

McCall-Donnelly School District
Activity Bus Guidelines

- 1) The 14-passenger activity buses will be available for use in accordance with the following priorities:
 - a) Interscholastic competitions for which interschool contracts have been signed and for which there are penalties for breach of contract.
 - b) Interscholastic competitions for which interschool contracts have been signed, but for which there are no penalties for breach of contract.
 - c) Interscholastic competitions for which no interschool contracts have been signed.
 - d) Student activities directly related to academic courses; e.g., field trips.
 - e) Student activities not directly related to academic courses, but that are related to our educational mission; college visit, career fair, etc.
 - f) Student activities directly related to an established student organization.
 - g) All other student activities.
 - h) Staff/Faculty activities
 - i) Within each category, the decision for use will be on a first come first served basis.

- 2) The person responsible for driving the bus will provide the following information before being allowed to drive:
 - a) Name, driver's license number, date of birth, and permission for the district to procure a driving record report from the division of motor vehicles
 - b) SafeSchools online training of 1 hour must be completed, please contact the District Office for access.
 - c) In-person pre-driving check off training must be completed.
 - d) Information regarding any health impairment that could influence his/her driving performance; e.g., diabetes, narcolepsy, etc.
 - e) Drivers must also have passed a background check through the State Department of Education.

- 3) The bus will be requested through SchoolDude (Staff Portal):
 - a) Bus requests should be entered online at least 48 hours before the scheduled event.
 - b) The District Office/Maintenance will be responsible to distribute and collect bus keys. Buses are to be picked up at the maintenance vehicle area between the tennis courts and the maintenance facility. Buses are to be left at the maintenance vehicle area when the trip is over along with a list of items that need attention.

- 4) Driver Responsibilities:
 - a) Drivers are limited to 11-hours of daily driving time or a 14-hour work day limit.

- i. Driver A departs McCall and drives 6 hours to location X. The return drive is also 6 hours. This driver could not complete this trip because it exceeds 11 hours of daily driving time.
 - ii. Driver A reports to work at 8:00 am and begins driving the activity bus at 4:00 pm. The trip takes 2 hours and the activity lasts 3 hours. Driver A would not be able to drive the return trip of 2 hours because the total work/drive time exceeds 14 hours in one day.
- b) The driver is responsible for doing a walk around prior to driving the bus. The driver is also responsible for reporting accidents, or problems with the bus, and returning the keys to the District Office/Maintenance in a timely manner so the bus can be available for the next trip. The Maintenance Department will be responsible for a more thorough inspection periodically and will place the buses on a routine maintenance schedule.
- c) Each bus is to have windows cleaned, debris/trash picked up before leaving it at the maintenance vehicle area.
- d) The driver should read the information provided from the "Idaho Commercial Driver's License Manual 2013," prior to beginning the trip. This information is available in a binder that is kept in the bus at all times.
- e) Failure to follow the guidelines may result in denial of use on subsequent occasions.