

*****DRAFT - NOT FOR FILING*****

3301-83-10 Personnel training program.

(A) Minimum school bus driver training requirements

Before a certificate may be issued qualifying drivers to be employed to operate a school bus, in accordance with divisions (A) or (B) of section 3327.10 of the Revised Code, drivers will successfully complete the Ohio pre-service school bus driver training program, as instituted by the Ohio department of education shall be successfully completed by each beginning driver. Successful completion of training, and the driver qualifications set forth in rule 3301-83-06 of the Administrative Code, will be documented through Upon completion of the following requirements and meeting all driver qualifications described in rule 3301-83-06 of the Administrative Code, a school bus driver training certificate issued by from an Ohio pre-service school bus driver training instructor, which shall expire six years from the date of issuance, shall be issued to the driver.

- (1) To achieve an acceptable level of competence, a minimum of twelve hours of on-the-bus instruction will is required and shall be completed prior to a driver being assigned to operate a school bus with pupils on board. This instruction will shall consist of:
- (a) Pre-trip inspection, control systems and dashboard instrumentation and mirror adjustment;
 - (b) Identification of acceptable driving techniques;
 - (c) Starting the engine;
 - (d) Position of hands for steering;
 - (e) Shifting the automatic and/or standard transmissions;
 - (f) Off road CDL maneuvers;
 - (g) Starting into traffic and pulling to the curb;
 - (h) Entering and leaving the freeway;
 - (i) Stopping for emergencies;
 - (j) Speed control;
 - (k) Changing lanes;
 - (l) Passing;
 - (m) Intersections - stop and through;
 - (n) Left and right turns;
 - (o) Turn-arounds;
 - (p) Loading and unloading pupils;
 - (q) Railroad crossings;
 - (r) Practice driving utilizing a detailed route sheet;

Commented [FH1]: The rule has been updated according to SB 9 (134th GA)'s requirement that restrictive regulatory language be removed, to correct the name of the agency consistent with HB 33 (135th GA), and to reflect other changes made by HB 33, including the revision of R.C. 4511.76, which authorizes an expanded use of motor vans for pupil transportation. Language has also been revised for clarity, to remove duplicative language already set forth in law or other rules, for ease of reference.

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- (s) Emergency evacuation procedures;
 - (t) Miscellaneous items to include at least the following:
 - (i) Special driving situations;
 - (ii) Special trips;
 - (iii) Regular trip restrictions;
 - (iv) Environmental compliance issues;
 - (v) Fatigue and wellness;
 - (vi) Handling equipment and cargo;
 - (vii) Hours of service ~~conditions~~ requirements.
 - (u) Student management; ~~and~~
 - (v) School bus security; ~~and~~
 - ~~(w) Defensive driving.~~
- (2) A minimum of fifteen hours of pre-service classroom instruction prior to operating a school bus with pupils on board. Alternatively, an individual may complete the Ohio department of education and workforce on-line pre-service school bus driver training course as authorized under section 3327.101 of the Revised Code. This instruction ~~will~~ shall consist of the following:
- (a) School bus and commercial driver license provisions requirements;
 - (b) Public relations;
 - (c) Pre-driving instructions;
 - (d) Driving the bus;
 - (e) Defensive driving;
 - (f) Pupil management, including bullying behaviors;
 - (g) Safety and emergency procedures;
 - (h) Use of first aid and blood borne pathogens equipment;
 - (i) Transporting the preschool and special needs children, including a practical overview of the characteristics and needs of those individuals;
 - (j) Fuel conservation and air quality and other environmental issues;
 - (k) Radio/cellular phone communication;
 - (l) Motor vehicle laws and Ohio pupil transportation operation and safety rules;

Commented [FH2]: To increase student safety, defensive driving techniques are to be included as part of the minimum bus driver instruction.

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(m) School district policies; ~~and~~

(n) Drug and alcohol testing conditions requirements; and

(o) Liability and responsibility.

(3) The school bus driver will demonstrate familiarity with the topics covered in the pre-service training at the completion of the pre-service training.

(4) A valid commercial driver's license with school bus and passenger endorsements, in accordance with sections 4506.03 and 4506.12 of the Revised Code, is a precondition for the school bus driver training certificate to be issued.

~~(5) After a driver has received a valid CDL, and before transporting pupils, the driver shall will:~~ Upon meeting all driver qualifications described in rule 3310-83-06 of the Administrative Code, which include an Ohio school bus driver training certificate, and upon obtaining a valid CDL, and before transporting pupils, the driver shall will:

(a) Observe a route with an experienced driver with students onboard; and

(b) Drive a route with an experienced driver and students onboard.

Prior to a school bus driver training certificate being issued, records of time, test scores, names, districts and other documentation of on-the-bus instruction will be maintained and filed with the department of education and workforce in the method prescribed by the department. Copies of original records are to be maintained by the school bus owner.

~~(5)~~ Each school bus owner will shall provide ~~and require~~ additional training for drivers and bus aides who transport preschool pre-school and special needs students. Such training will shall be completed prior to operating a bus with preschool pre-school and special needs children on board and ~~shall will~~ include:

(a) Appropriate behavior management, including bullying behaviors;

(b) Physical handling;

(c) Effective communication;

(d) Use and operation of adaptive equipment;

(e) An understanding of related behaviors and/or the particular disabling conditions; and

(f) Administer health care according to their qualifications and the needs of the student.

~~(6)~~ To be considered valid, all portions of the training set forth in required by this rule will shall be completed and electronically reported to the department of education and workforce, according to division (G) of section 3327.10 of the Revised Code, within a twelve-month period. Pre-service and recertification classes are valid for twelve months from the last day class is completed. After training set forth in paragraph (A) of this rule is completed, but before the school bus driver training certificate may be issued:

(a) Once the requirements have been met and (1) The on-the-bus instructor will has signed the driver's application for the Ohio pre-service school bus driver training certificate ion; and

Commented [FH3]: Content is added to help ensure driver awareness of liability and responsibility.

Commented [FH4]: This language is moved from current paragraph (E)(5) of this rule.

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~~(b)~~ The school bus owner will ~~shall~~ sign, and electronically submit, file a the T-9 form with the department within thirty days of the application in the method as prescribed by the department.

~~(7)(c)~~ Supporting documentation of records of completion of the training requirements in paragraph (A) of this rule will ~~shall~~ be filed submitted to with the department in the method prescribed by the department prior to a school bus driver training certificate being issued. Copies of original records will ~~shall~~ be maintained by the school bus owner for a minimum of six years.

~~(8)(7)~~ Upon approval of the department and in the case of unusual circumstances, with the exception of safety and emergency procedures, pupil management, and school bus owner policies, the pre-service training components requirements set forth in paragraphs (A)(2) and ~~(F)(G)~~(1) of this rule may be completed within forty-five days of employment. A temporary certificate will ~~shall~~ be issued for the operation of a school bus during the training period. A satisfactory state and federal criminal background will ~~check must~~ be completed prior to the issuance of the temporary certificate. Temporary certificates may ~~shall~~ only be issued to first time drivers seeking certification.

(B) Minimum motor van driver training.

(1) Before a certificate to operate a motor van, as defined in rule 3301-83-04 of the Administrative Code, may be issued under divisions (A) or (B) of section 3327.10 of the Revised Code, drivers will successfully complete pre-service motor van driver training. This training will include completion of:

(a) A four-hour minimum Ohio preservice driver curriculum or other course approved in advance by the department of education and workforce. A current school bus driver certificate may also fulfill the curriculum component of training; and

(b) A driving performance evaluation and review by a certified on-the-bus-instructor, or by a superintendent's designee demonstrating that the driver is accustomed to the vehicle.

(2) Each motor van owner will provide additional training for drivers who transport preschool and special needs students. Such training will be completed prior to operating a motor van with preschool and special needs children on board and will include:

(a) Appropriate behavior management, including bullying behaviors;

(b) Physical handling;

(c) Effective communication;

(d) Use and operation of adaptive equipment;

(e) An understanding of related behaviors and/or the particular disabling conditions; and

(f) Administer health care according to their qualifications and the needs of the student.

~~(B)~~(C) Annual in-service training

The board of education or governing board/administrator ~~shall~~ is to offer annual in-service training for ~~require~~ all regular and substitute school bus drivers, all drivers of vehicles other than school buses, and bus aides ~~to attend an annual in-service training program and ensure that all drivers and aides complete the training.~~ This training may be offered in one session, or multiple sessions as determined by each employer. The employer may also recognize, ~~but is not required to accept~~ training offered by other sources in lieu of

Commented [FH5]: Language in paragraph (B) has been relocated here from rule 3301-83-06(F)(7).

Commented [FH6]: "Demonstrating that the driver is accustomed to the vehicle" is added according to HB 33 (135th GA); R.C. 4511.76(G)(3).

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their own program. School bus drivers and aides ~~will~~shall participate in a minimum of four hours of training. The training ~~will~~shall be based on a needs assessment that ~~must~~ includes one or more of the following:

- (1) School bus and commercial driver license ~~provisions~~requirements;
- (2) Public and staff relations;
- (3) Equipment and care, including the operation of all adaptive equipment needed to safely transport pre-school and special needs students;
- (4) Driving the bus;
- (5) Defensive driving;
- (6) Highway/railroad grade crossing safety;
- (7) Pupil management, including bullying behaviors;
- (8) Safety and emergency procedures;
- (9) Use of first aid and blood borne pathogens equipment;
- (10) Transporting the preschool and special needs children;
- (11) Motor vehicle laws and Ohio pupil transportation operation and safety rules;
- (12) Signs, signals and pavement markings;
- (13) Fuel conservation;
- (14) Radio/cellular phone communications;
- (15) Detailed route sheets.

(E) ~~(D)~~ Pupil transportation director/supervisor training

Pupil transportation administrators are ~~required~~ to participate in a minimum of four hours of related training annually. School bus owners should encourage and support directors/supervisors of pupil transportation to attend local, regional, state and national workshops and conferences devoted to the management, supervision, organization and technical components of pupil transportation.

(F) ~~(E)~~ School bus mechanic training

Each school bus owner ~~will~~shall provide the opportunity for school bus maintenance personnel to participate in an annual workshop or training seminar, with a minimum of four hours of instruction, in one or more of the following areas:

- (1) Preventive maintenance procedures;
- (2) Repair procedures for each type of vehicle in the fleet and its special equipment;
- (3) Servicing procedures for equipment;
- (4) Inspection of the vehicle and its equipment;

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- (5) Recovery procedures for vehicles involved in an accident or breakdown;
- (6) Preparation of maintenance records;
- (7) Parts and equipment purchasing and storage; and
- (8) Establishment of parts inventory control procedures.

(E) (F) On-the-bus instructors

- (1) All school bus owners ~~are to~~ shall select and have a designated on-the-bus instructor or contract to obtain the services of a certified on-the-bus instructor.
- (2) On-the-bus instructor(s) ~~will~~ shall be trained and certified by an Ohio pre-service school bus driver training instructor. On-the-bus instructor(s) ~~will~~ shall attend annual in-service trainings as scheduled and provided by the Ohio pre-service school bus driver training instructor.
- (3) An on-the-bus instructor verification ~~is to~~ shall be indicated in the department's web-based driver's record (SEPS) and ~~shall~~ remains valid unless revoked by the Ohio pre-service school bus driver training instructor.
 - (a) The Ohio pre-service school bus driver training instructor ~~will~~ shall revoke the on-the-bus status in the event ~~he/she the driver or an on-the-bus instructor~~ does not attend the annual ~~required~~ in-service training conducted by the Ohio pre-service school bus driver training instructor, or does not receive an individual recertification evaluation by the Ohio pre-service school bus driver training instructor;
 - (b) The Ohio pre-service school bus driver training instructor may revoke or suspend the on-the-bus instructor status upon the request of the school bus owner.
- (4) When appropriate, the Ohio pre-service school bus driver training instructor or other certified on-the-bus instructor may provide all or part of on-the-bus instruction in lieu of the assigned on-the-bus instructor.

~~(5) Prior to a school bus driver training certificate being issued, records of time, test scores, names, districts and other required documentation of on-the-bus instruction shall be maintained and filed with the department in the method prescribed by the department. Copies of original records will be maintained by the school bus owner.~~

Commented [FH7]: This language is moved to paragraph (A)(5).

(F) (G) School bus driver training certificate Certification renewal for school bus drivers

A school bus driver ~~will~~ shall be certified by an on-the-bus instructor and subsequently approved by an Ohio pre-service school bus driver training instructor and issued a new school bus driver training certificate upon successful completion of the qualifications requirements every six years. Application for a renewal certificate ~~will~~ shall be made no later than thirty days prior to the expiration of the current certificate. The completion of the following school bus driver ~~certification~~ on qualifications requirements may occur anytime in the twelve months prior to application. No school bus driver ~~will~~ shall transport pupils without a current certificate.:-

- (1) A minimum of nine hours of the Ohio pre-service school bus driver training classroom instruction ~~will~~ shall be completed prior to applying for renewal certification. Alternatively, an individual may complete the Ohio department of education and workforce on-line pre-service school bus driver training course as authorized under section 3327.101 of the Revised Code. That instruction ~~shall~~ consists of the

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following:

- (a) Public relations;
 - (b) Pupil management, including bullying behavior;
 - (c) Pre-trip inspection;
 - (d) Driving the bus;
 - (e) Defensive driving;
 - (f) Fuel conservation;
 - (g) Transporting preschool and special needs children;
 - (h) Safety and emergency procedures;
 - (i) Radio/cellular phone communications; and
 - (j) Motor vehicle laws and Ohio pupil transportation operation and safety rules.
- (2) The driver will demonstrate their familiarity with the topics covered at the completion of the class.
- (3) A driving performance evaluation and review ~~will~~ shall be completed prior to applying for certification. The driving skills evaluation and review ~~shall~~ consists of the following:
- (a) Identification of acceptable driving techniques, including the following:
 - (i) Position of hands for steering;
 - (ii) Braking;
 - (iii) Following distance;
 - (iv) Speed control; and
 - (v) Observing traffic conditions ahead.
 - (b) Intersections - stop and through;
 - (c) Left and right turns;
 - (d) Curves;
 - (e) Changing lanes;
 - (f) Passing;
 - (g) Railroad crossings;
 - (h) Loading and unloading pupils;
 - (i) Turn-arounds;

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- (j) Entering and leaving the freeway;
 - (k) Starting into traffic and pulling to the curb;
 - (l) Stopping for emergencies;
 - (m) Pre-trip inspection; and
 - (n) Mirror adjustment.
- (4) The driver ~~may~~shall have no more than four opportunities to successfully demonstrate the driving skills as follows:
- (a) A certified on-the-bus instructor designated by the school district or private operator ~~shall~~ will administer the first three opportunities.
 - (b) A fourth opportunity to demonstrate driving skills, if necessary, will~~shall~~ be administered by an Ohio pre-service instructor. The driver will ~~must~~ be offered appropriate driving instruction prior to this fourth opportunity.
 - (c) Drivers that fail to successfully demonstrate driving skills on the fourth opportunity will repeat the initial training set forth in paragraph (A) of this rule in order for the driver's certificate to be renewed.
- (5) The certification qualifications requirements for classroom instruction, pursuant to paragraphs ~~(F)~~(G)(1) and ~~(F)~~(G)(2) of this rule, may be substituted with successful completion of the Ohio pre-service advanced school bus driver training course if completed during the driver's current six-year certification period ~~within twenty-four months prior to the expiration of the current certificate.~~
- (6) The certification qualifications requirements for driving skills, pursuant to paragraphs ~~(F)~~(G)(3) and ~~(F)~~(G)(4) of this rule, may be substituted with participation in a state and/or regional school bus driver safety road-e-o, and achieving a minimum of eighty percent of the possible points, if completed during the driver's current six-year certification period ~~within twenty-four months prior to the expiration of the current certificate.~~
- (7) All other qualifications requirements for school bus drivers as described in paragraph (B) of rule 3301-83-06 of the Administrative Code are ~~required~~ to be met prior to application for a renewal certificate.
- (8) Records of completion of the qualifications requirements in paragraphs ~~(F)~~(G)(1) to ~~(F)~~(G)(7) of this rule will~~shall~~ be maintained and filed with the department in the method prescribed by the department before a certificate of successful completion is issued. Copies of original records will be maintained by the school bus owner for a minimum of six years.
- (9) The certificate of any person who cannot provide proof of having operated a school bus during the previous twenty-four months will ~~shall~~ be considered invalid. That person ~~must~~ is to then successfully satisfy the certification qualifications requirements described in paragraphs (A)(1) to (A)~~(6)~~(7) or ~~(F)~~(G)(1) to ~~(F)~~(G)(7) of this rule, as applicable, prior to resuming transportation of pupils.
- ~~(G)~~(H) An Ohio pre-service school bus driver training instructor or the department of education and workforce may suspend or revoke a driver's certification. An owner of a school bus may refer a certified driver to the pre-service school bus driver training instructor for certification review. Drivers who fail the certification

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process ~~will~~ have any and all school bus driving certifications revoked by the department.

(I) Districts will identify, share, and encourage bus drivers to participate in professional development opportunities.

Commented [FH8]: Language is added consistent with the Ohio School Bus Safety Working Group Report (January 2024), Recommendation #1.