

Non-School District Transportation Procedure

Purpose

This procedure is for any staff that drives children either in their personal vehicle or an agency vehicle.

Procedure

Drivers

- All staff driving children must undergo annual training on car seat tie-down procedures, child evacuation procedures and motor vehicle safety.
- All staff driving children must be certified in Pediatric First Aid, CPR and receive Blood Borne Pathogen training.
- On an annual basis supervisors ride along with drivers who transport children to observe driving and child management skills. They will document their findings in writing and make recommendations if changes, training, or improvements are needed.
- Supervisors must ensure that the regular and occasional driver checklist is completed and on file for any staff that drivers children.

Vehicles

- Pre- and post-trip inspections must be completed on vehicles prior to each trip transporting any children.
- All agency motor vehicles used to transport children must be inspected semi-annually by the Washington State Patrol School Bus Inspection or by a professional Automotive Service Excellence (ASE) approved garage, and documentation of the inspection and repairs must be kept on file, subject to monitoring by PSESD staff.
- Supervisors must ensure that the regular and occasional driver checklist is completed with all vehicle and insurance information is completed and on file.

Related Documents

Regular and Occasional Non-School District Driver Checklist