

Student Transportation Controls

Line of Business: Auto Liability

Risk Control Strategy/Key Issues: To establish, document and maintain a student transportation program.

Suggested Program Elements:

1. Program Statement:

Assign program responsibilities to one designated accountable person. This individual should be provided with the management resources needed to accomplish the goals as established by your organization. An individual in the transportation department (Transportation Supervisor) is a likely candidate because of the need to maintain these program records along with other driver records.

Management's reasoning for implementation of the program should be communicated in writing, to all staff members within the organization. The duties and responsibilities of the designated individual should be outlined in the correspondence as well.

2. Driver Selection Process:

- The criteria for consideration of employment as a driver within your organization's student transportation program, should include, but not be limited to the following items:
 - ✓ Written application
 - ✓ Copy of state driving record
 - ✓ Background check
 - ✓ All references contacted
 - ✓ Personal interview and on road driving test with like equipment

3. Bus Maintenance and Inspection:

- The guidelines for bus maintenance and inspection activities within your organization's student transportation program, should include, but not be limited to the following items:
 - ✓ Daily documented pre trip inspection of all vehicles
 - ✓ Annual comprehensive inspection of all vehicles
 - ✓ Documented preventative maintenance program
 - ✓ Random review of maintenance, repair and inspection records

4. Driver Training Topics:

- The training plan for drivers within your organization's student transportation program, should include, but not be limited to the following topics:
 - ✓ Pre-trip inspection procedures
 - ✓ Fundamentals of driving in vehicle(s) to be used
 - ✓ Pupil loading and unloading
 - ✓ Incident / Accident response and reporting
 - ✓ Mechanical failure procedures
 - ✓ Emergency evacuation procedures
 - ✓ Rail road crossing procedures
 - ✓ Inclement weather procedures
 - ✓ Student passenger control methods

5. Incident / Accident Reporting:

- The incident/accident reporting guidelines for drivers within your organization's student transportation program, should include, but not be limited to the following items:
 - ✓ Any damage to or caused by a student transport vehicle should be reported to the Transportation Supervisor.
 - ✓ Any damage to or caused by student transport vehicle
 - Investigated for causes
 - Action(s) taken to prevent recurrence
 - ✓ Transportation Safety Committee formed to determine causes of Accidents / Incidents and recommend actions to prevent recurrence

6. Student passenger control:

- The student passenger controls within your organization's student transportation program, should include, but not be limited to the following activities:
 - ✓ Publication of student behavior guidelines with consequences for violations
 - ✓ Distribution of student behavior guidelines to student riders' parents
 - ✓ Obtaining evidence of parental receipt of student behavior guidelines

Program Activities Calendar:

- Quarterly driver training
- Mileage or operating time based vehicle inspections
- Annual vehicle inspection
- Annual driver review
 - Railroad crossing procedures:
 - On road review of safe bus operating procedures
- Annual route review of seasonal road & weather conditions impact

Web Site Links:

- National Highway Traffic Safety Administration
<http://www.nhtsa.dot.gov>
- AAA Foundation for Traffic Safety
<http://www.aaafoundation.org/home/>
- National Association for Pupil Transportation
<http://www.napt.org/>
- Operation Lifesaver – Rail Safety Education
<http://oli.org/>

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