

**Administrative Procedures for School Bus Drivers,  
School Commercial Motor Vehicle Drivers, and School Vehicle Drivers**  
(Attachment for Policies No. 810.1 and 810.3)

### **Purpose**

The purpose of these administrative procedures is to set forth guidelines for the implementation of the requirements in Policy 810.1 - School Bus Drivers and School Commercial Vehicle Drivers and Policy 810.3 - School Vehicle Drivers in order to ensure the safe transport of students.

### **Definitions**

For purposes of these procedures, terms are defined as followed:

**Covered driver:** Any District employee who drives, operates, or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased, or operated by the District. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the District or who operate a bus or commercial motor vehicle owned or leased by the District.

**School vehicle<sup>1</sup>:** A motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre primary, primary, or secondary school students while registered by or under contract to the District. The term includes vehicles having chartered, group, and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”

### **Procedures**

#### **Selecting and contracting with qualified vendors for required testing of drivers**

The Office of Employee Health Services will contract with a qualified medical reviewer and a certified laboratory to arrange for the substance abuse testing of covered drivers and school vehicle drivers in accordance with the requirements of [Policy 810.1](#) and [Policy 810.3](#).

The Office of Employee Health Services will also contract with a substance abuse professional (“SAP”) for counseling purposes.

Testing of covered drivers and school vehicle drivers will be coordinated by the Office of Employee Health Services in accordance with relevant collective bargaining agreements and the contracts of qualified vendors.

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<sup>1</sup> School vehicles include white passenger vans.

An employee in the Office of Employee Health Services acts as the designated employer representative (“DER”) to receive and handle results of drug and alcohol tests.

#### Maintenance of confidentiality

The Office of Employee Health Services shall maintain the confidentiality of the records of covered drivers and school vehicle drivers, in accordance with the collective bargaining agreement, law, regulations, and Board policy.

The Office of Vendor Management shall ensure that qualified vendors that employ covered drivers and school vehicle drivers shall also maintain confidentiality of all aspects of the testing process in accordance with law.

#### Monitoring employee compliance

The Office of Talent Support Services will perform a query of the Federal Motor Carrier Safety Administration’s Commercial Driver’s License Drug and Alcohol Clearinghouse (“the Clearinghouse”) during pre-employment screenings for each covered driver and school vehicle driver.

The Office of Employee Health Services will notify the Clearinghouse of positive substance abuse testing results for covered drivers when they occur, as well as for school vehicle drivers who have commercial driver’s licenses.

The Department of Transportation Services will perform a query of the Clearinghouse prior to the covered driver or school vehicle driver being assigned a route or assignment. The Department of Transportation Services will also perform an annual query of the Clearinghouse and an annual check of Motor Vehicle Reports for each covered driver and school vehicle driver.

#### Training

During onboarding, the Office of Talent and the Department of Transportation Services provide covered drivers and school vehicle drivers with all Board policies related to transportation and employment.

The Office of Employee Health Services and the Department of Transportation Services will provide annual, mandatory substance abuse training to all covered drivers and school vehicle drivers. At this training, covered drivers and school vehicle drivers receive information and materials relevant to Board policies and administrative procedures and regulations regarding drug and alcohol testing.

### Counseling and Treatment for Drug and/or Alcohol Problems

The Office of Talent provides information to all covered drivers and school vehicle drivers about available counseling and treatment for drug and/or alcohol problems through relevant collective bargaining agreements.

When a covered driver or school vehicle driver tests positive for substance abuse, the vendor notifies the DER in the Office of Employee Health Services. The DER refers the covered driver or school vehicle driver to the contracted SAP. The Office of Employee Health Services notifies the union of the positive test result.

### **Maintenance Schedule**

These administrative procedures will be reviewed upon policy renewal, or in the case of a triggering event.

### **Related Information:**

[Policy 300](#) - Code of Ethics

[Policy 304](#) - Employment in the District

[Policy 800](#) - Transportation