

Bus Driver/Aide Bulletin 119 Checklist

Employee Name _____

1) Copy of Criminal Record/Fingerprinting (See Section 303 of *Bulletin 119*)

NOTE: If there is a rapsheet, copy of the Superintendent's approval signature and date

Optional Comments: _____

2) Copy of Verified Driving Record by Dept. of Public Safety & Corrections, Office of Motor Vehicles (See Section 303 of *Bulletin 119*)

Optional Comments: _____

3) Clear copy of valid, current Louisiana Commercial Driver's License on file (See Section 303 of *Bulletin 119*)

- a) License/ID Number _____ b) Class _____
- c) Expiration Date (mm/dd/yyyy) _____ d) Date of Birth (mm/dd/yyyy) _____
- e) Issue Date (mm/dd/yyyy) _____ f) Name on License _____
- g) Address on License _____
- h) Endorsements (Must include Passenger (P) and School Bus (S) Endorsements) _____
- i) Restrictions _____
- j) Sex ____ Height ____ Weight ____ Eyes ____ Audit ____ Office ____ Parish ____ Donor _ Y or _ N Living Will _ Y or _ N

Optional Comments: _____

4) Copy of Physical Examination (See Section 303 of *Bulletin 119*)

- a) Date Taken (mm/dd/yyyy) _____ Date Expires (mm/dd/yyyy) _____

Optional Comments: _____

5) Copy of Eye Examination (See Section 303 of *Bulletin 119*) Yes, is included with Physical Exam NO, is separate from Physical Exam

- a) Date Taken (mm/dd/yyyy) _____ Date Expires (mm/dd/yyyy) _____

Optional Comments: _____

6) Copy of DOTD Drug and Alcohol Examination (See Section 303 of *Bulletin 119*)

- a) Date Taken (mm/dd/yyyy) _____ Date Expires (mm/dd/yyyy) _____

Optional Comments: _____

7) Copy of Initial 44 hour Pre-Service Instructional Requirements (See LA School Bus Operator Training Manual & Section 303 & 503 of *Bulletin 119*)

- a) Date Submitted (mm/dd/yyyy) _____

Optional Comments: _____

8) Copy of Annual or Bi-Annual Continued In-Service Requirements(See Section 303 & 501 of *Bulletin 119*)

- a) Date Submitted (mm/dd/yyyy) _____

Optional Comments: _____

9) Copy of Vehicle Inspection and Maintenance(See Section 701 of *Bulletin 119*) Date Submitted (mm/dd/yyyy) _____

Optional Comments: _____

10) Copy of Signed Receipt and Understanding of *Bulletin 119* Date Signed (mm/dd/yyyy) _____

Optional Comments: _____

11) Copy of Signed Receipt and Understanding of CoBSS Policies & Procedures Date Signed (mm/dd/yyyy) _____

Optional Comments: _____

11) Copy of Routes, Student Names, Phone #s,????????????????????Date Signed (mm/dd/yyyy) _____

Optional Comments: _____

Printed Name of Employee

Signature of Employee Date Signed (m/d/y) _____

In Baker, Sub Bus Drivers are paid \$55 per day for 2.5 hours in morning and 2.5 hours in afternoon. Sub Bus Aide is currently at \$8 per hour for 2.5 hours in morning and 2.5 hours in afternoon.

Extra Bus Routes for any Full Time or Part Time Bus Driver is \$10.50 per hour

Full Time Bus Drivers are now being given an extra 10 hours per pay period (24 pay periods per fiscal year) at each individual bus driver's hourly rate of pay called the docking unit (ex. \$14,141 divided by 182 days = daily rate of \$77.697802 per day divided by 5 hours per day is \$15.54 per hour)

Salary Schedule B&A Range

Step #	Range #1 Bus Driver	Range #2 Bus Aide/Attendant
01	\$13,860.00	\$10,285.00
02	\$13,914.00	\$10,363.00
03	\$13,971.00	\$10,441.00
04	\$14,028.00	\$10,521.00
05	\$14,086.00	\$10,601.00
06	\$14,144.00	\$10,682.00
07	\$14,202.00	\$10,764.00
08	\$14,261.00	\$10,805.00
09	\$14,319.00	\$10,847.00
10	\$14,378.00	\$10,889.00
11	\$14,438.00	\$10,930.00
12	\$14,497.00	\$10,973.00
13	\$14,557.00	\$11,015.00
14	\$14,618.00	\$11,058.00
15	\$14,678.00	\$11,100.00
16	\$14,739.00	\$11,143.00
17	\$14,776.00	\$11,187.00
18	\$14,813.00	\$11,230.00
19	\$14,850.00	\$11,274.00
20	\$14,887.00	\$11,318.00
21	\$14,989.00	\$11,362.00
22	\$15,239.00	_____
23	\$15,489.00	_____
24	\$15,739.00	_____
25	\$15,989.00	_____
26	\$16,239.00	_____

For when someone had the endorsement (P & S) but dropped it. They must 1) go back to Department of Motor Vehicles, 2) Upgrade back to Class B and Add School Bus, 3) Pay \$15 fee and take School Bus Written Test at the DMV, 4) If the person passes the test, the DMV will give that person a permit to go to a third party tester (see expresslane.org website), 5) once the person takes the test, he or she will bring the results back to the DMV and add the Class B back to their record, and 6) The DMV will pro-rate the license amount that will be a little less than \$76.50

303. Certification of School Bus Drivers taken from Bulletin 119 [BusDriverJobDescription.pdf](#)

A. The term *school bus drivers* included in this Section includes anyone who is certified to transport students to and from school and school-related activities. Full-time drivers, substitute drivers (including bus attendants who may also be certified to drive in emergency situations), activity bus drivers (teachers, coaches, custodians, etc.), and any other person who is employed by the school district or by a private entity that has contracted with the school district to provide student transportation services and who at any time transports students must be certified prior to transporting students.

B. Initial and Annual Certification

1. Initial certification of new applicants and annual certification of existing school bus drivers must be conducted by LEAs on all full-time and substitute school bus drivers. Documentation of those components required for initial certification must be verified and kept on file for all school bus drivers each year.

C. The following requirements are minimum requirements for certification of all school bus drivers in Louisiana; however, LEAs may establish additional criteria for driving personnel and/or bus attendants.

1. Drivers must be 21 years of age or older.

2. Initial applicants must undergo a criminal record check, including finger printing, as described in R.S. 17:15 and R.S. 15:587.1

3. All drivers must have a current and acceptable driving record verified by the Department of Public Safety and Corrections, Office of Motor Vehicles as required by R.S. 17:491.1, verified by the LEAs transportation supervisor, and maintained in the driver's permanent record. Additionally, these drivers must report moving violation convictions in accordance with CDL requirements.

a. No driver or applicant shall be employed as a school bus driver if within the past five years, he/she has been convicted of, or has forfeited a bond on, any charge of:

i. DUI, possession, distribution, or use of a controlled dangerous substance, as defined by R.S. 40:963 et seq.;

ii. leaving the scene of an accident involving an injury or fatality; or

iii. any felony involving the use of a motor vehicle.

4. Drivers must have a commercial driver's license (CDL) issued by the state of residence, which includes a Passenger (P) and School Bus (S) endorsement. Airbrake authorization may also be required.

5. Drivers must pass a physical and eye examination meeting current CDL requirements annually. A copy of the examination record must be filed with the LEA transportation office before the beginning of each school year. More extensive and/or more frequent exams may be required by the LEA, Head Start or private employer. All school bus drivers must be certified as having normal use of both hands, both arms, both feet, both legs and must possess normal or corrected vision of 20/40 in both eyes, with a field of vision of at least 150 degrees. They must have corrected or normal hearing, be free of communicable disease and of mental, emotion or functional disorders.

a. After a heart attack or other serious illness, a certificate of health and permission to return to work from a licensed physician must be presented and filed with the transportation office and maintained in the driver's record. Local school boards may require such certification, as well as all annual physical examinations, to be approved by board-appointed physicians, who also may be required to meet requirements of the Federal Motor Carrier Safety Administration.

6. Drivers must pass initial drug and alcohol screening requirements and United States Department of Transportation-directed random testing, as specified by the Federal Motor Carrier Safety Administration. More stringent requirements may be imposed by individual LEAs and/or private contractors.

7. Initial applicants must complete the following pre-service instruction requirements.

a. Each LEA must provide services for applicants to meet the minimum requirements for certification prior to transporting students on a school bus as outlined in the *Louisiana School Bus Operator Training* manual promulgated by the DOE.

b. Initial applicants must complete the 44-hour pre-service phase of the school bus driver training program which includes 30 hours of pre-service instruction provided by a DOE-certified school bus operator instructor, four hours of vehicle familiarization, and 10 hours of on-the-bus training.

8. Annual or bi-annual in-service training for continued certification of school bus drivers must be conducted by the LEA. School bus drivers, including substitute drivers and activity drivers, must complete eight hours of in-service training within a two-year period. The eight hours of training may be provided in four hour annual in-service training opportunities each year.

D. Documentation of certification of school bus drivers must be maintained by the LEA.