

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy****TRANSPORTATION OF STUDENTS BY STAFF**

On occasion, staff may transport students to events as part of the educational activities of the staff and students.

Staff transporting students by a school district vehicle, or a school district leased vehicle, on a school approved trip, shall comply with the following procedures:

1. Drivers shall complete the school district's "Certificate of Vehicle and Operator Requirements" form relating to transportation of students and shall keep such certification up to date at all times;
2. Drivers shall obtain appropriate written permission from the parents of the students authorizing the transportation on forms provided by the district;
3. The procedures set forth in the school district's policies pertaining to "Bus Riding Responsibilities/Discipline Procedures", and "School Bus Disciplinary Procedures" apply to such transportation and shall be followed at all times;
4. Drivers shall ensure that the students utilize seat belts at all times during transportation.

Staff failing to comply with this policy shall not be allowed to transport students and may be subject to appropriate discipline.

If the District employs or contracts with any individual specifically to provide such alternative transportation, the District shall obtain a completed background information form from the driver and conduct criminal background and driver records checks as required by state law. If the driver is found to have a violation, conviction, or pending charges during the previous 36 months, the superintendent will review the record and the driver may be deemed ineligible to provide student transportation. Some violations and/or convictions may prohibit transporting students regardless of the timeframe. In making the final decision, the superintendent may consider extenuating circumstances. Drivers may appeal a finding of ineligibility in writing to the Board of Education within ten (10) days of being notified of the ineligibility. This does not apply to individuals who hold a valid school bus endorsement, as such background checks are completed as part of the licensing process.

District owned or leased vehicles shall be minimally insured as follows:

1. \$10,000 property damage liability coverage; and
2. Seating capacity of 7 passengers or less - \$75,000 bodily injury liability coverage for each person and, subject to such limit for each person, total limits of \$150,000 for each accident, or
3. Seating capacity of 8-15 passengers - \$75,000 bodily injury liability coverage for each person and, subject to such limit for each person, total limits of \$200,000 for each accident.

Vehicles owned or leased by the school district must be inspected annually for compliance with the requirements of Section 110.075, Section 121.555(2)(b), and Chapter 347 of the Wisconsin Statutes and DOT rules.

LEGAL REF.: Sections 175.60, Wisconsin Statutes
 120.12
 121.52
 121.53
 121.54
 121.545

121.55
121.555

CROSS REF.: 443.2, Policy - Student Conduct on School Buses
443.2, Rule - Bus Riding Responsibilities/Discipline
751.5, Exhibit (1) – Certification of Vehicle and Operator Requirements
751.5, Exhibit (2) – Medical Health Information
751.5, Exhibit (3) – Alternative Vehicle Driver Information Request Form

Adopted: 04/08/96

Reviewed:

Revised: 07/29/96, 11/14/05, 02/09/09, 12/12/2011

PORT EDWARDS SCHOOL DISTRICT

Certification of Vehicle and Operator Requirements

Complete All Applicable Portions

Name: _____ Date of Birth: _____

Address: _____ Telephone Number: _____

Employer: _____ Position: _____

Year, Make & Model of Vehicle: _____

Seating Capacity (excluding operator): _____

OPERATOR REQUIREMENTS

The driver of a school-owned or leased vehicle must:

1. Posses a valid Wisconsin operator's license, a valid operator's license issued by another state, or a valid commercial drivers license issued by Mexico; and,
2. Be at least 18 years of age; and,
3. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator; and,
4. Obtain and submit a signed Alternative Vehicle Driver Information Request Form (if required) authorizing the District to conduct a criminal background check and driver record check.

MEDICAL EXAMINATION

Driver must provide medical opinion that he or she is not afflicted with or suffering from any mental or physical disability or disease which would prevent the driver from exercising reasonable control over a motor vehicle. The medical opinion must be submitted at least once every three years.

ATTACH MEDICAL OPINION

I certify that I meet the above requirements for transporting students in a school-leased or school-owned vehicle.

Signature

Date

PORT EDWARDS SCHOOL DISTRICT

Medical Health Information

Please fill out the following information if you are interested in providing transportation of Port Edwards students in a school-leased or school-owned vehicle. **All information will be kept confidential.**

Have you ever been diagnosed with, treated for, been afflicted with, or suffered from the following?

	YES	NO	IF YES, EXPLANATION:
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	_____
Artificial Limbs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Legally Blind	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mental Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Muscular Disorders	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neurological Disorders	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vision Impairment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing Loss	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attempted Suicide (in last 5 yrs.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

APPROXIMATE DATE OF LAST PHYSICAL: _____

The above information is correct and accurate. Any falsifying of information will result in immediate termination of transporting Port Edwards students.

Signature: _____ Date: _____

Please fill out, sign, and return to the school nurse.

To be filled out by school nurse:

Based upon this information, there are no known conditions which interfere with this individual transporting students for the Port Edwards School District.

Signature

Date

PORT EDWARDS SCHOOL DISTRICT

Alternative Vehicle Driver Information Request Form

Please print

First Name	Middle Initial	Last Name	Birth Date <i>(Month/Day/Year)</i>
Driver License Number		Social Security Number	

YES NO

Have you ever been convicted of a crime or other offense listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code within the time frame listed on the attached list of crimes?

Are you currently listed on any sex offender registry?

Are you currently listed on any nurse abuse registry?

Explain "YES" answers _____

YES NO

Have you been a resident in another state within the previous 2 years?

If you checked "YES" list all other state(s) in which you have been a resident during the previous 2 years:

Applicant Statements

As an alternative vehicle driver, I agree to report in writing to my employer, within 10 days:

1. Any accident in which I was involved as the operator of any motor vehicle regardless of who was at fault or if citations were issued;
2. Any conviction or operating privilege withdrawal listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code that makes the operator ineligible to operate a motor vehicle to transport pupils;
3. If I hold a school bus endorsement, any incidents that would disqualify me for holding that endorsement;
4. Any suspension or revocation of my operating privilege;
5. Any cancellation of my school bus endorsement of this state or another jurisdiction.

I understand that I may not falsify or provide incomplete information in respect to any material fact on this or any other background information form. I understand that if I am found to have a violation, conviction, or pending charges during the previous 36 months, I may be deemed ineligible to provide student transportation. I also understand that some violations and/or convictions may prohibit me from transporting students regardless of the timeframe.

I also understand that it is my responsibility to report any new medical condition or a medical condition that has significantly changed since my last report.

Applicant Signature

Date

School Bus and Alternative Vehicle Driver Disqualifications

Effective November 4, 2004, any driver who wishes to apply for, renew or transfer a school bus endorsement or be an alternative vehicle driver must self-certify and submit to a criminal background check to ensure they have not been convicted of any of the felonies listed in the following chart. Any of these convictions can result in from two years to a lifetime disqualification from driving a school bus or alternative vehicle.

Offenses or Crimes Under Wisconsin Statute 343.12(7), or Chapter Trans. 112.15, Wisconsin Administrative Code			
Abandonment of a child	Lifetime	Commercial Vehicle used in commission of Felony	2 years
Abduction of another's child; constructive custody	Lifetime	Commercial Operating While Intoxicated	5 years
Abuse of vulnerable adults	Lifetime	Concealing death of a child (at birth)	Lifetime
Abuse and neglect of patients and residents	Lifetime	Contributing to the delinquency of a minor	Lifetime
Acquire or obtain possession of controlled substance by fraud or forgery – counterfeit substance or packaging	5 years	Criminal damage to railroads	2 years
Administering dangerous or stupefying drug	Lifetime	Criminal gang member solicitation and contact	Lifetime
Arson of buildings; damage of property by explosives	5 years	Destruction of documents subject to subpoena	5 years
Arson of property other than buildings	5 years	Drug related crimes - Any of the following drug-related crimes:	Distribution or delivery or intent to deliver or distribute are lifetime, all others are 5 year disqualifiers.
Arson with intent to defraud	5 years	• Manufacture, distribution or delivery	see above
Assaults by prisoners	5 years	• Possession with intent to manufacture, distribute or deliver	see above
Assisting or permitting escape	5 years	• Possession of piperidine	see above
Assisting suicide	5 years	• Possession – gamma-hydroxybutyric acid, gamma-butyrolactone, ketamine or flunitrazepam	see above
Attempt to Elude Officer	5 years	• Distribute or deliver or attempt to deliver or distribute an imitation controlled substance	see above
Battery; substantial battery; aggravated battery	Lifetime	• Conspiracy	see above
Battery to a pregnant woman or unborn child	Lifetime	• Counterfeit substance	see above
Bomb scares	5 years	• Possession	see above
Burglary	5 years	Distribution of controlled substances to persons under age 18	Lifetime
Careless Driving (out of state)	2 years	Disarming a peace officer	5 years
Causing a child to view or listen to sexual activity	Lifetime	Endangering safety by use of a dangerous weapon	2 years
Causing mental harm to a child	Lifetime	Exposing genitals or public area to child	Lifetime
Child enticement	Lifetime	Exposing a child to harmful material or harmful descriptions or narrations	Lifetime
Child sex offender working with children	Lifetime	Engaging in repeated acts of sexual assault of the same child	Lifetime
Commercial Alcohol	5 years	Falsified Application	2 years
Commercial Alcohol causing death	5 years	Failure to comply with officer's attempt to take person into custody	5 years
Commercial Alcohol causing great bodily harm	5 years	Failure to stop after accident	5 years
Commercial Alcohol causing injury	5 years	Felony murder	Lifetime
Commercial OWI causing great bodily harm	5 years	Firearm silencers	5 years
Commercial Careless Driving (out of state)	5 years	First-degree intentional homicide	Lifetime
Commercial Controlled Substance Felony	5 years	First-degree reckless homicide	Lifetime
Commercial OWI – Controlled Substance	5 years	Forgery	5 years
Commercial Failure to stop after accident – attended vehicle	5 years	Great Bodily Harm	2 years
Commercial negligent Homicide Intoxicated	5 years	Harboring or aiding felons	5 years
Commercial Implied Consent	2 years	Hazardous Commercial Alcohol causing death	5 years
Commercial OWI causing injury	5 years	Hazardous Commercial Alcohol causing great Bodily harm	5 years
Commercial Implied Consent – Not a drop	5 years	Hazardous Commercial Alcohol causing injury	5 years
Commercial 0.0 Not a drop	5 years	Hazardous Commercial OWI causing great bodily harm	5 years
Commercial Possession of Intoxicate Beverage	2 years	Hazardous Commercial Alcohol	2 years
Commercial Reckless Driving	2 years	Hazardous Commercial Controlled Substance Felony	2 years

**Offenses or Crimes Under Wisconsin Statute 343.12(7), or Chapter Trans. 112.15,
Wisconsin Administrative Code**

Hazardous Commercial OWI – Controlled Substance	2 years	Physical abuse of a child	Lifetime
Hazardous Commercial Failure to stop after accident – attended vehicle	5 years	Placing foreign objects in edibles	5 years
Hazardous Commercial Negligent Homicide Intoxicated	5 years	Possession of child pornography	Lifetime
Hazardous Commercial Implied Consent	5 years	Possession and disposal of waste from manufacture of methamphetamine	5 years
Hazardous Commercial OWI Causing Injury	5 years	Possession of electric weapon	5 years
Hazardous Commercial Implied Consent – Not a drop	5 years	Possession of explosives	5 years
Hazardous Commercial Vehicle used in commission of Felony	5 years	Possession of a firearm (by felon)	5 years
Hazardous Commercial Operating While Intoxicated	2 years	Possession of firearm in school zone	Lifetime
High Test Results	2 years	Possession of short-barreled shotgun or rifle	5 years
High Test Results	2 years	Prohibited Alcohol concentration	2 years
Homicide by intoxicated use of vehicle or firearm	Lifetime	Prostitution	Lifetime
Homicide by negligent operation of a vehicle	Lifetime	Public fornication	Lifetime
Implied Consent	2 years	Reckless Driving	2 years
Implied consent Underage	2 years	Recklessly endangering safety	5 years
Incest	Lifetime	Reckless injury	Lifetime
Incest with a child	Lifetime	Robbery	Lifetime
Injury by intoxicated use of a vehicle	5 years	Sabotage	Lifetime
Keep or maintain any place for drug use, manufacture, keeping or delivering	lifetime	Second-degree intentional homicide	Lifetime
Keeping a place of prostitution	Lifetime	Second-degree reckless homicide	Lifetime
Kidnapping	Lifetime	Sedition	Lifetime
Kidnapping or missing persons – false information	5 years	Serious Violation with Occupational Holder	5 years
Leaving or storing a loaded firearm within the reach or easy access of a child	Lifetime	Sending obscene or sexually explicit electronic messages	Lifetime
Lewd and lascivious behavior	Lifetime	Sexual assault	Lifetime
Loan sharking prohibited (extortionate means – use or threat of violence for non-payment)	5 years	Sexual assault of a child	Lifetime
Machine guns and other weapons	5 years	Sexual assault of a student age 16 or older by a school instructional staff person	Lifetime
Mayhem	Lifetime	Sexual exploitation by a therapist	5 years
Making lewd, obscene or indecent drawings	Lifetime	Sexual intercourse with a child age 16 or older	Lifetime
Molotov cocktails	5 years	Sexual exploitation of a child	Lifetime
Neglecting a child	Lifetime	Sexual gratification	Lifetime
Negligent Homicide	5 years	Soliciting a child for prostitution	Lifetime
Negligent Homicide Intoxicated	5 years	Solicitation of a child to commit a felony	Lifetime
Negligent operation of a motor vehicle	2 years	Soliciting prostitutes	Lifetime
Obscene material or performance	Lifetime	Taking hostages	Lifetime
Obstructing emergency or rescue personnel	2 years	Tampering with household products	5 years
Obstructing justice	5 years	Unauthorized use of an individual's personal identifying information or documents	5 years
Operating after revocation	2 years	Underage Alcohol Operation	5 years
Operating while intoxicated causing injury	2 years	Unsafe burning of building	5 years
Operating under the influence of Intoxicant or controlled substance	5 years	Use or possession of a handgun and an armor-piercing bullet during crime	5 years
Operating while disqualified	2 years	Using a child for illegal drug distribution or manufacturing	Lifetime
Operating while suspended	2 years	Use of a computer to facilitate a child sex crime	Lifetime
Pandering	Lifetime	Violation of Occupational License	2 years
Patronizing prostitutes	Lifetime	Vehicle used in commission of felony (Operating without owner's consent)	5 years
Perjury	5 years		