

Rule 3301-83-06 | Personnel qualifications.

Ohio Administrative Code / 3301 / Chapter 3301-83 | Pupil Transportation

Effective: March 26, 2020 *Promulgated Under: 119.03*

(A) The transportation director/supervisor

Qualifications shall include:

- (1) A satisfactory driving record as verified through checks made by the employing agency.
- (2) A satisfactory work history as verified through professional references.
- (3) A satisfactory criminal background report in accordance with divisions (J) and (K) of section [3327.10](#) of the Revised Code.
- (4) Post-high school education or work experience in education, business administration, management or transportation as determined by the school bus owner.
- (5) Completion of annual participation in a minimum of four hours of inservice training related to school transportation, in school transportation-related training.
- (6) Completion of the classroom portion of the Ohio preservice driver training program at least once every six years pursuant to paragraph (A)(2) of rule [3301-83-10](#) of the Administrative Code.

Newly assigned administrators shall complete the classroom portion of the Ohio preservice driver training program within one year of their appointment to the position.

(B) The school bus driver

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The school bus driver shall have an understanding of the role of pupil transportation in the educational program and meet all the physical, mental and moral requirements established by federal rule, state laws and this chapter of the Administrative Code.

Qualifications shall include:

- (1) Be at least twenty-one years of age with a minimum of two years driving experience.
- (2) Being physically qualified pursuant to the requirements listed in rule [3301-83-07](#) of the Administrative Code.
- (3) Completion of semi-annual driver record checks through the Ohio department of education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:
 - (a) More than six points during the past two years;
 - (b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past ten years;
 - (c) Two (or more) serious traffic violations, as defined in division (II) of section [4506.01](#) of the Revised Code, during the past two years; or
 - (d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
 - (e) Nothing in paragraph (B) of this rule shall limit any district or employer from adopting more stringent qualifications.
- (4) Being licensed as a school bus operator.

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(5) Holding school bus driver certification by a city or exempted village superintendent, a community school superintendent, a county educational service center, county board of developmental disabilities, head start program administrator, non-public administrator, or contractor.

(6) Completion of pre-service and inservice training as prescribed in rule [3301-83-10](#) of the Administrative Code.

(7) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.

(8) Ability to cope with stressful situations.

(9) Possessing or upgrading skills through formal and/or in-service training.

(10) A satisfactory criminal background report in accordance with divisions (J) and (K) of section [3327.10](#) of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule [3301-83-10](#) of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(11) A negative pre-employment drug test.

(12) Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382. Individuals who refuse to participate in testing are disqualified from operating a school bus.

(C) Maintenance personnel

Personnel employed for vehicle maintenance duties shall be qualified to perform quality preventive and regular maintenance programs and shall understand the relationship of vehicle maintenance to a safe pupil transportation program.

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Qualifications as determined by the employer shall include:

- (1) Work history;
- (2) Education and professional development;
- (3) Testing;
- (4) On-the-job performance evaluations.
- (5) Individuals who may be required to operate a school bus with pupils on board shall meet all requirements for a school bus driver as listed in paragraph (B) of this rule.

(D) Bus aides

Qualifications shall include:

- (1) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
- (2) Ability to cope with stressful situations as related to preschool and special needs children.
- (3) Possessing or upgrading skills through formal and/or inservice training related to transportation of preschool and special needs children.
- (4) A satisfactory criminal background report in accordance with divisions (J) and (K) of section [3327.10](#) of the Revised Code. A new report shall be required every six years and the standard for evaluation of this report shall be as provided for in rule [3301-20-01](#) of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(E) On-the-bus instructors

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Qualifications shall include:

- (1) Meeting the requirements of rule [3301-83-10](#) of the Administrative Code inclusive, relating to on-the-bus instructor training.
 - (2) Meeting all the requirements of school bus driver as listed in paragraph (B) of this rule.
 - (3) Skills necessary to plan and organize instruction.
 - (4) Ability to communicate effectively.
 - (5) Capability of coordinating instruction for pre-school and special needs transportation.
 - (6) Be currently employed in a role that includes school bus driving duties and be listed as an active driver by the department.
 - (7) Shall pass a driving and pre-trip skills evaluation at least once every six years with a state pre-service instructor.
 - (8) Shall be sponsored by a school transportation provider or preservice instructor.
- (F) Drivers of vehicles other than school buses utilized for pupil transportation.

Qualifications shall include:

- (1) Be at least twenty-one years of age with a minimum of two years driving experience.
- (2) Shall complete semi-annual driver record checks through the department for which records shall be maintained by the employer and/or school district for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:
 - (a) More than six points during the past two years;

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(b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past ten years;

(c) Two (or more) serious traffic violations, as defined in division (II) of section [4506.01](#) of the Revised Code, during the past two years; or

(d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.

(e) Nothing in this rule shall limit any district or employer from adopting more stringent qualifications.

(3) Holding a valid driver's license.

(4) Proof of financial responsibility or insured by the school transportation provider.

(5) A satisfactory criminal background report in accordance with divisions (J) and (K) of section [3327.10](#) of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule [3301-83-10](#) of the Administrative Code and the standard for evaluation of this report shall be as provided for in rule [3301-83-23](#) of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(6) Must be physically qualified as determined by rule [3301-83-07](#) of the Administrative Code, except that paragraph (D)(13) of rule [3301-83-07](#) of the Administrative Code shall not apply to drivers employed by the Ohio school for the deaf and Ohio state school for the blind, who must meet all other requirements outlined in rule [3301-83-07](#) of the Administrative Code and shall only transport students enrolled at the Ohio school for the deaf and Ohio state school for the blind, interpreters, and authorized passengers as provided within rule [3301-83-17](#) of the Administrative Code, after pre-trip procedures are conducted for each trip, including confirming communication capability to

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the driver has the ability to communicate with passengers. The deaf driver's ability to communicate may be satisfied by transporting groups of students and employees that can communicate using both speech and sign language or a group that includes a sighted individual that can communicate using speech and sign language.

(7) Shall complete preservice training requirements as follows:

(a) Shall complete a four- hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the pupil transportation office of the department.

(b) Shall complete a driving performance evaluation and review by a certified on-the-bus-instructor, or by a superintendent's designee.

(c) Submit evidence of training to the department.

(d) Have a certificate of acknowledgement of van driver training as issued by the department.

(e) A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.

(8) Shall complete a two- hour minimum of annual inservice training as approved by the school district transportation department. Failure to complete the annual inservice training may result in the revocation of an individual's certificate.

(9) Holding an annual driver certification issued by the owner of the vehicle.

Supplemental Information

Authorized By: [3301.07](#), [4511.76](#)

Amplifies: [3327.10](#), [4511.76](#)

Five Year Review Date: 3/26/2025

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