

## **On-Site Assessment Contractor Supplement (8-10-10 Version)**

Use this document to assist in determining what a contractor is to provide for the On-Site Assessment in school systems where a portion or all of student transportation services are provided by a contractor. The LSS is who is being assessed, therefore they are responsible for working with the contractor to produce, organize and incorporate contractor materials/documentation required for the assessment. All materials should be pulled together into one set of folders, but separate labeling may be required if applicable (see below).

Contractors transporting students to a public school within a local administrative unit have certain standards and responsibilities that must be met. These requirements are further substantiated by allocation of state funding for these students.

The following are some regulations that apply to contracted school buses and drivers providing transportation to students in Georgia's public schools (First Student, charter school transportation providers, etc.). Regulations are stated first, followed by the requirements/best practices in each On-Site Assessment section.

### **§ 20-2-188. Student transportation**

**(e)** The State Board of Education shall establish and require adherence to minimum specifications for **vehicles used or contracted to be used by local units of administration for transporting students.....**, and shall establish and require adherence to minimum standards and requirements respecting maintenance, repair, inspection, and use of such vehicles **and minimum qualifications for the drivers of such vehicles.**

### **160-5-3-.02 CONTRACTED TRANSPORTATION SERVICES.**

#### **(1) REQUIREMENTS.**

**(a)** Local boards of education shall ensure that the **drivers of all school buses contracted for the purpose of transporting school students meet the same requirements as drivers of public school buses.**

#### **Section 1 (all)**

- Master Spreadsheet (include all on one spreadsheet & add a column to note "Contractor" employed school bus drivers)
- 1A-1C, 12-6-6 (may be different than LSS documentation – clip & label – must meet DOE 31 unit and 12-6-6 requirements)
- 1D, DOE Driver Safety Meeting (include contractor employed school bus drivers)
- 1E\*, Other In-Service Training (may be different than LSS documentation – clip & label)
- 1F\*, Written and 2 Skill Exams (may be different than LSS documentation – clip & label)

#### **Section 2 (all)**

- Master Spreadsheet (include all on one spreadsheet & add a column to note “Contractor” employed Instructor/Trainers)
- 2A, Copy of Instructor/Trainer Certificates (include contractor employed Instructor/Trainers)
- 2A, Statement of Compliance on classroom and supervision of hands-on (one for LSS and one for each contractor if applicable)

### **Section 3 (all)**

- Master Spreadsheet (include all on one spreadsheet & add a column to note “Contractor” employed school bus drivers)
  - 3A, Application (may be different than LSS documentation - label)
  - 3B, MVRs (include contractor school bus drivers)
  - 3C, Bus Driver Physicals (include contractor school bus drivers)
  - 3D, Statement of Compliance on Criminal Record Check (one for LSS and one for each contractor if applicable)
  - 3E, Copy of Annual Performance Evaluation - (will be different than LSS documentation – clip & label)
  - 3E, Statement of Compliance on Annual Performance Evaluation - (one for LSS and one for each contractor if applicable)
  - 3F\*, Copy of Annual Driving Skill Evaluation Form (may be different than LSS documentation – clip & label)
  - 3F\*, Statement of Compliance on Annual Driving Skill Evaluation Form (one for LSS and one for each contractor if applicable)
  - 3G, Copy of CDL (include contractor school bus drivers)
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## **FMCSR Part 40 – Procedures for Transportation Workplace Drug and Alcohol Testing Programs and FMCSA Part 382 – Controlled Substances and Alcohol Use and Testing**

### **Section 4 (all)**

- Master Spreadsheet (include all on one spreadsheet & add a column to note “Contractor” employed school bus drivers)
  - 4A, Reasonable Suspicion Supervisors (include & note contractor employed)
  - 4B, 4C, 4D, 4E, 4G, Statements of Compliance (x2) in Various Areas (2 for LSS and 2 for each contractor if applicable)
  - 4F, Company DOT drug testing policy/procedure - (will be different than LSS documentation – clip & label)
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## **160-5-3-.13 STUDENT SAFETY.**

### **(1) REQUIREMENTS.**

- (a) Local units of administration shall ensure that students receive instruction annually in safe riding practices and emergency evacuation.**

## **Section 5 (all)**

- 5A, Evacuation Drills (include contractor buses/students)
  - 5B, Safe Riding Instruction (may be different than LSS documentation – clip & label)
  - 5C, Conduct Report (may be different than LSS documentation – clip & label)
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### **160-5-3-.08 SCHOOL BUS DRIVERS.**

(f) School Bus Driver Education.

4. Local school systems **shall report all accidents in which school buses are involved** to the Department on forms provided by the Department.

### **20-2-1091. Payment of insurance premiums by school board or other bus owner.**

Where a bus is owned by the school board, the board shall pay the premium for insurance issued under Code Section 20-2-1090. **Where the bus is not owned by the board, the premium shall be paid by the owner.**

### **160-5-3-.04 SCHOOL BUS INSURANCE.**

(1) REQUIREMENT.

(a) The local board of education shall maintain the following minimum liability insurance coverage: **\$100,000 per person; \$300,000 each accident; \$50,000 property damage; and \$5,000 medical and death payment.**

## **Section 6**

- 6A, Accident Reports (include contractor school bus accidents)
  - 6B, Superintendent's Report – Contractor buses should be included if LSS is paying contractor
  - 6C, School Bus Liability Report/Coverage (Include proof of contractor coverage @ required level)
  - 6D, Bus Bid Tab Report – NO, if owned by contractor - YES, if owned by LSS
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### **§ 20-2-188. Student transportation**

(e) **The State Board of Education shall establish and require adherence to minimum specifications for vehicles used or contracted to be used by local units of administration for transporting students....., and shall establish and require adherence to minimum standards and requirements respecting maintenance, repair, inspection, and use of such vehicles and minimum qualifications for the drivers of such vehicles.....**

### **160-5-3-.01 PURCHASE OF SCHOOL BUSES.**

(1) **REQUIREMENTS.**

(a) Local school systems shall ensure that **any school bus body and chassis purchased and/or used for the purpose of transporting public school students of Georgia to and from school conforms to the current Georgia School Bus Specifications**, available from the department.

**§ 40-8-220. Inspection of public school buses**

(a) Every school bus which is defined by paragraph (55) of Code Section 40-1-1 (**OPERATED FOR THE TRANSPORTATION OF SCHOOL CHILDREN TO AND FROM SCHOOL OR SCHOOL ACTIVITIES**) which is owned or operated by a state, county, or municipal government or under contract by any independent school system shall be inspected annually, or more frequently at the discretion of the commissioner of public safety, under the supervision of an employee of the Department of Public Safety.

**160-5-3-.03 SCHOOL BUS INSPECTIONS.**

**(1) REQUIREMENTS.**

(a) Local units of administration shall ensure that **all school buses are inspected annually by the Department of Motor Vehicle Safety.**

(b) Local units of administration maintenance or service personnel **shall inspect all school buses monthly and record the results on forms provided by the Department of Education.** **A**  
local form may NOT be used in lieu of the department's form.

**Section 7**

- Master Spreadsheet (include all on one spreadsheet & add a column to note "Contractor" owned buses)
  - 7A, Monthly Bus Inspection Forms (include contractor buses)
  - 7B & C, DPS Inspection Forms (include contractor buses)
  - 7D, Maintenance/Repair Records (includes contractor buses)
  - 7E\*, Method for Drivers to Report Problems (may be different than LSS documentation – clip & label)
  - 7F, Statement of Assurance on keeping records for 5 years – Not required
  - 7I, Pre-trips (include contractor buses – form may be different than LSS)
  - 7H, Statement of Assurance on Bus Defects – NO, if owned by contractor - YES, if owned by LSS
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