 times in any school year.

Occasional Driver

A school employee wishing to become an Occasional Driver shall complete the appropriate application. This application will be given to the appropriate Administrator along with three personal letters of recommendation. The Administrator shall review this application and proceed as they would for any other prospective employee.

Upon approval of the Administrator, the completed application shall be sent to the Director of Transportation. The Director shall investigate the driving abstract of the individual to confirm that there is nothing on the driving abstract that would preclude the Board from approving them as an Occasional Driver.

If the driving abstract is clear and the application is approved, the Director of Transportation shall arrange a physical with the school physician.

With the school physician clearing that individual, the Board of Education may approve the applicant pending the completion of a mandatory one hour training that is facilitated by the Director of Transportation or their designee. Failure to complete this mandatory training will result in immediate revocation of Occasional Driver privileges.

All Occasional Drivers must reapply every year and follow the same process as stated above.

In addition, all Occasional Drivers will be subject to random mandatory testing for drugs and or alcohol. Refusal to take such a test and/or failure of the test will result in immediate revocation of being an Occasional Driver. Depending upon the circumstances, failure of the test or refusal to take the test may result in further action by the District relative to their employment.

In addition, if during any time that a person is approved as an Occasional Driver and that person receives a ticket for any moving violation, they must report it to the Director of Transportation the next business day and they should not expect to serve in the capacity of Occasional Driver until such time as they are formally cleared by the Director of Transportation.

At any time a student is to be transported by an Occasional Driver and the Director of Transportation does not observe the Occasional Driver to be in a condition to safely operate a school vehicle, the Director may suspend the privilege until such time as they believe the Occasional Driver to be able to return to having that privilege. The decision of the Director of Transportation may be final with any appeals to be made to the Superintendent. If there are any such suspensions they are to be reported to the Superintendent immediately.

An Occasional Driver that no longer wishes to continue in that capacity must send a letter to the Director of Transportation of their intent as soon as possible and they will be removed immediately.

Volunteer Driver

Unlike an Occasional Driver, the Volunteer Driver is severely limited in the number of times that they will be allowed to transport students. It is understood that students will only be transported in D.O.T. inspected vehicles owned by the District unless approved by either the Director of Transportation or a School District Administrator.

A school employee wishing to become a Volunteer Driver shall complete the appropriate application. This application will be given to the appropriate Administrator along with three personal letters of recommendation. The Administrator shall review this application and proceed as they would for any other prospective employee.

Upon approval of the Administrator, the completed application shall be sent to the Director of Transportation. The Director shall investigate the driving abstract of the individual to confirm that there is nothing on the driving abstract that would preclude the Board from approving them as a Volunteer Driver.

All Volunteer Drivers must reapply every year and follow the same process as stated above.

If during any time that a person is approved as a Volunteer Driver and that person receives a ticket for any moving violation, they must report it to the Director of Transportation the next business day and they should not expect to serve in the capacity of Volunteer Driver until such time as they are formally cleared by the Director of Transportation.

At any time a student is to be transported by a Volunteer Driver and the Director of Transportation does not observe the Volunteer Driver to be in a condition to safely operate a school vehicle, the Director may suspend the privilege until such time as they believe the Volunteer Driver to be able to return to having that privilege. The decision of the Director of Transportation may be final with any appeals being made to the Superintendent. All such suspensions are to be reported to the Superintendent immediately.

A Volunteer Driver that no longer wishes to continue in that capacity must send a letter to the Director of Transportation of their intent as soon as possible and they will be removed immediately.

First Reading: June 25, 2007

Second Reading & Adoption: July 9, 2007